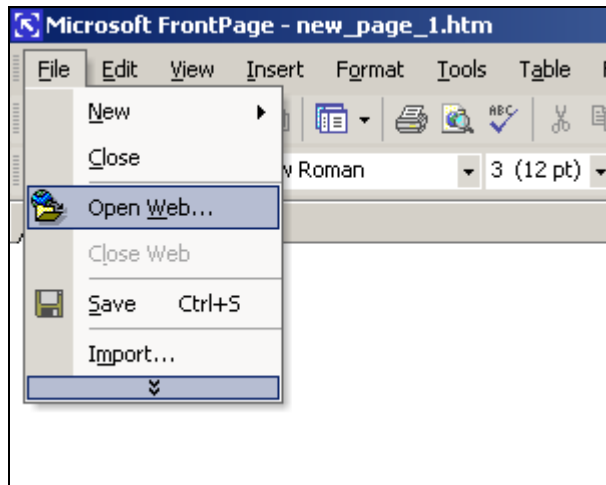


1. Open Microsoft FrontPage (this example is using 2002 version) using either shortcut or from your programs menu.



2. Select 'File', 'Open Web' from the top toolbar.



3. Select My Documents and then select the folder with your website files



4. Click Open and if you get a message about FrontPage needing to add information to your folder...Click 'Yes'
5. You should now see your files listed in the left side menu bar.(if you do not, go to 'View' on the top toolbar and select 'Folders')
6. From here you can select your pages to make content edits.

**Continue to steps to Upload your changes to your live website >**

1. Open a web browser and enter:  
<https://www.YourDomainName.com/formslogin.asp>  
Note you should use your domain name in place of 'YourDomainName.com' as shown above. Keep the formslogin.asp at the end. Also notice the address uses https for a secure login

Please enter your Username and password to log on.

Username:

Password:

2. Login with username and password
3. Select Manage Content from navigation on the left

**FIS»** Web Site Man  
FIDELITY NATIONAL INFORMATION SERVICES  
Administration System Main Me  
Retrieve Forms  
Manage Content  
Administer Security  
View Activity Log  
View Reports  
Welcome Web Admin  
You have successfully logged on and can now perform administrative activities.

4. Because you are keeping a copy of your files on your own PC to use FrontPage for modification – Skip to step # 7 on this page.  
Select the file from your computer documents. You may only upload files going to the same folder at one time. Do not forget to select the folder you would like your selected files copied to. You will select the folder from within a staging site. Click the upload button at Step 8 to complete this process.

Step 7 - Browse to select the file name from your hard drive.

Select Folder/Subfolder for the upload process.

Staging/

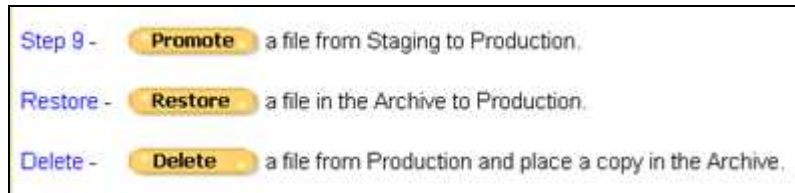
Staging/images/

Staging/inc/

Step 8 -  the file from your hard drive to the Staging server.

5. You can brose your changes on your staging site by entering your web address and **'/staging'**  
For example - <http://www.YourDomainName.com/staging>

6. If you are stratified with your changes continue to step 9



**Your changes are now live on your website!**