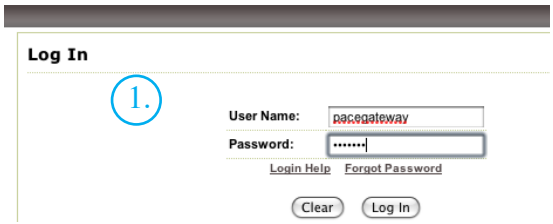
Internet Gateway Instructions

Instructions for sending files to Pace Communications

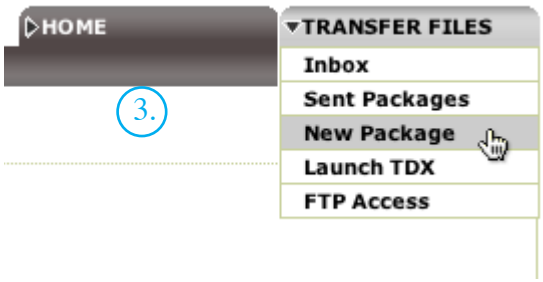
Numbers in blue on screen grabs reflect step number.

1. Log in to http://pace.wamnet.com.



2. Username = pacegateway
   Password = wamprod

3. Click on Transfer Files, then select New Package.



4. Select file(s) or compressed folder to be sent.

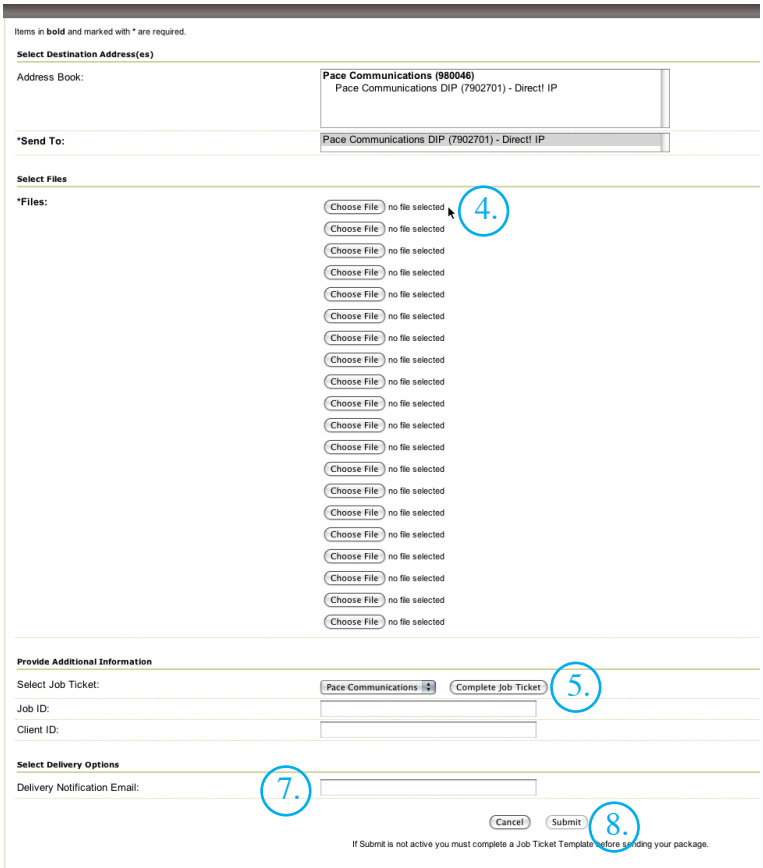
5. Fill in job ticket. Fields with an asterick are required.

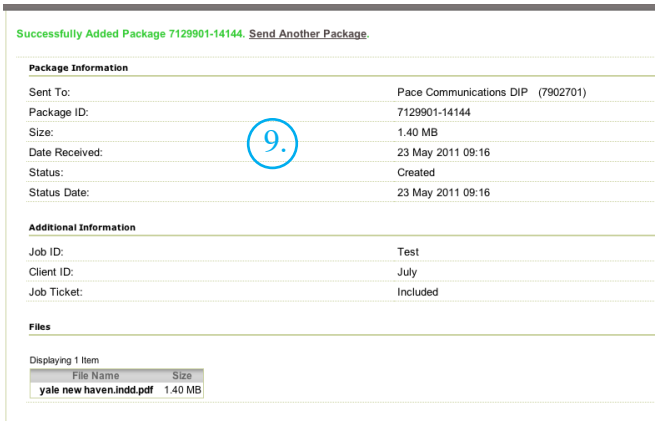
6. Hit “Submit”.

7. It is not necessary to type anything into the “Delivery Notification” field as Pace is notified when files are uploaded. However, if you would like to receive a notification you may type your address here...or anyone elses.

8. Hit “Submit”.

9. Successful upload message should apprear.





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