



## Upload Plans Instructions

1. Contact the estimating team at 1-800-321-0316 for a user name and password to the ftp site.
2. To get to our ftp site follow this link: <ftp://ftp.iqstorage.com>  
You will see this message: "FTP root at ftp.iqstorage.com." To view this FTP site in Windows Explorer, click Page, and then select "Open FTP Site in Windows Explorer."
3. Go to File in the upper left corner of the new portal and click on it.
4. Scroll down to "log in as" and click on it.  
The log in screen will appear. Enter the username and password that you received from the estimating team.
5. There is a folder on the ftp site labeled "Estimates." Please upload your files to this folder.
6. Once you have completed the upload, please send a message to [coneil@holdrite.com](mailto:coneil@holdrite.com). This will allow our team to retrieve your files quickly.

If you encounter any difficulties or have questions, please feel free to call us at 800-321-0316 ext 116.