

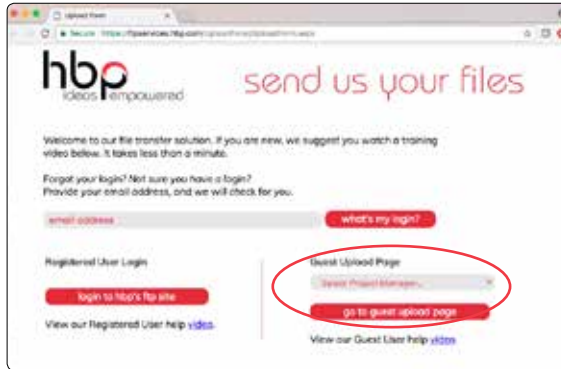


Submitting Files Guide

HBP has a secure File Transfer Server. Our software provides a full featured FTP right in your browser, so there is no need for you to purchase or install additional software.

Files should be uploaded to our FTP link and should not be sent as email attachments unless specifically instructed to do so.

To upload files, please follow the simple steps below:



1: From your web browser, go to the FTP login page (please bookmark this page):

<https://ftpservices.hbp.com/UploadForm/UploadForm.aspx>

2: Under "Guest Upload Page", select your "Project Manager."

3: Click "Go to Guest Upload Page" and complete the on-line form.



4: Click the "Add Files" button to choose the files you wish to send;

5: Click "Start Uploading." Your Project Manager will be automatically notified that your files have arrived.

You can also access the login page from the **hbp.com** website by clicking the "Upload a File link".

If you would like to watch a short training video, click here – <https://www.youtube.com/watch?v=O1saxCkawNQ&feature=youtu.be>.

For additional assistance, please contact your HBP Account Executive.