



## EEI FTP Access Procedure for Mac Users

In order to access the EEI ftp site, please use the following procedure.

1. Use the latest version of Fetch. [Download Fetch 5.0.2](#)
2. Open a new connection by going to **File >> New Connection**.

A screenshot of the "New Connection" dialog box in the Fetch software. The dialog has a title bar that says "New Connection". It contains several fields and options: "Hostname:" with the text "ftp.eeiglobal.com" entered; "Username:" with the text "Username" entered; "Connect using:" with a dropdown menu set to "FTP"; an unchecked checkbox for "Enable encryption"; "Password:" with a field containing seven dots; and another unchecked checkbox for "Add to keychain". At the bottom, there are "Cancel" and "Connect" buttons. A yellow tooltip box is overlaid on the "Add to keychain" checkbox, containing the text: "Save this password securely in your keychain. Passwords in your keychain are automatically filled in for you." There are also icons for a clock and a heart on the right side of the dialog.

**Hostname:** ftp.eeiglobal.com  
**Username and Password:** Supplied by your Account Executive  
**Connect using:** FTP

3. Click Connect!

4. You will be automatically directed to your account folder where you'll be able to upload/download files.

