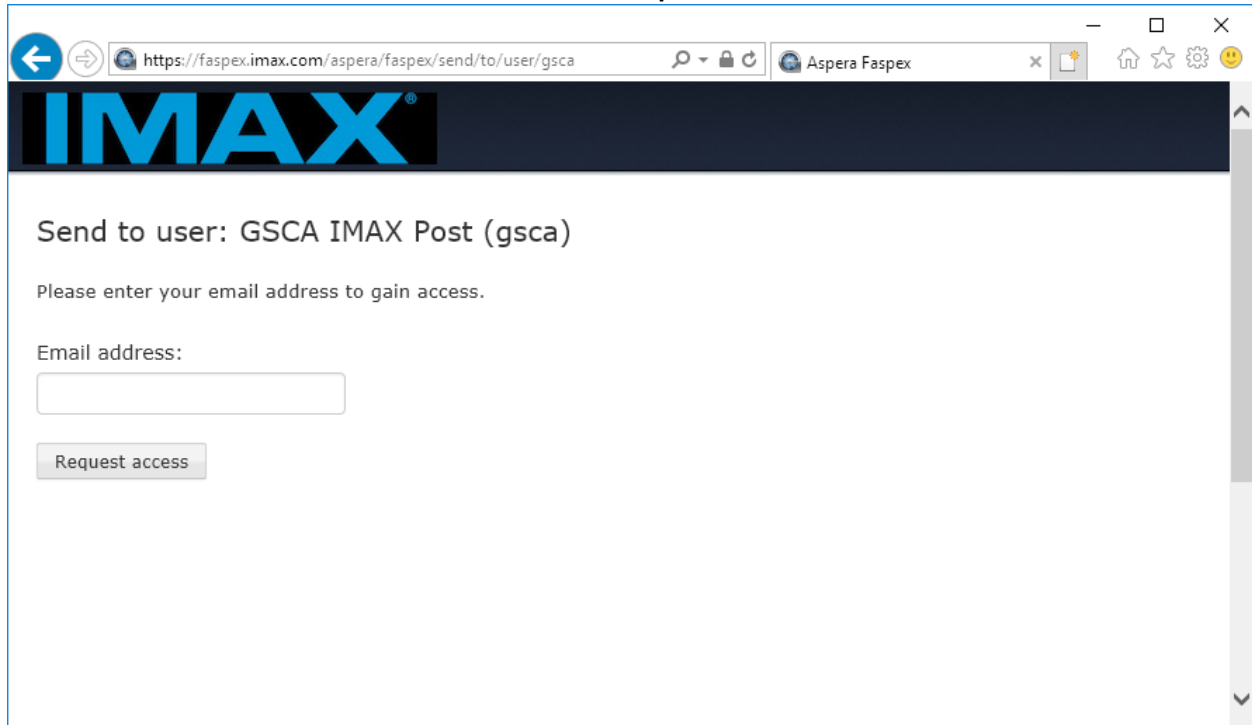


Requirements

- Internet browser (Internet Explorer, Safari, Chrome, or FireFox)
- Aspera Connect

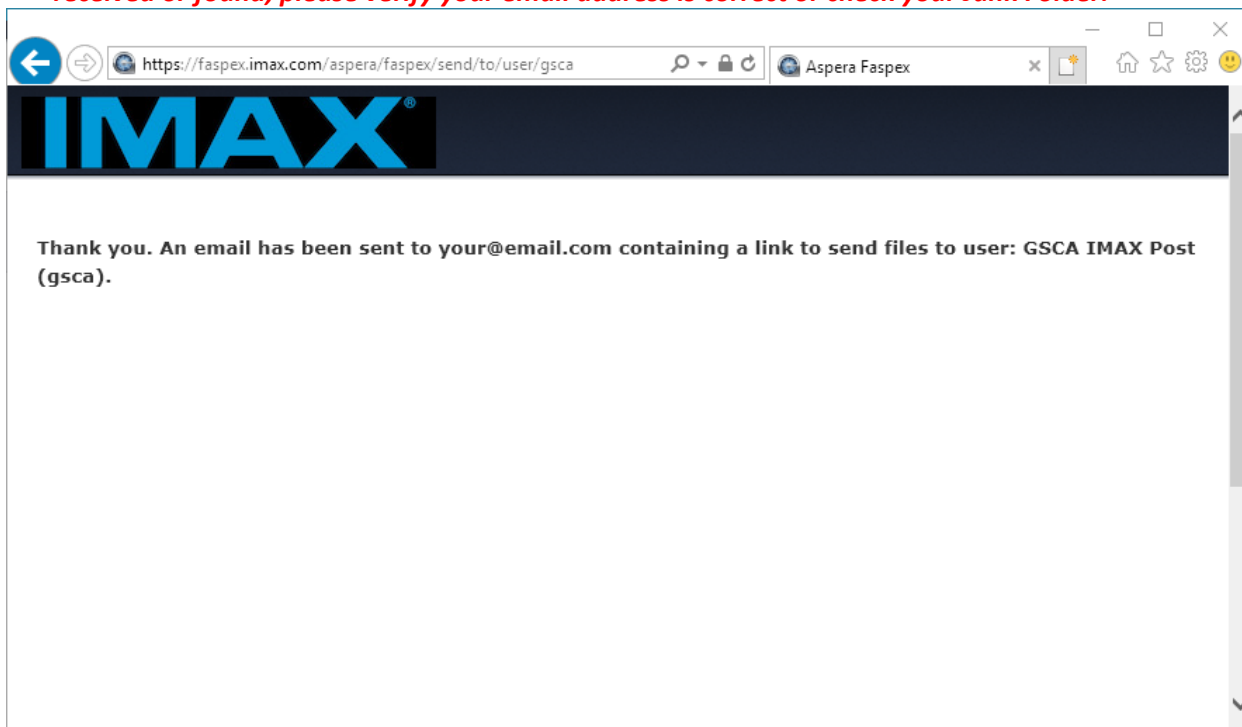
Steps

1. Using an Internet browser, go to this URL:
<https://faspex.imax.com:443/aspera/faspex/send/to/user/gsca>
2. Enter a contact email address and click the **Request Access** button



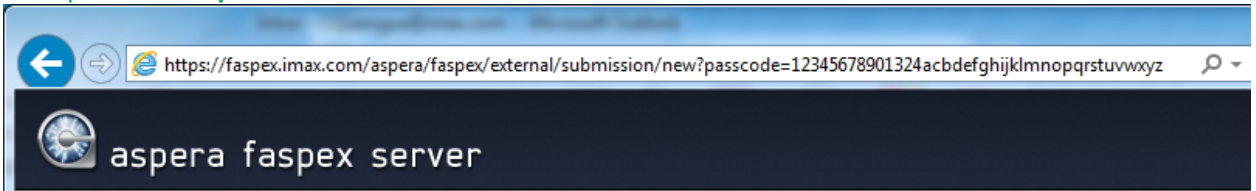
The screenshot shows a web browser window with the URL <https://faspex.imax.com:443/aspera/faspex/send/to/user/gsca> in the address bar. The page features the IMAX logo at the top. Below the logo, the text reads "Send to user: GSCA IMAX Post (gsca)". A message states "Please enter your email address to gain access." There is an input field for the email address and a "Request access" button.

3. A Package Submission Invitation will be sent to the email address provided. ***If the email is not received or found, please verify your email address is correct or check your Junk Folder.***

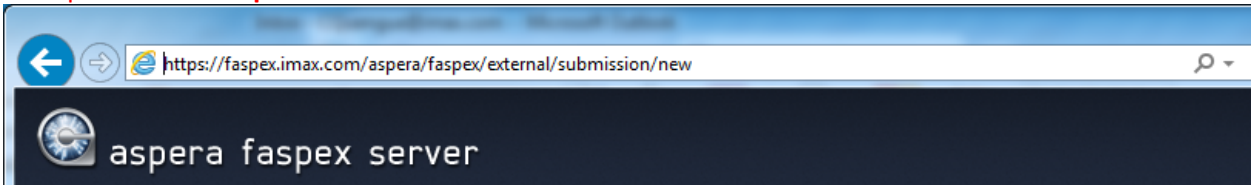


5. Once the Package Submission Invitation is received please **click** on the URL included or copy/paste the **entire** URL in to an Internet browser to submit the package.

Example of a **Complete URL**:



Example of an **Incomplete URL**:



6. Please provide detailed information in the NOTE field about what you are sending:
 - Project Name
 - Type of Data
 - Special instructions
 - Attention to