





PROFESSIONAL ID CARDS, INC
Identify Yourself

FTP LINK AND INSTRUCTIONS

Our FTP link allows our customers to upload multiple photos at one time instead of sending multiple emails with attachments. To use our FTP link:

1. [Click on the link to request an FTP account](#). We'll set-up the account and provide you with a username and password.
2. Copy and paste this link: <http://ftp.photoidbadges.com:8080>
3. Type in your Username and Password that we provide you.
4. Click Login
5. You are now at the Home Page. Click on the  (4th button from left).
6. An Upload File Box will appear. There is a  button. It is a toggle button that will allow you to upload your files one at a time or all of them at once.
7. Next click on Browse Files. Select what files you want to upload by clicking on them twice. Continue to do this until you have selected all the files you want to upload.
8. Click on Upload (next to Browse Files) and the server will upload your files to the FTP site. When it says, Upload Complete, click Close.
9. You are now back at the Home Page and will be able to see all the files you have uploaded.
10. When finished, click Logout.
11. Please send an email to us at sales@photoidbadges.com to let us know that you have uploaded your files and are ready for us to process your order.