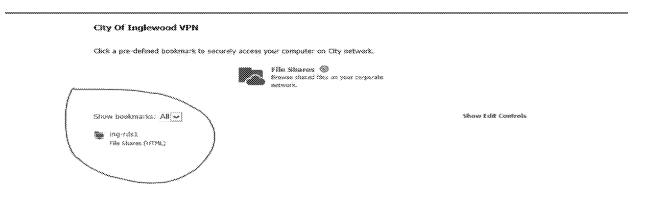
## **VPN Login Instructions**

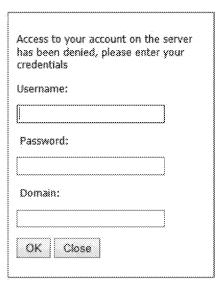
1. Get onto the website



- 2. Use the following credentials:
  - a. Username:
  - b. Password:
- 3. Click on the link named "ing-rds1"



4. On the next login screen, use the previous steps credentials and leave "Domain" blank



5. In order to download a document, single click the file you would like so that it highlighted and select the download button at the top of the page



6. To Upload a file, click on the Upload button at the top of the page, then click on Choose File to find the file you would like to share



7. If you need to rename a file (so as to separate/distinguish pertinent files from the rest), highlight the file you would like to rename and select the rename button at the top of the page

