

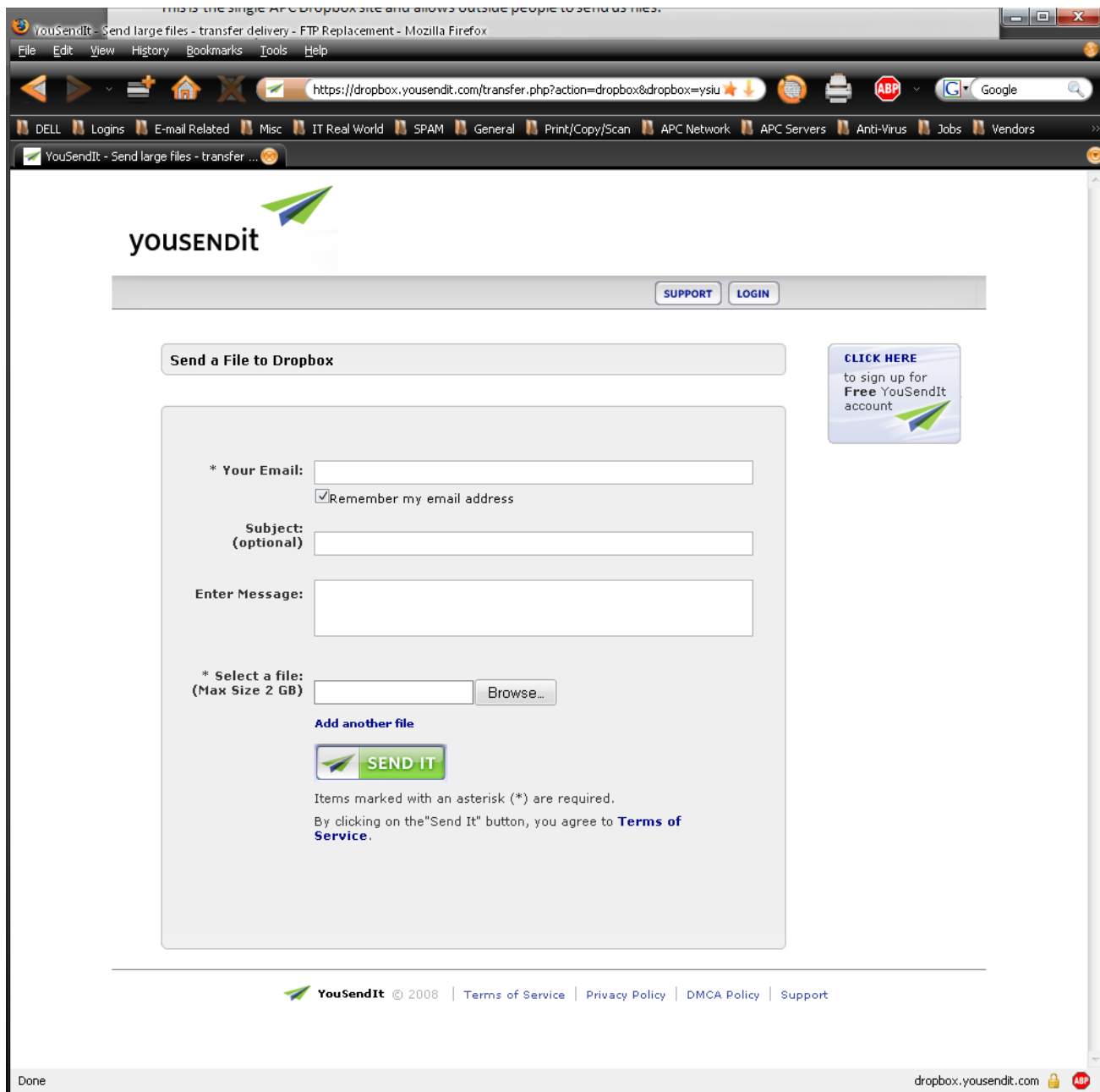
HOW TO USE THE **APC DROPBOX** via YouSendIt

Advanced Power Control, Inc. now uses the 3rd party service “YouSendIt” as an FTP-replacement to receive large files. Click the link below for access to the APC Dropbox in order to upload files to APC employees:

<https://dropbox.yousendit.com/transfer.php?action=dropbox&dropbox=ysiuserapc737898&secure=1>

This is the single APC Dropbox site and allows you to send us files. Any file type is accepted. Uploading multiple files in a single send is allowed.

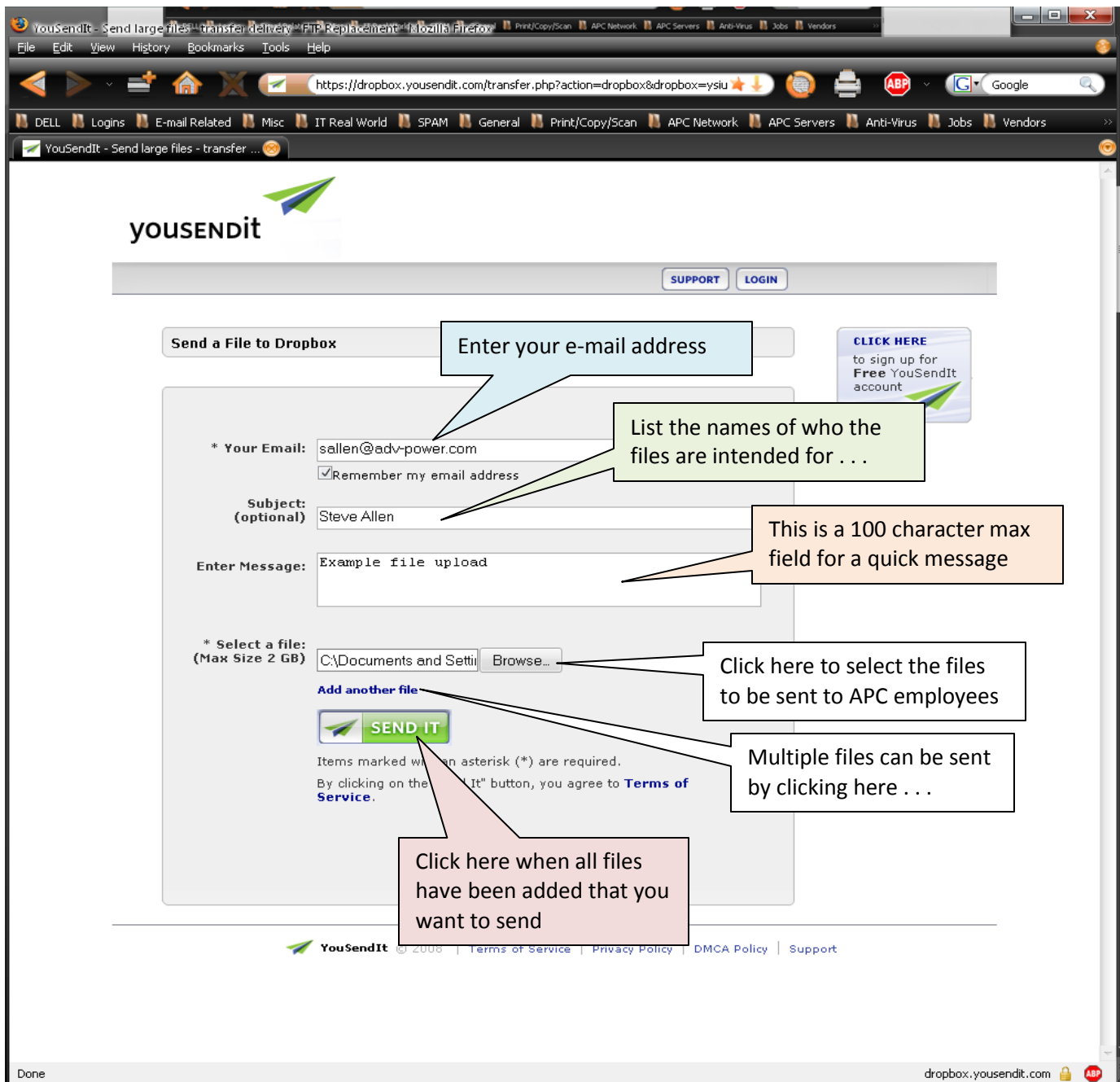
You will see the following after clicking the link above:



Please refer to the Figure above when reading explanations below:

- The ‘* Your Email:’ field - Enter your e-mail address
 - Clicking the “Remember my e-mail address” will allow the site to retain the entered e-mail address for future sends
- **The ‘Subject’ field – Enter who in APC is to receive the files being sent**
 - **THIS IS HOW OUR IT DEPARTMENT WILL KNOW WHO TO FORWARD THE E-MAIL TO SO THIS IS IMPERATIVE!**
- The ‘Enter Message:’ field – You have 100 characters to describe the files that are being sent
 - This is very brief and so please be aware of this!
- The ‘* Select a file:’ field – Click the “Browse” button to add a file to be sent to APC
 - Sending multiple files in a single e-mail is achieved by clicking the blue “Add another file”

An example of a completed form:



- When all fields are complete and all files are selected – Click the green “Send It” button

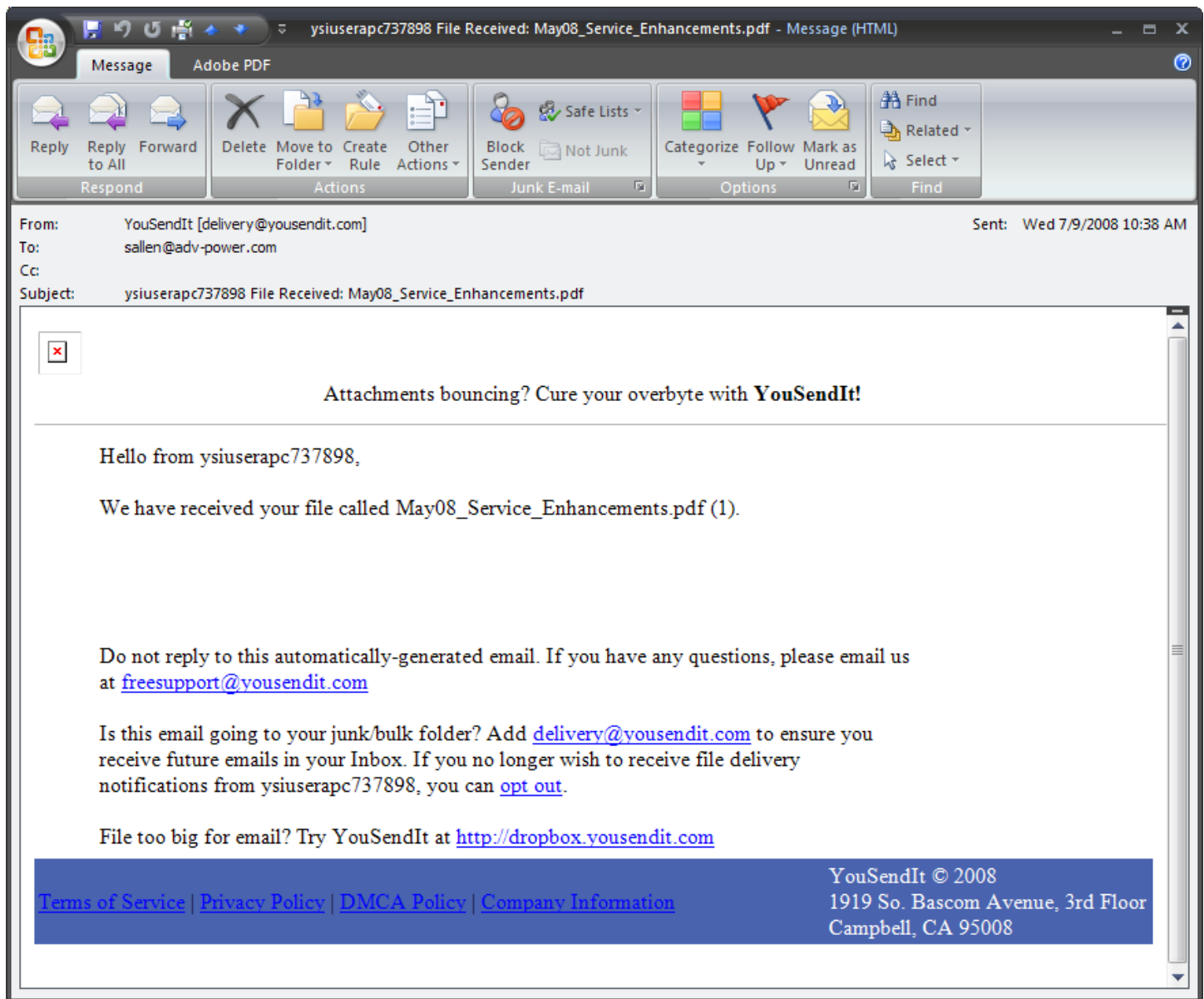
You will then see a screen similar to:

The screenshot shows a web browser window with the YouSendIt interface. At the top, the YouSendIt logo is visible. Below the logo are 'SUPPORT' and 'LOGIN' buttons. A main heading reads 'Send a File to Dropbox'. To the right, there is a button that says 'CLICK HERE to sign up for Free YouSendit account'. The central area features a large grey box with the text 'Sending Your File (s) - Please Stand By...' and a warning: 'DO NOT CLOSE this page or click the BACK button until the file uploading process is complete.' Below this, a progress bar is shown for the file 'Uploading May08_Service_Enhancements.pdf...'. The progress bar indicates '41% completed (79 KB of 192 KB)' and 'Estimated time remaining: 1 secs.' At the bottom of the page, there is a footer with 'YouSendIt © 2008' and links for 'Terms of Service', 'Privacy Policy', 'DMCA Policy', and 'Support'. The browser's status bar at the bottom shows 'Sending request to ftf-504.yousendit.com...' and 'dropbox.yousendit.com'.

Followed by:

The screenshot shows the YouSendIt website after a successful file transfer. The layout is similar to the previous screenshot, but the central grey box now displays a confirmation message: 'File(s) sent successfully!' followed by 'Your file(s) has been sent to ysiuserapc737898.' and a link to 'Send another file'. The progress bar and upload details are no longer visible. The footer and navigation elements remain the same. The browser's status bar at the bottom shows 'Done'.

You will then receive an e-mail similar to the one below confirming the file(s) successfully uploaded to the APC Dropbox:



The process has been completed from your end.

Advanced Power Control employees will process as expeditiously as possible.

THANK YOU.

If you have any questions or comments regarding this process, please e-mail or call:

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