



Accessing the BCBusiness Magazine File Transfer System

Canada Wide Media Limited uses a Web based File Transfer System for all advertisers who wish to upload files to us. To access this website please point your web browser to: <http://adtransfer.canadawide.com>.

Select **BCBusiness** magazine from the drop down menu and enter the following **case sensitive information** in the fields provided:

Username: BCBUSINESS

Password: B78C12

To prevent corruption, all files sent to Canada Wide Media Limited must be compressed before uploading. Please keep file names short, descriptive and simple.

- Once you have logged into the File Transfer System click on the "Upload Files" button on the left side of the screen.
- To assist us in identifying your files please fill in your name, phone number, email address and the Advertiser name.
- Select the number of files you wish to upload from the dropdown menu. (please limit your uploads to no more than 3 files per login session)
- Select the "Browse" button and navigate to the file/s to be uploaded.
- Click the "Begin Upload" button to start the upload process.
- Once completed you will see a message indicating that your "File has been successfully sent".
- Click "Logout" to complete the transaction or click "Return to the File Listing" to upload another file or to check that the file/s uploaded are displayed in the list.

This web-based file transfer system automatically sends an email notification to the Production Coordinator assigned to this publication. The email contains the information entered in the name, phone number, email address and Advertiser name fields as well as the name of the file uploaded.

If you have any problems connecting to this account, please contact our IT Help Desk at 604-637-3456.