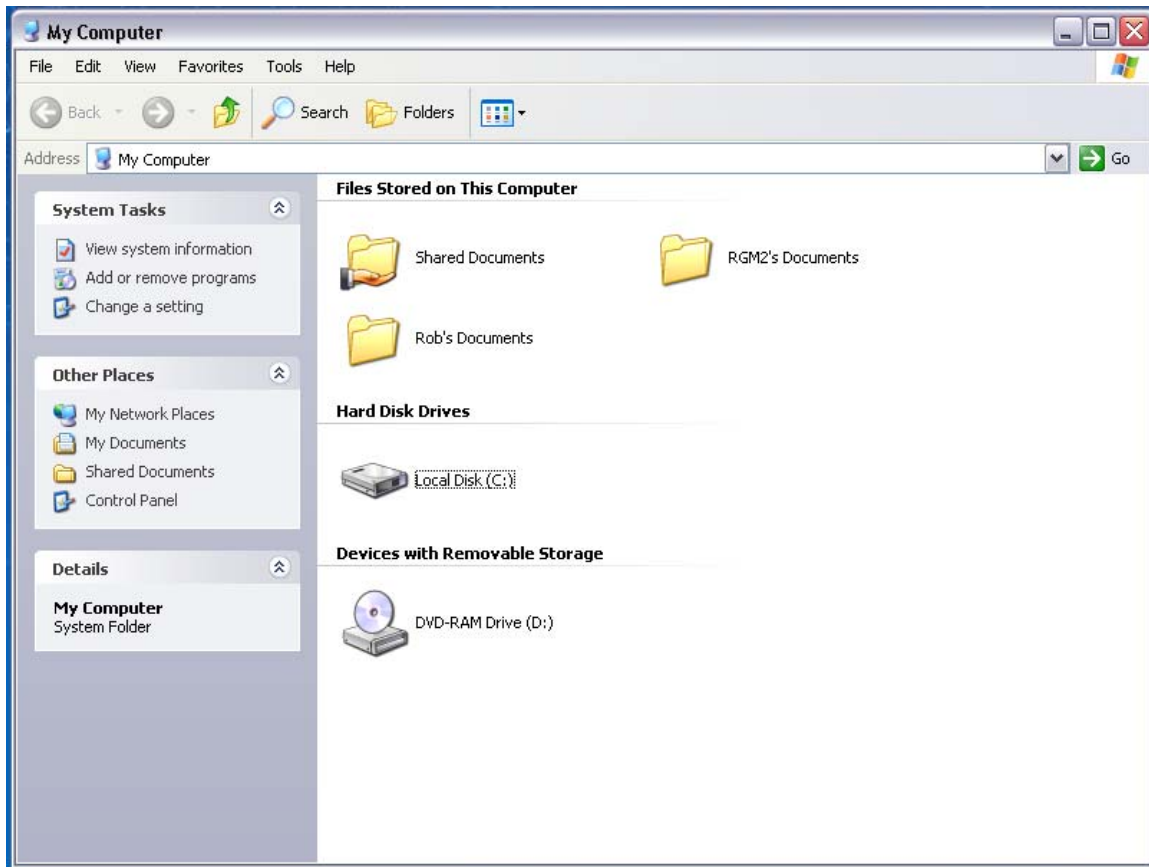




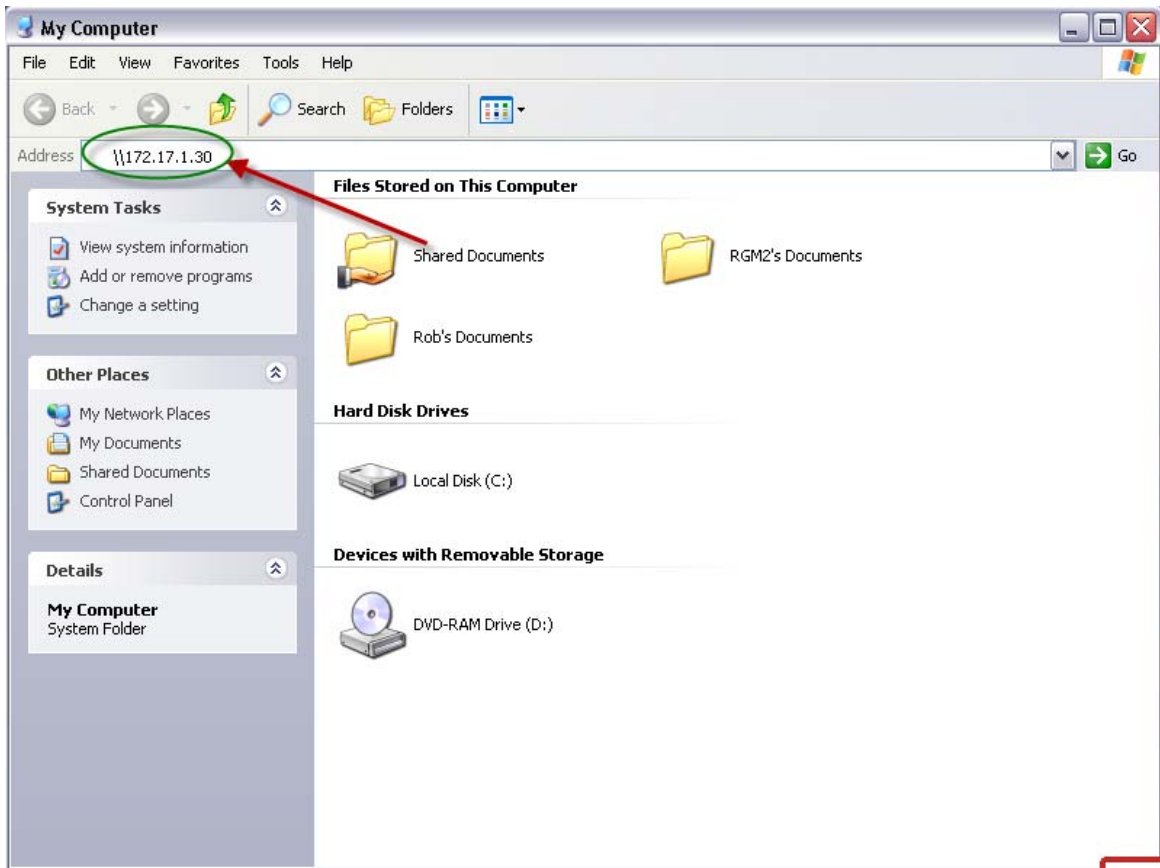
## Instructions for Logging into the VPN/FTP Files

### 1. Open up My Computer



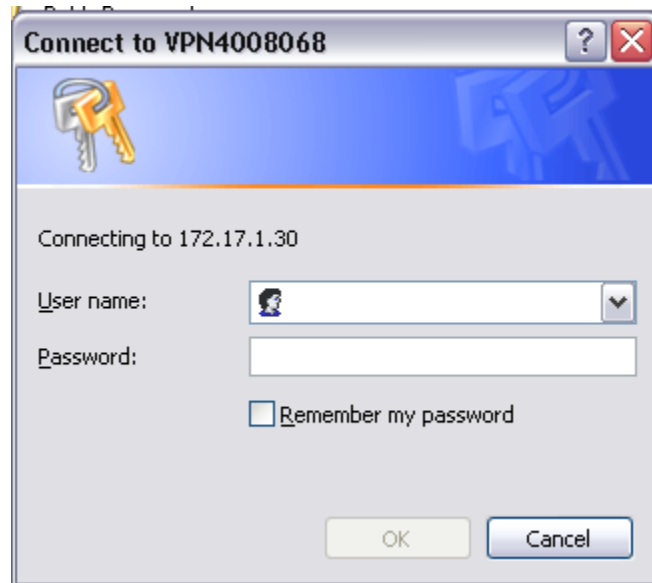


2. In the Address Bar, type in \\172.17.1.30 and click Enter



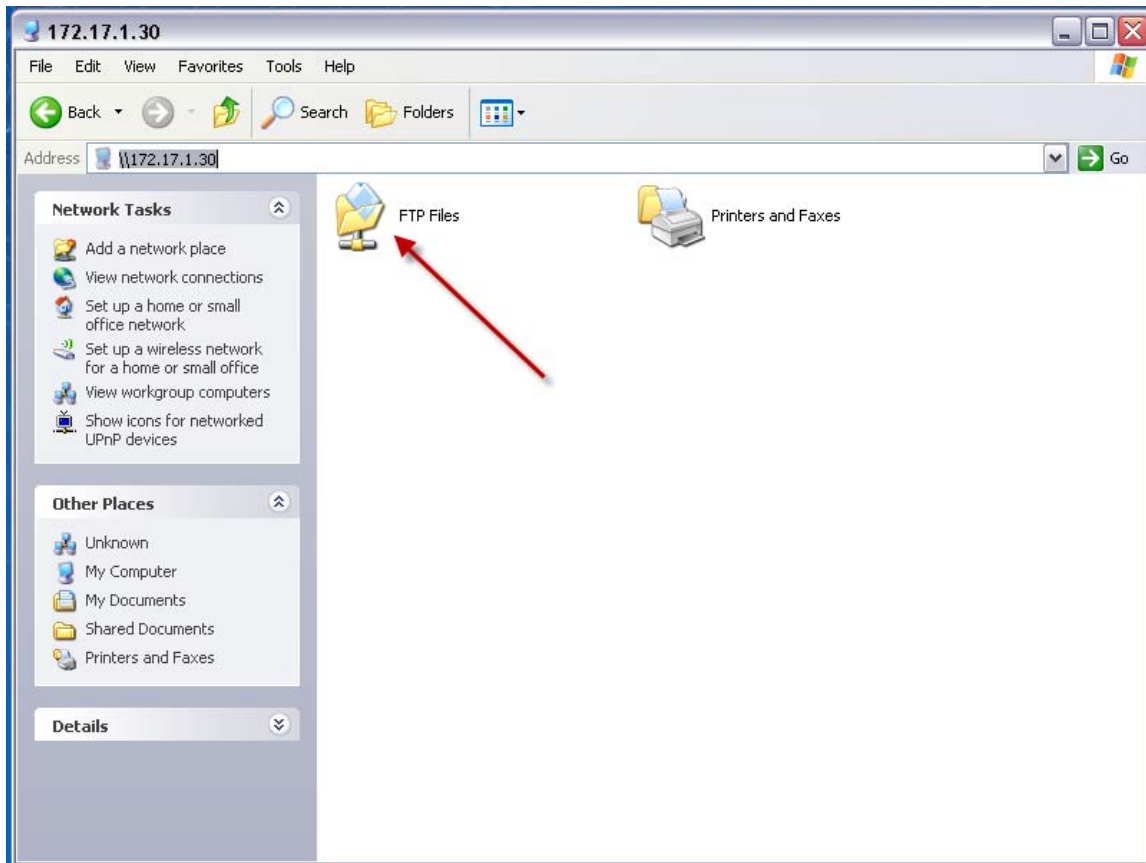


3. You will see a Connect to VPN4008068 box appear where you will need to enter your username and password you obtained from Hensel Phelps.



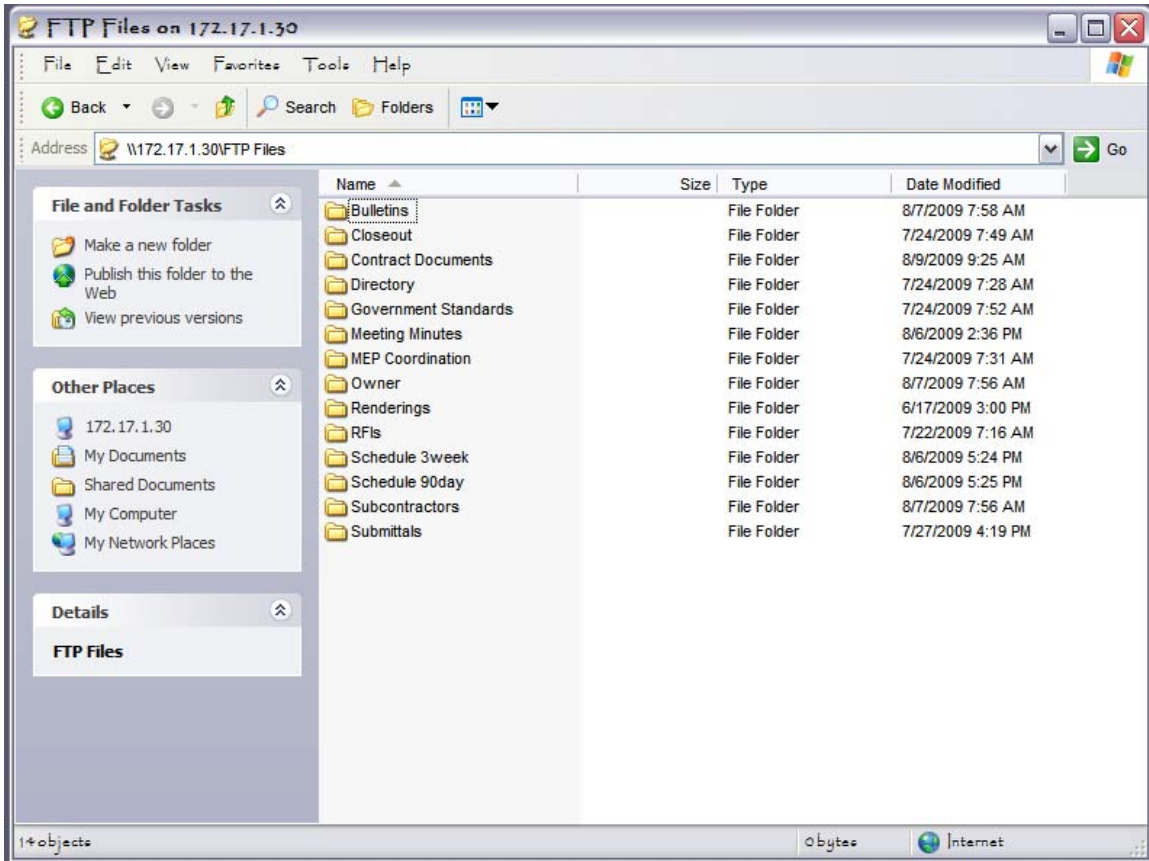


4. After you enter your username and password you will see the Network Link to FTP Files. Double click on this file.





5. You will have access to the Project Files.



**NOTE:** Each user has different administrative rights to each folder, therefore you might see a box like the one below. If you need access to this folder, please contact an Hensel Phelps employee to gain access.

