## ATTACHMENT 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.**

4. Click on the folder:

**"19-Q1 Edelman Children's Court - EFIS RFP# REFM-2016-27-BD"**

5. Select the document you want to save.
6. Open the document and save/download it to your computer.