attachment 1 – Revision 1

Judicial Council FTP Site

Log-In Instructions

1. Go to: <https://ftp.jud.ca.gov/>
2. The login box for the FTP site will appear.
3. Type in the **username** and **password:**

**username = occmguest**  
**password = 123456**

**NOTE**: Login is case-sensitive; use all lowercase for both username and password.

**\*\*Refresh page if site or documents don’t appear AFTER LOGGING IN.**

1. Click on the folder: “**JCC Energy Audits**”
2. Click on and review new folder under “JCC Energy Audits” entitled “2017 Lighting RFP Floorplans and RCP”.
3. Select the document you want to save.
4. Open the document and save/download it to your computer.