

PUBLIC ACCESS SHOW SUBMISSION INSTRUCTIONS

1. Request for Access to Dropbox Folder
 - Request your link to a Dropbox folder by emailing PEGFTPDelivery@charter.com
2. Check your Inbox for an email from Dropbox, with a subject line asking you to “Please upload files for (Your Show Name)”
3. In the email, click the “Upload Files” button
 - This will open your web browser and bring you to the file Request Window
4. In the file request window, a file can be submitted two ways
 - Click and drag the file to the window that says “drag stuff here”
 - Click the “Add files” button and select the file from your file directory

Note: Please name your show file with the show name and the first date it will air on the Public Access Channel. For example: SportsTalk031226

5. Once file is added to the Dropbox window, enter your first and last name, as well as your email address and click upload
 - Your name and email address are required before you can upload your file
 - Multiple files can be uploaded at a time
6. Once upload(s) are complete, the window will then display a message that says “Finished uploading”

Note: Please save the email from Dropbox containing your link and/or bookmark your link in your preferred web browser. Dropbox login credentials are NOT required to upload show files.

If you have lost your link, email PEGFTPDelivery@charter.com for assistance


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Charter Public Access sent you this request
Charter Public Access

Drag files here →

Add files ← **Add files by browsing file directory**

or drag stuff here



Your files will be uploaded securely to Charter Public Access's Dropbox account.
More about [file requests](#) and our [privacy policy](#).

This screenshot shows the initial file upload interface. A dashed box indicates the area where files can be dragged. An arrow labeled 'Drag files here' points to this area. Another arrow labeled 'Add files by browsing file directory' points to the 'Add files' button. The interface includes a Dropbox logo and a disclaimer about secure uploads to a Dropbox account.

Once your file has been added, enter your name, email address and click upload

Charter Public Access sent you this request
Charter Public Access


▶ PublicAccessShow.mp4

⊕ Add more files

Your name:

Your email address:

Click to begin upload → **Upload**



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This screenshot shows the interface after a file has been added. The file 'PublicAccessShow.mp4' is listed with a play button icon. Below it is an 'Add more files' button. There are two input fields for 'Your name' and 'Your email address'. An arrow labeled 'Click to begin upload' points to the 'Upload' button. The interface includes a scrollbar for the file list, a Dropbox logo, and a disclaimer about secure uploads to a Dropbox account.