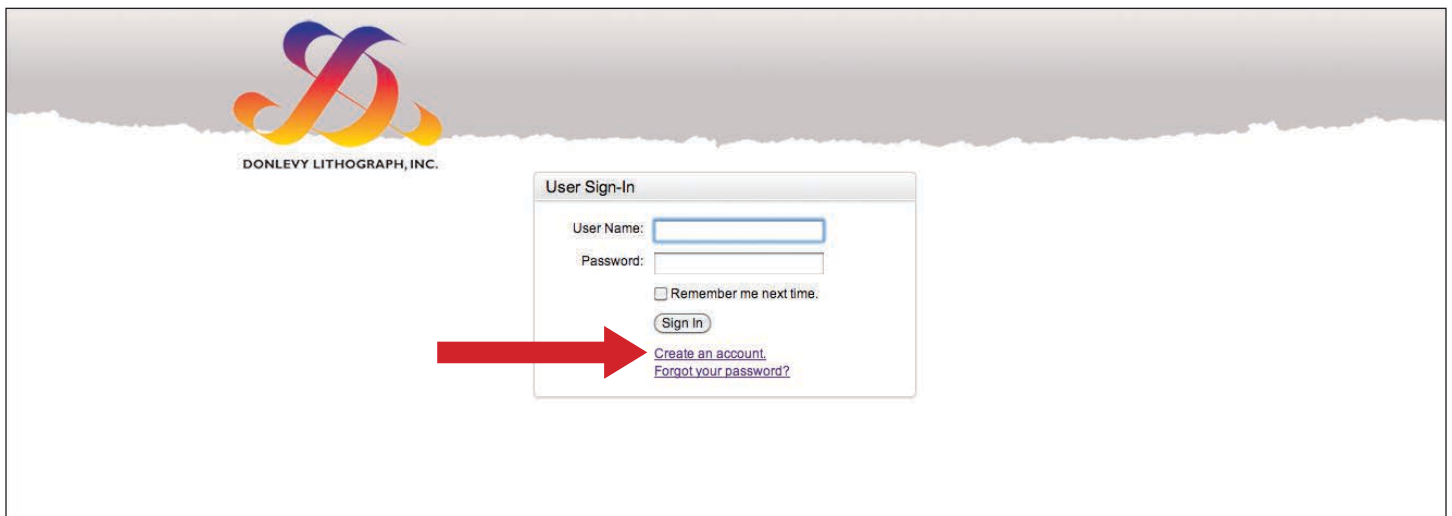


# Donlevy File Upload Set-Up Instructions

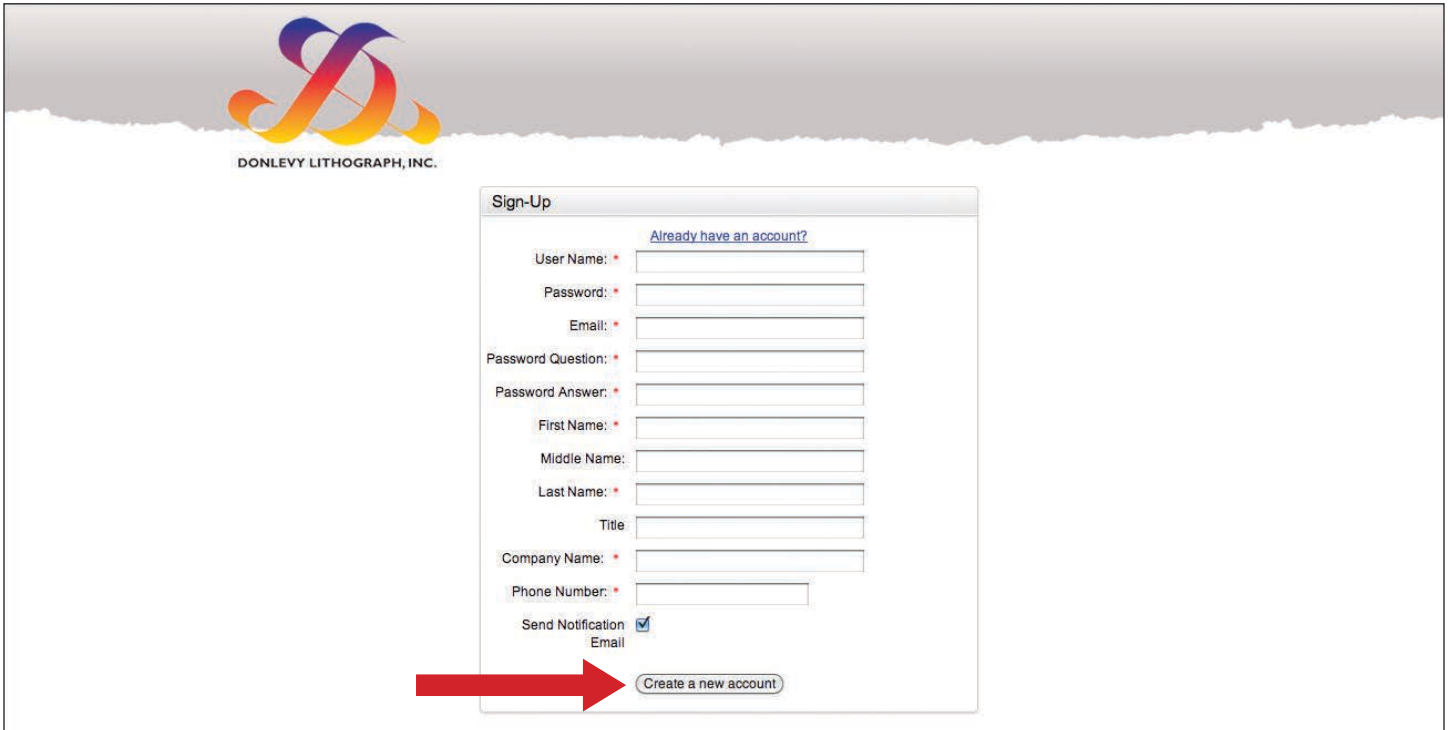
1. Open our website at “www.donlevylitho.com”.
2. Click on “File Upload” (be patient - this might take a minute).



3. Click on “Create an account”.



4. Fill out the information form. (Be sure to remember/write down your user name and password. They are case sensitive and after five fails the system will lock you out.)



The image shows a web page for Donlevy Lithograph, Inc. with a logo at the top left. The main content is a 'Sign-Up' form. The form has the following fields and options:

- [Already have an account?](#)
- User Name: \*
- Password: \*
- Email: \*
- Password Question: \*
- Password Answer: \*
- First Name: \*
- Middle Name:
- Last Name: \*
- Title:
- Company Name: \*
- Phone Number: \*
- Send Notification Email
- 

A red arrow points to the 'Create a new account' button.

5. Click on "Create a New Account".

6. An Email notification will automatically be sent to Donlevy Lithograph at which point we will authenticate your account, set up your personal folder and, from then on, you will be authorized to upload your files.