**Step 1:** To access survey metadata, users should download FileZilla, a free file transfer platform available at <a href="http://filezilla-project.org/">http://filezilla-project.org/</a>. 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:

My Sites     New site     RTRA		General Ad	vanced	Transfer Settings	Charset	
		Host: Protocol: Encryption:	Port: FTP - File Transfer Protocol Use plain FTP			
		Logon Type:	Anonymous			•
		User: Password:	eeee	nous		
		Comments:				
New Site	New Folder					-
New Bookmark	Rename					
Delete	Сору					Ŧ

- **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:

select Entry:	General	Advanced Transfer Settings Charset
My Sites	Host:	eftftp-ptftef.statcan.gc Port:
	Protocol	FTP - File Transfer Protocol 🔹
	Encryptic	on: Use plain FTP 🗸 🗸
	Logon Ty	rpe: Normal 👻
	User:	mad_rtra_rep
	Passwor	d: ••••••
	Account	
	Commen	ts:
New Site New I	er 📄	*
New Bookmark Ren		
Delete		

**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:

Select Entry:	General Advanced Transfer Settings Charset				
My Sites	Server Type: Default (Autodetect)				
	Default local directory:				
	Default remote directory:				
	Use synchronized browsing				
	Adjust server timezone offset:				
New Site New Folder					
New Bookmark Rename					
Delete Copy					

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:

P C AND		General	Advanced	Transfer Settings	Charset
My Sites		Transfer	mode: ult <ul> <li>Active</li> <li>Active</li> <li>number of sir</li> <li>num number</li> </ul>	e O Passive multaneous connecti of connections: 1	ions
New Site	New Folder				
New Site New Bookmark	New Folder Rename				

**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.

Fz Client - 48176@	eftftp-ptftef.statcan.gc.ca - File/	lilla								X
File Edit View	Transfer Server Bookmarks	Help								
1 - 700	P7 😫 🖗 🏁 💺 🛷	El 🕂 🕈 🖪								
Host:	Username:	Password:	Port:		Quickconnect					
Response: Command: I Response: Response: Status: Réponse :	200 PORT command successful MLSD 150 Opening ASCII mode data conn 226 Transfer complete Directory listing successful 421 No transfer timeout (300 sec	ection for MLSD onds): closing control connection								
Erreur :	Connexion interrompue par le ser	veur								
Local site: \				•	Remote site: /MAD_RTRA_REP/Root	5				5
Docume Compu C	ents ter \STCFFB01\doquy\$)			4 III	MAD_RTRA_REP Root Parameters,doci Parameters,doci Rounding_in_the Shell_Program Survey_Docume	m ument ±_RTRA ntation				
Filename	*	Filesize	Filetype	Last r	Filename	Filesize	Filetype	Last modified	Permissions	Own
	\doquy\$) \doquy\$)		Floppy Disk Dri Local Disk CD Drive CD Drive Disconnected Disconnected		Example_Program Example_Program Rounding_in_the_RTRA Shell_Program Surv_Documentation		File Folder File Folder File Folder File Folder File Folder	21/01/2013 12: 21/01/2013 12: 21/01/2013 13: 21/01/2013 12: 21/01/2013 12:	fle (0555) fle (0555) fle (0555) fle (0555) fle (0555)	0 0 0 0 0 0 0 0 0 0
•	m			+	•					,
6 directories					5 directories					
Server/Local file	Direction Remo	te file	Size Priorit	y Stat	tus					
Queued files F	ailed transfers Successful tran	ifers						F MH Que	ue: empty	

If you have any questions or difficulty in setting up your FTP account, please contact an RTRA agent at: <a href="mailto:rtra\_adtr@statcan.gc.ca">rtra\_adtr@statcan.gc.ca</a>.