opentext™

+ Catalyst

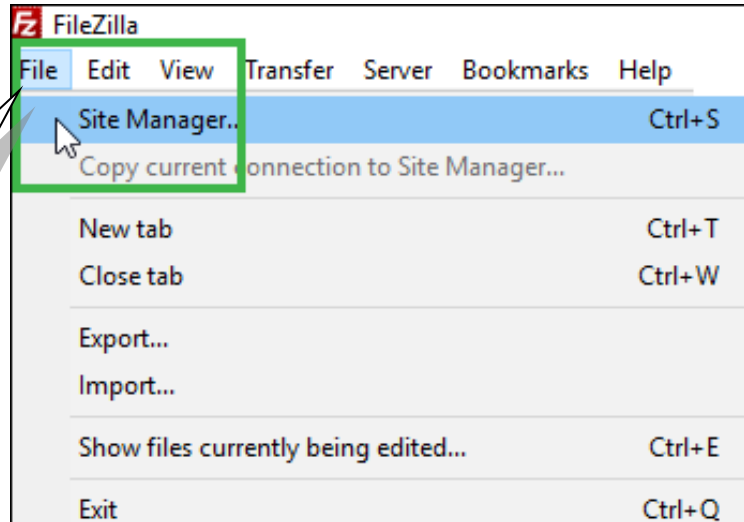## *READY*

To transfer files to and from Catalyst, you must set up your secure access.
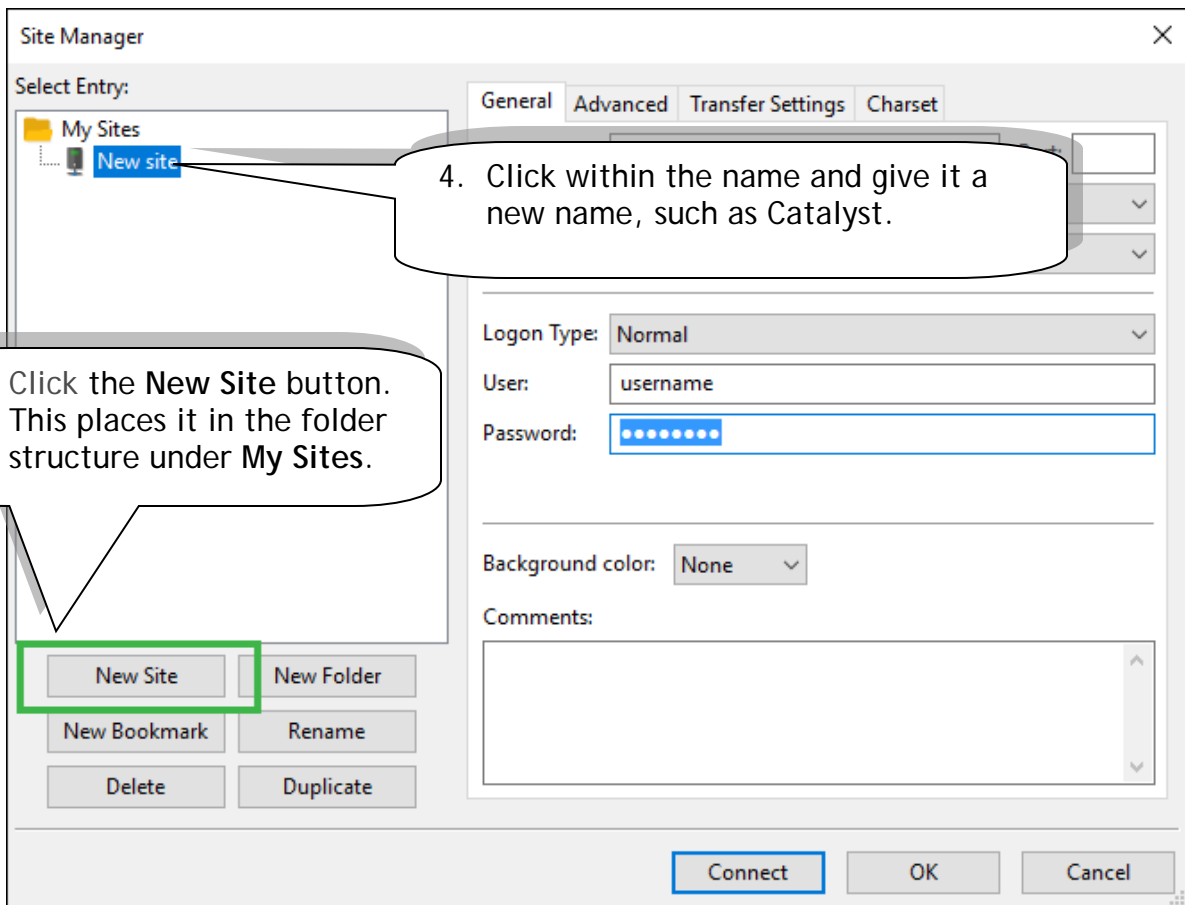
Download the free [FileZilla](#).

FileZilla

File   Edit   View   Transfer   Server   Bookmarks   Help

Site Manager..	Ctrl+S
Copy current connection to Site Manager...	
New tab	Ctrl+T
Close tab	Ctrl+W
Export...	
Import...	
Show files currently being edited...	Ctrl+E
Exit	Ctrl+Q

1. Open FileZilla and click **File**.

2. Select **Site Manager** (or CTRL S on your keyboard).

Site Manager   ✕

Select Entry:

📁 My Sites
　🖥 New site

General | Advanced | Transfer Settings | Charset

4. Click within the name and give it a new name, such as Catalyst.

Logon Type: Normal

User: username

Password: ••••••••

3. Click the **New Site** button. This places it in the folder structure under **My Sites**.

Background color: None

Comments:

New Site	New Folder
New Bookmark	Rename
Delete	Duplicate

Connect   OK   Cancel

SET

At the **General** tab, include this information:

- Host: ftp.catalystapps.com

- Port: [leave blank]

- Protocol: FTP-File Transfer Protocol

- Encryption: **Require implicit FTP over TLS**

- Logon Type: Normal

- User: [Catalyst provided username]

- Password: [Catalyst provided password]
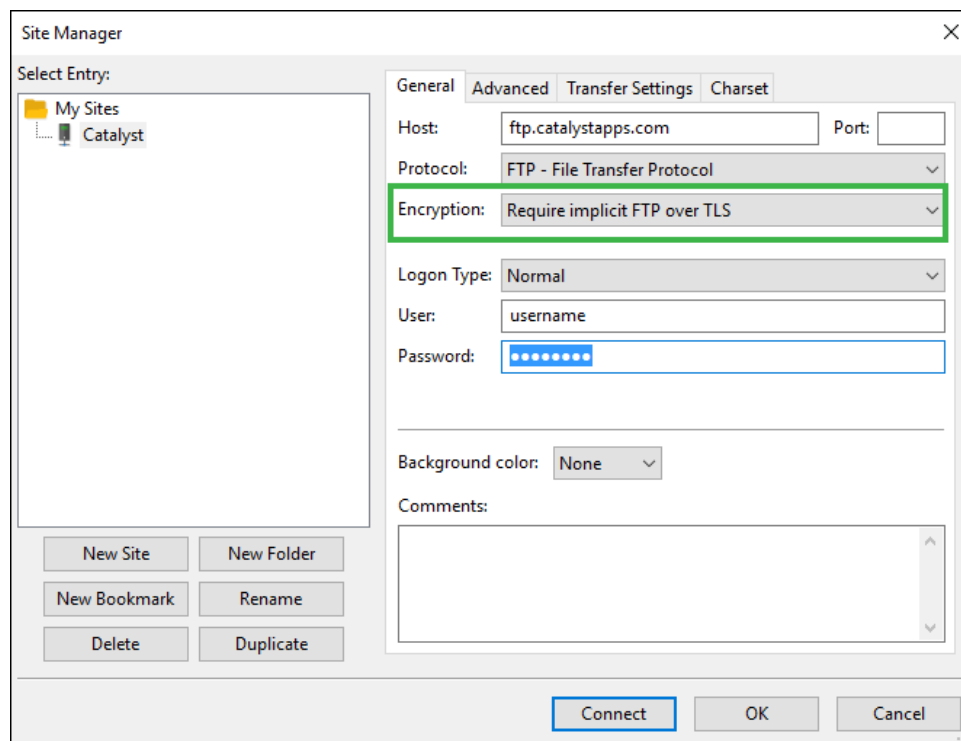
GO

1. Select **OK**.

2. If you encounter a **Certificate Warning**, select **Accept**.

3. The next time you connect to the Catalyst FTP, simply pick the appropriate site (e.g. Catalyst) and click **Connect**.

? Questions—We can help: support@catalystsecure.com or 303-824-0911.