

# SUBMITTING LIBRS TO SECURE WEBSITE

## TO SEND YOUR LIBRS FILE:

1. Open your Internet Browser and type: <https://ftp.lsa.org>
2. Type your Username and Password provided by LSA
3. Click LOGIN
4. Click on the DATA folder
5. Click BROWSE
6. Locate your LIBRS submission file on your computer
7. Click OPEN
8. Click UPLOAD THIS – the file should appear in the list
9. Click LOGOUT
10. Close Window

## TO DOWNLOAD YOUR ERROR REPORT:

1. Open your Internet Browser and type <https://ftp.lsa.org>
2. Type your Username and Password provided by LSA
3. Click LOGIN
4. Click on the ERRORS folder
5. The following 3 reports are available to open or download for each submission
  - Input file
  - Detailed Error Report
  - Error ReportClick on the file you want to open or download
6. Open or Save onto your computer
7. Click LOGOUT
8. Close window