

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