CARTER WATKINS ASSOCIATES
ARCHITECTS, INC.

FTP SITE INSTRUCTIONS
Jackson County Animal Shelter
Additions and Renovation

To access the FTP site, perform the following steps.

1. In the Internet Explorer address bar, type in ftp://ftp.carterwatkins.com , enter the User name and password below. (item 3)

2. If you wish to view the documents in Internet Explorer do the following: In the File toolbar, click View and pull down to "Open FTP site in Internet Explorer".   Alternatively, you could click on the Page button and pull down to "Open FTP site in Internet Explorer".

3. A window will appear, in the User Name and Password window, type in:

    Username: drawings%001cd02

    Password: **@Carter1**

    (both the User Name and Password are case sensitive)

BIDDERS SHOULD PERIODICALLY CHECK THE FTP SITE FOR ADDENDUMS AND UPDATES. DO NO RELY ON PLAN ROOMS FOR MOST UP-TO-DATE INFORMATION.

Thank you for your time in this matter. If you have any questions or need any additional information, please do not hesitate to contact our office at email@carterwatkins.com or call the number listed below.