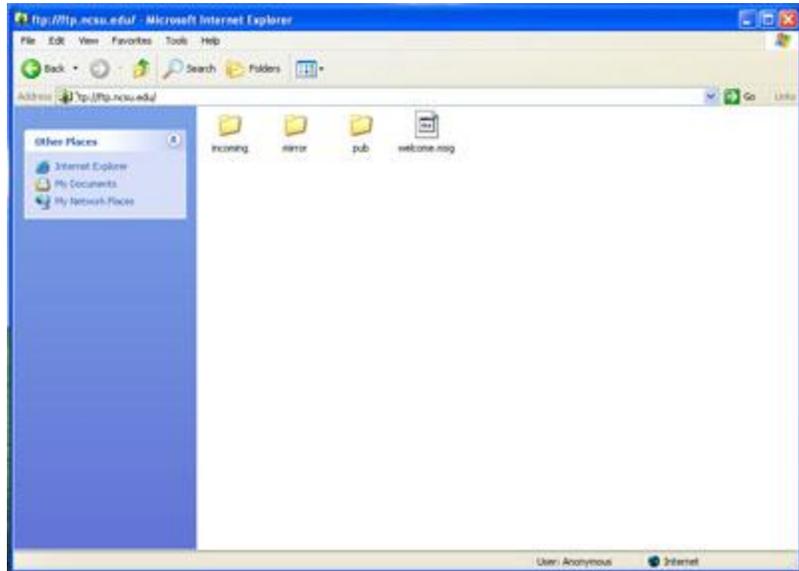
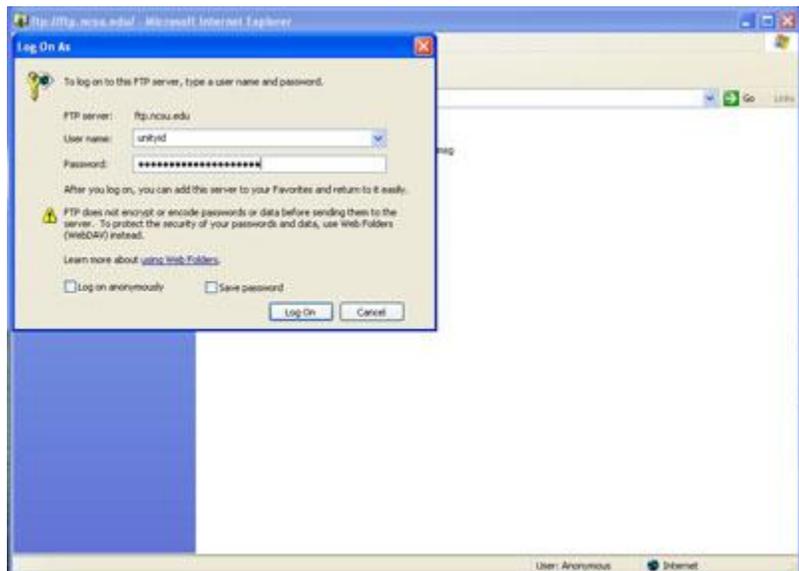


How to log on to the Cass County FTP Site with Windows Explorer

Opening an FTP site is simple with Windows Explorer. Open Windows Explorer: (usually located in the start menu, all programs, accessories) Now type in the address bar of the FTP server, <ftp://ftp.casscounty.com>, then hit enter or click go



You now need to type in your login name and password (provided by the Cass County PA's Office). Once open you may right click on the desired Discovery file and select "Copy To Folder..." Choose a destination and click OK. Navigate to that destination that you saved the file to and open the file. Adobe Reader is required, download at <http://www.adobe.com>



If you have any questions regarding this process, need log-in credentials or have forgotten your password, please contact the Prosecutor's Office at 380-8250 during business hours of 8:00am to 4:30pm and ask for Tiffany.