

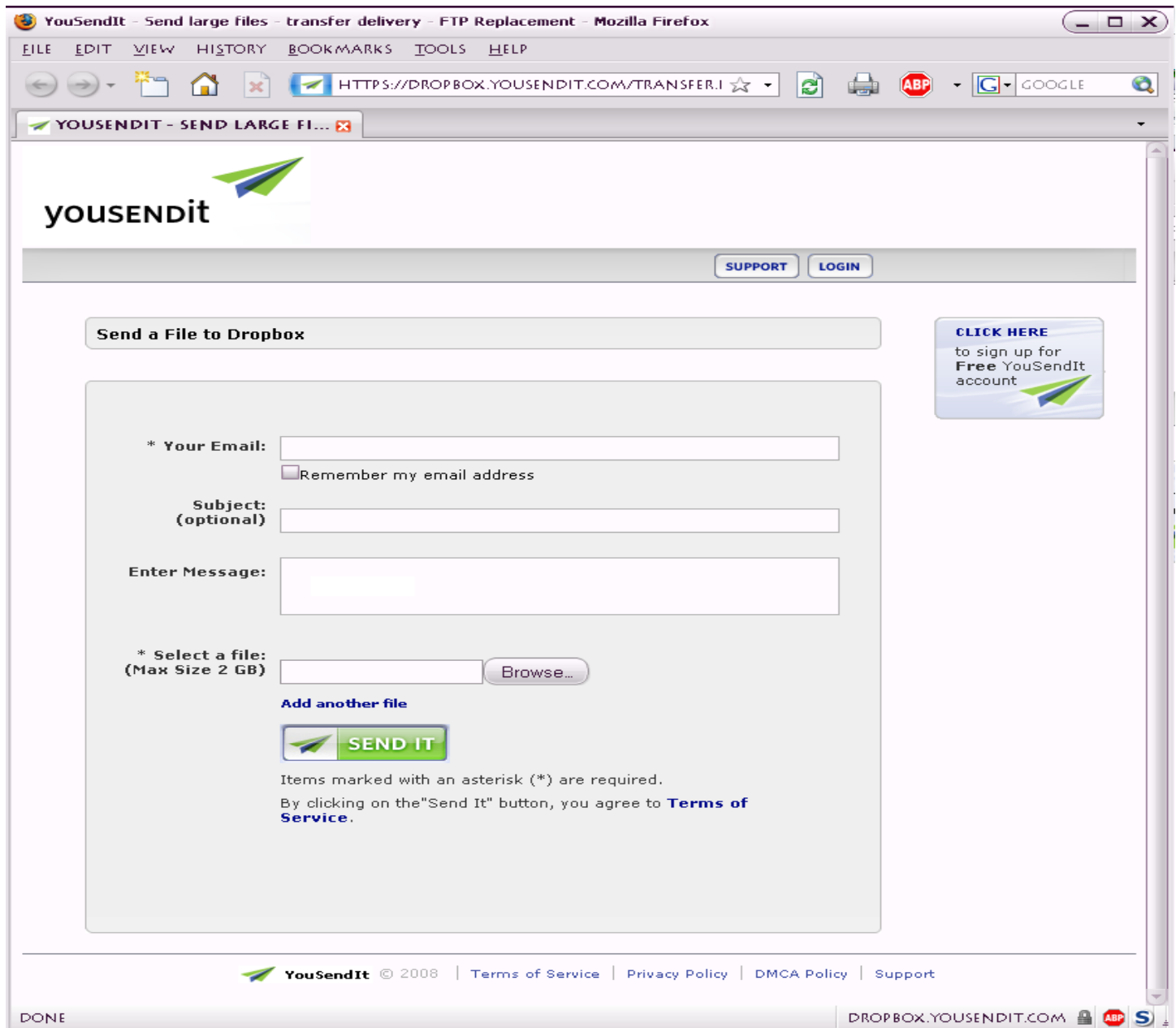
# HOW TO USE THE **EST DROPBOX** via YouSendIt

Energy Systems Technologies, Inc. now uses the 3<sup>rd</sup> party service "YouSendIt" as an FTP-replacement to receive large files. Click the link below for access to the EST Dropbox in order to upload files to EST employees:

<http://dropbox.yousendit.com/estdis8911979>

This is the single EST Dropbox site and allows you to send us files. Any file type is accepted. Uploading multiple files in a single send is allowed. (**TIP: Multiple files can be zipped into a single file prior to sending to improve upload/download speeds**)

You will see the following after clicking the link above:



Please refer to the Figure above when reading explanations below:

- The ‘\* Your Email:’ field - Enter **your** e-mail address
  - Clicking the “Remember my e-mail address” will allow the site to retain the entered e-mail address for future sends
- **The ‘Subject’ field – Enter who at EST is to receive the files being sent**
  - **THIS IS HOW OUR IT DEPARTMENT WILL KNOW WHO TO FORWARD THE E-MAIL TO SO THIS IS IMPERATIVE!**
- The ‘Enter Message:’ field – You have 100 characters to describe the files that are being sent
  - This is very brief, so please be aware of this!
- The ‘\* Select a file:’ field – Click the “Browse” button to add a file to be sent to EST
  - **Sending multiple files in a single e-mail is achieved by clicking the blue “Add another file”**
    - **TIP: Multiple files can be zipped into a single file prior to sending to improve upload/download speeds**

An example of a completed form:

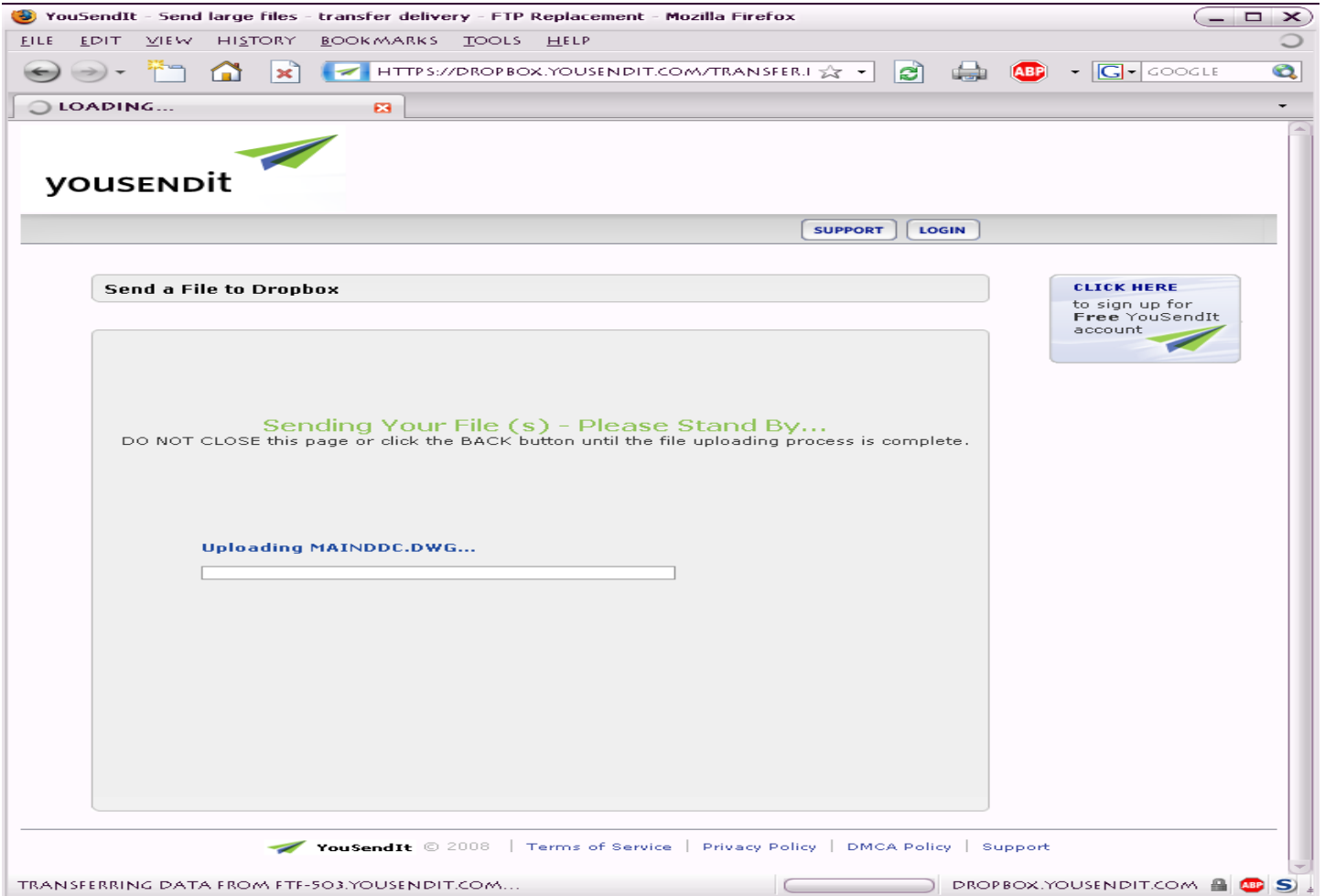
The screenshot shows the YouSendIt website interface with a completed form. The form fields and callouts are as follows:

- \* Your Email:** sallen@adadarters.com. Callout: "Enter **your** e-mail address".
- Remember my email address
- Subject: (optional):** Steve Allen, USPS Support. Callout: "List the names of who the files are intended for ...".
- Enter Message:** Here are the drawing files that you requested. Callout: "This is a 100 character max field for a quick message".
- \* Select a file: (Max Size 2 GB):** C:\Documents and Sett... Browse... Callout: "Click here to select the files to be sent to EST employees".
- Add another file** (blue link)
- SEND IT** (green button). Callout: "Click here when all files have been added that you want to send".
- Callout for the "SEND IT" button: "Multiple files can be sent by clicking here ... **TIP! Multiple files can also be zipped first to improve upload speed**".
- Callout for the "Add another file" link: "Click here to select the files to be sent to EST employees".

At the bottom of the page, there is a footer with the YouSendIt logo, copyright information (© 2008), and links for Terms of Service, Privacy Policy, DMCA Policy, and Support. The browser status bar shows "DONE" and the address "DROBOX.YOUSENDIT.COM".

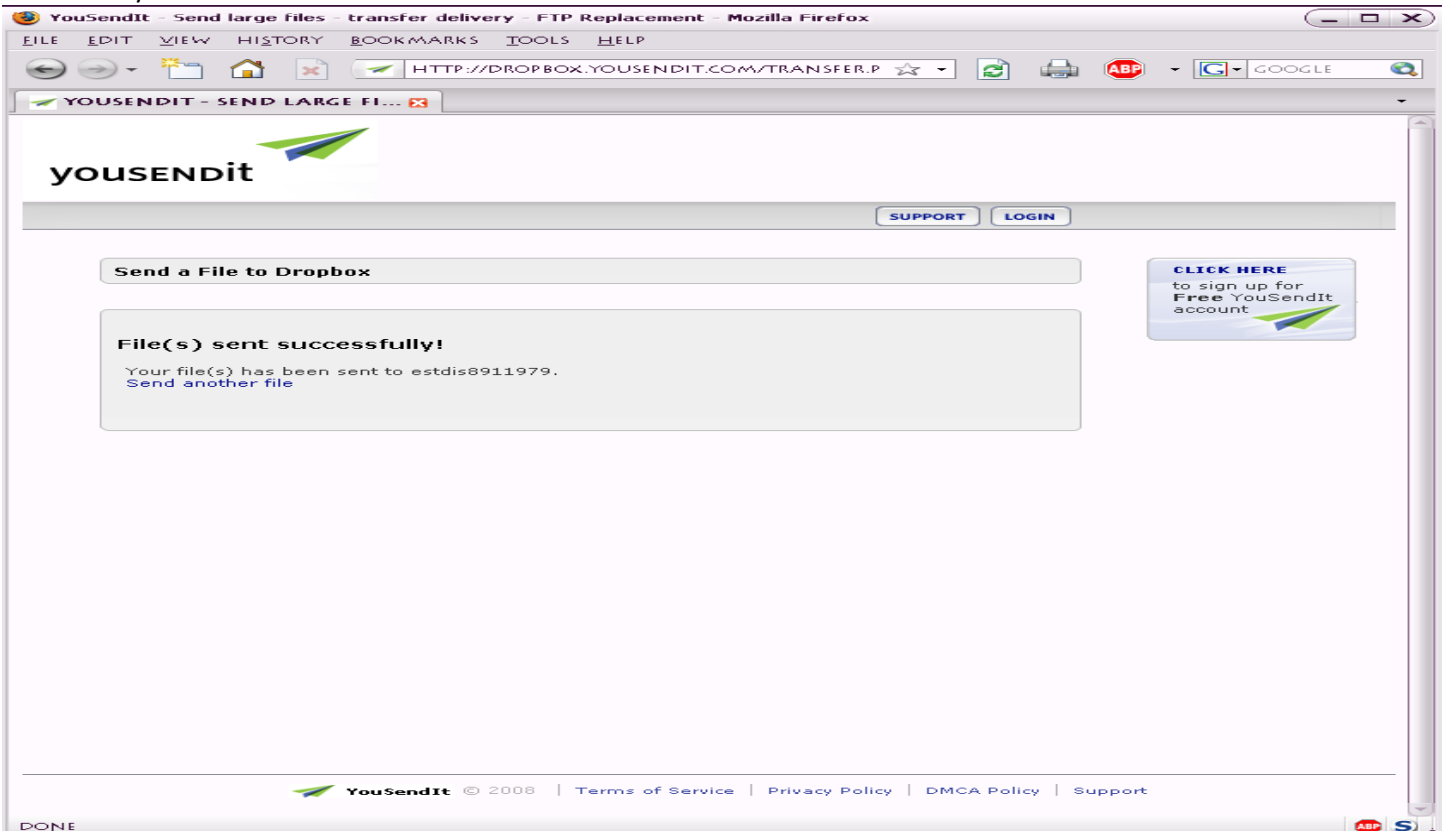
- When all fields are complete and all files are selected – Click the green “Send It” button

You will then see a screen similar to:



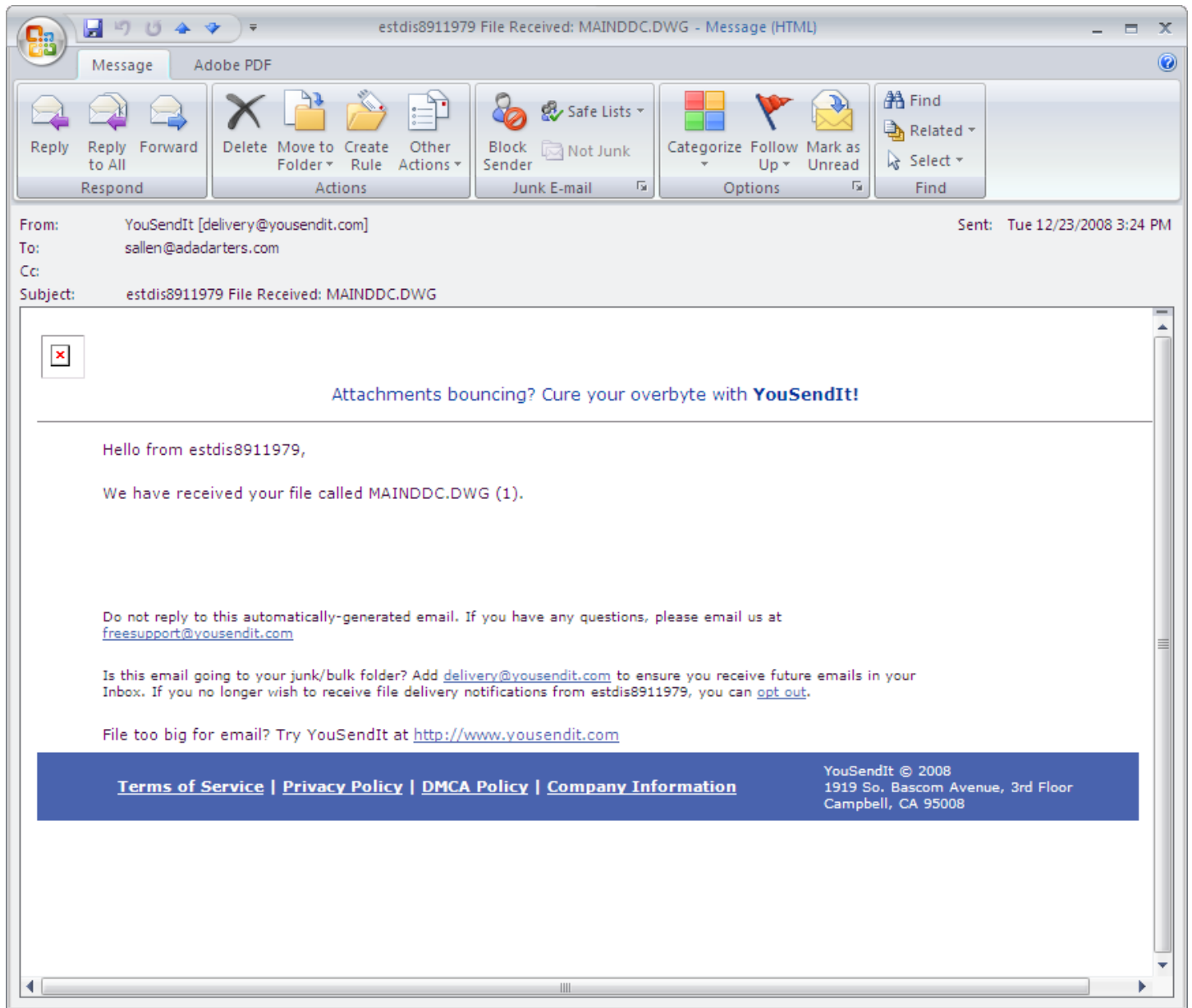
The screenshot shows a Mozilla Firefox browser window with the YouSendIt website. The address bar shows the URL: [HTTPS://DROPBOX.YOUSENDIT.COM/TRANSFER.I](https://dropbox.yousendit.com/transfer.i). The page title is "YouSendIt - Send large files - transfer delivery - FTP Replacement - Mozilla Firefox". The main content area features the YouSendIt logo and a "Send a File to Dropbox" button. A large central box displays the message: "Sending Your File (s) - Please Stand By... DO NOT CLOSE this page or click the BACK button until the file uploading process is complete." Below this, it says "Uploading MAINDDC.DWG..." with a progress bar. A "CLICK HERE to sign up for Free YouSendIt account" button is visible on the right. The footer contains "YouSendIt © 2008 | Terms of Service | Privacy Policy | DMCA Policy | Support". The status bar at the bottom shows "TRANSFERRING DATA FROM FTF-503.YOUSENDIT.COM..." and "DROPBOX.YOUSENDIT.COM".

Followed by:



The screenshot shows the YouSendIt website after successful upload. The address bar shows the URL: [HTTP://DROPBOX.YOUSENDIT.COM/TRANSFER.P](http://dropbox.yousendit.com/transfer.p). The main content area features the YouSendIt logo and a "Send a File to Dropbox" button. A large central box displays the message: "File(s) sent successfully! Your file(s) has been sent to estdis8911979. Send another file". A "CLICK HERE to sign up for Free YouSendIt account" button is visible on the right. The footer contains "YouSendIt © 2008 | Terms of Service | Privacy Policy | DMCA Policy | Support". The status bar at the bottom shows "DONE".

You will then receive an e-mail similar to the one below confirming the file(s) successfully uploaded to the EST Dropbox:



The process has been completed from your end.

Energy Systems Technologies, Inc. employees will process as expeditiously as possible.

THANK YOU.

If you have any questions or comments regarding this process, please e-mail or call:

Steve Allen  
[sallen@estdistribution.com](mailto:sallen@estdistribution.com)  
302-368-0669

or

Erica Runyon  
[erunyon@estdistribution.com](mailto:erunyon@estdistribution.com)  
302-368-0669