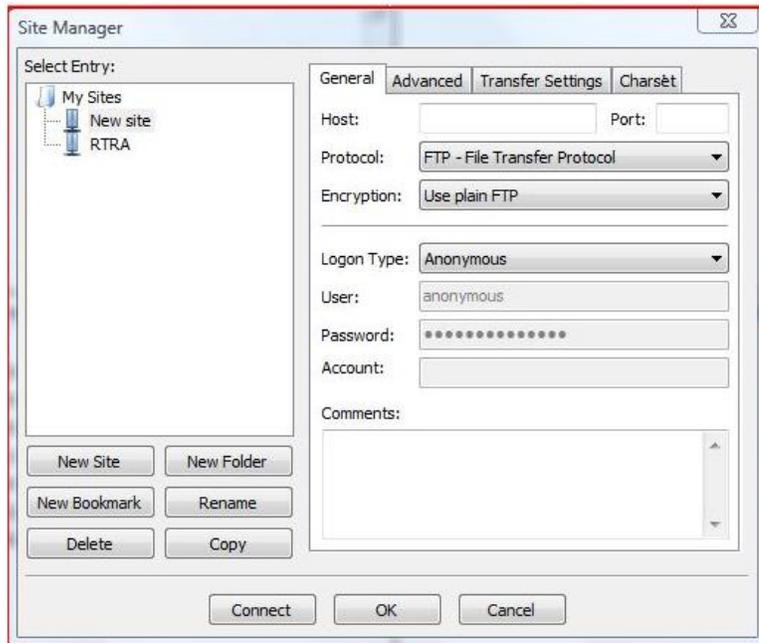


Step 1: To access survey metadata, users should download FileZilla, a free file transfer platform available at <http://filezilla-project.org/> . Follow the provider’s instructions on how to download this application.

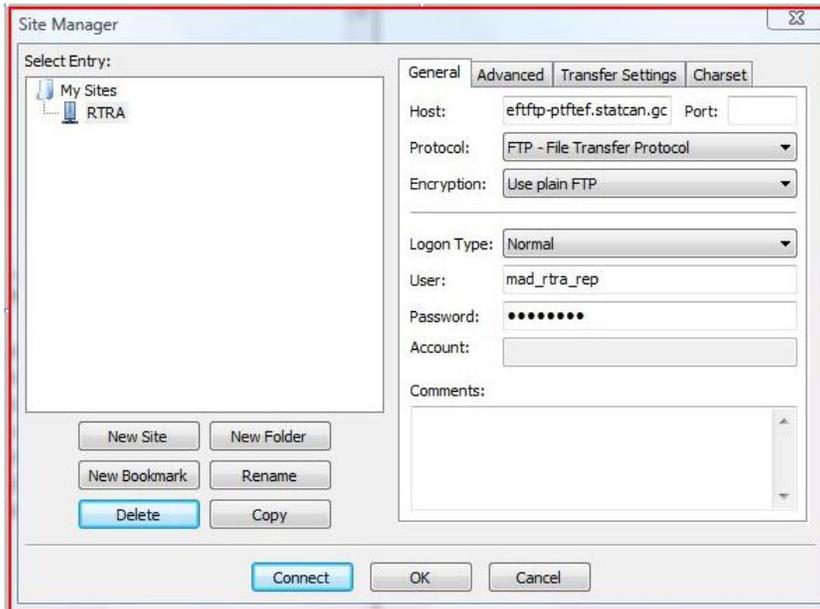
Step 2: Once you have FileZilla installed, open the application.

- a. On the menu bar, under the **File** tab, select “Site Manager”. This window should appear:

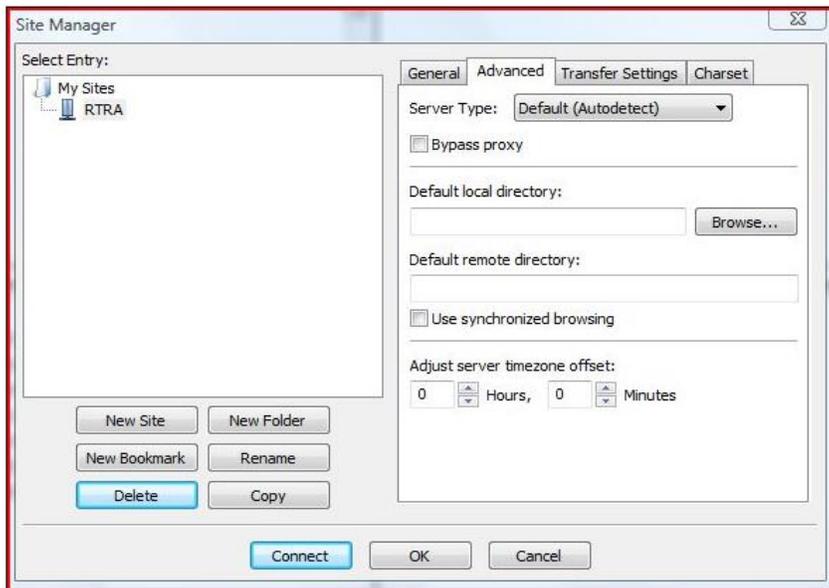


- b. On the site manager pane, click new site. Under the “select entry:” window, you can rename your new site to “RTRA”.
- c. On the site manager pane, under the **General tab** input the following into the fields specified:
- Host: *eftftp-ptftef.statcan.gc.ca*
 - Protocol: *FTP-File Transfer Protocol*
 - Encryption *Use plain FTP*
 - Logon Type: *Normal*
 - User: *Enter your EFT username here*
 - Password: *Enter your EFT password here*

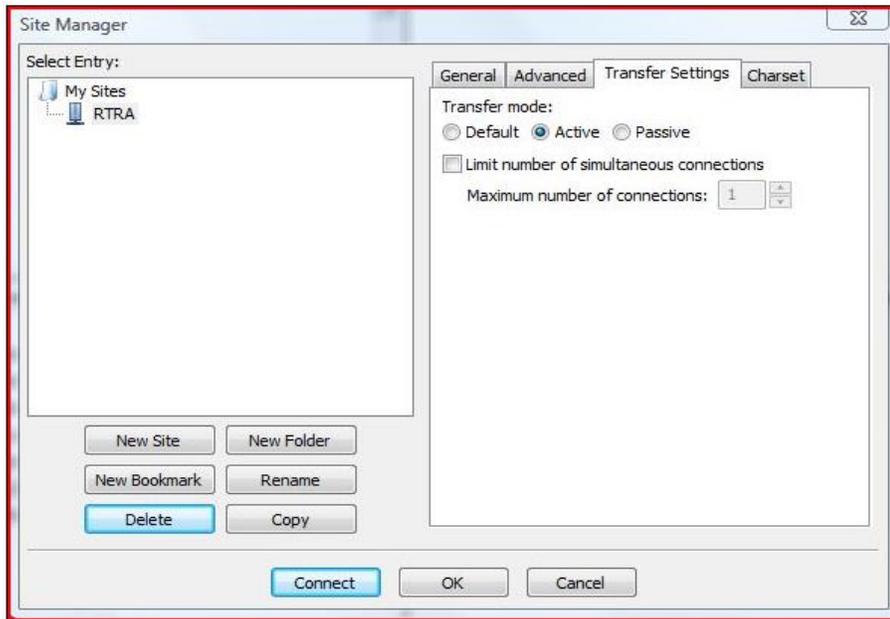
Once this is complete, your page should look like this:



- d. On the site manager pane, under the **Advanced** tab, ensure that the “Bypass proxy” box is unchecked. Once this is complete, the advance tab should look like this:

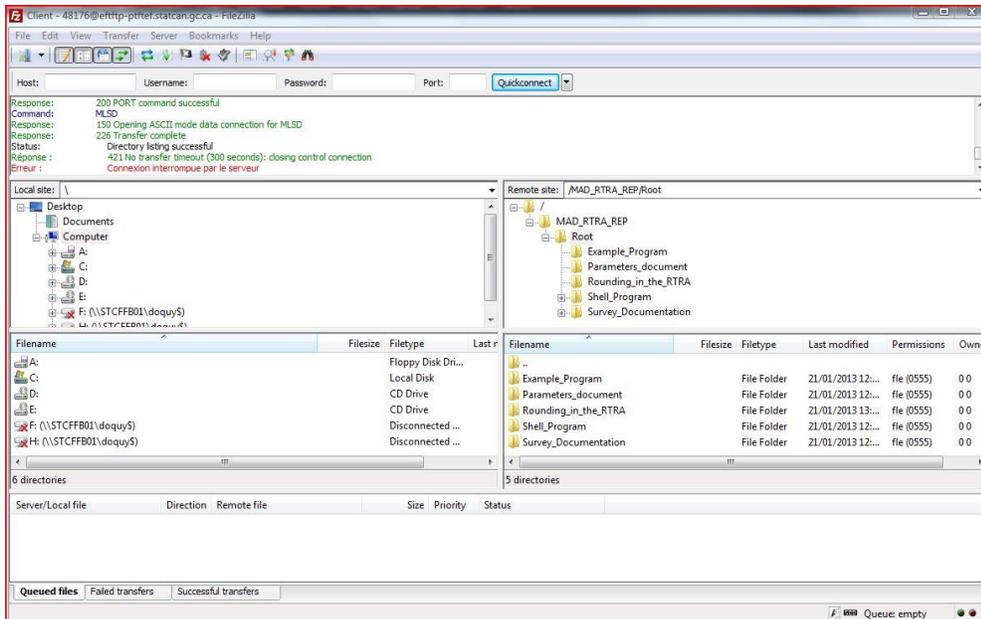


- e. On the Site Manager pane, under the **Transfer Settings** tab, ensure that the “Active” box under transfer mode is selected. Once this is complete, the **Transfer Setting** tab should look like this:



f. You are now ready to connect. Click the **Connect** button on the Site Manager pane.

Step 3: Once you have connected, your FTP account should appear. You may now navigate the RTRA resources and metadata under the **Remote Site** pane, located to your right.



If you have any questions or difficulty in setting up your FTP account, please contact an RTRA agent at: rtra_adtr@statcan.gc.ca.

