



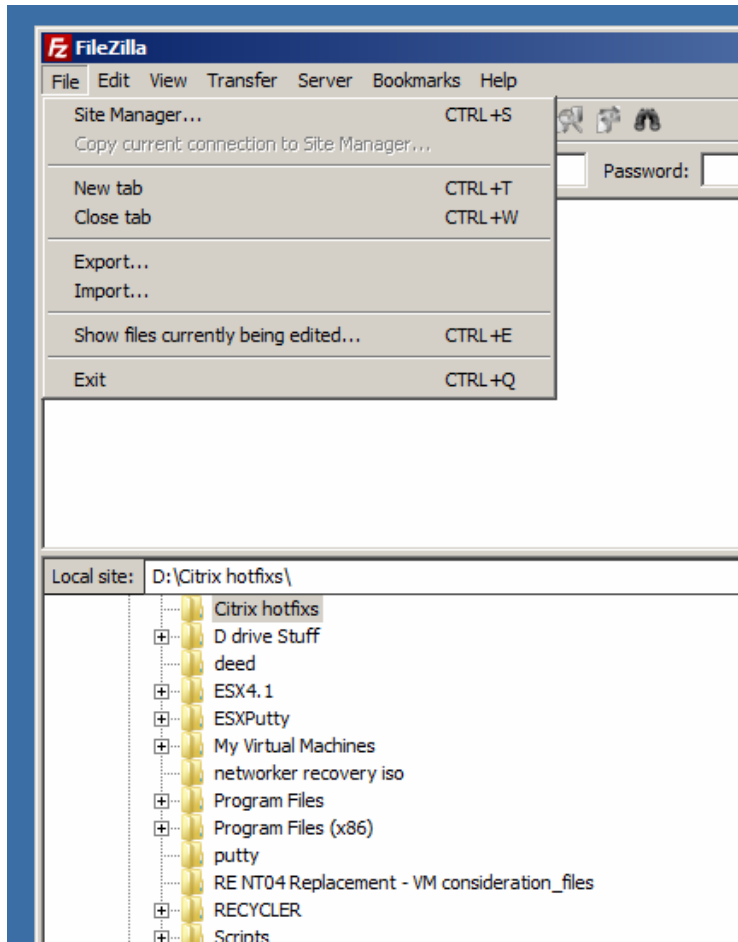
DEVELOPMENT ENGINEERING PROGRAM

Instructions to Access County FTP Site Using FileZilla Application

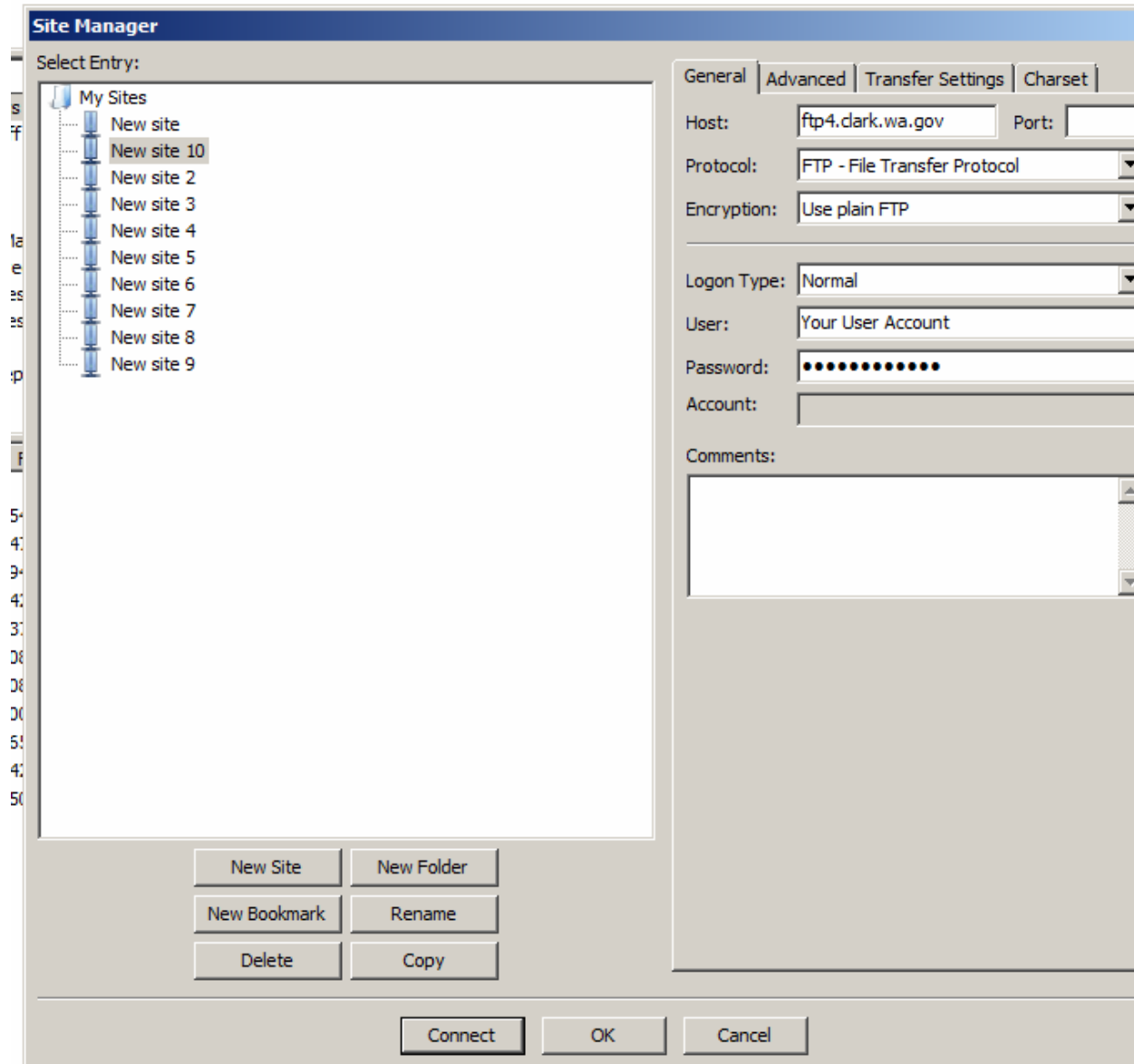
(Please note these instructions are for Windows XP. Others Windows applications will be similar.)

'Filezilla' is a free public domain software that can be used to access the county's FTP site. The application can be downloaded at <http://filezilla-project.org>

1. Open FileZilla and when the menu appears, select the File Tab and then Site Manger option.



2. To setup a site connection, select the new site button and then enter the Host information as seen below. In the User field add your account, password and select connect. See below for detailed screen input information.

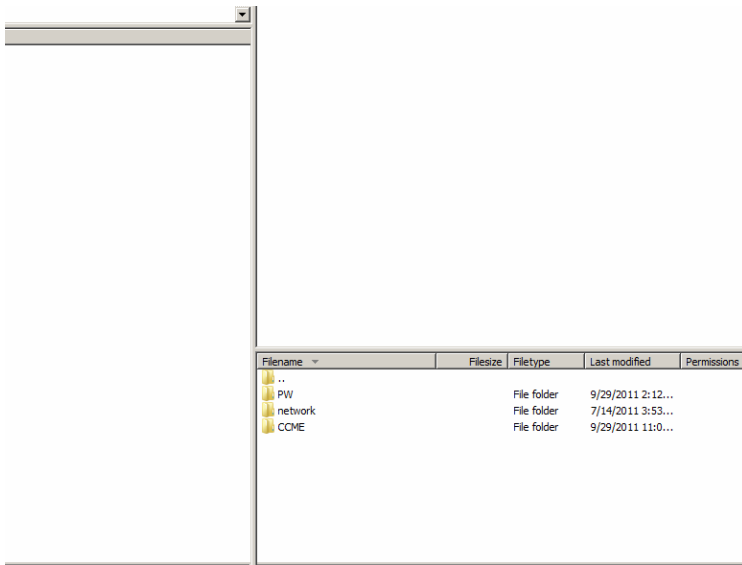


Setting Up a New Site

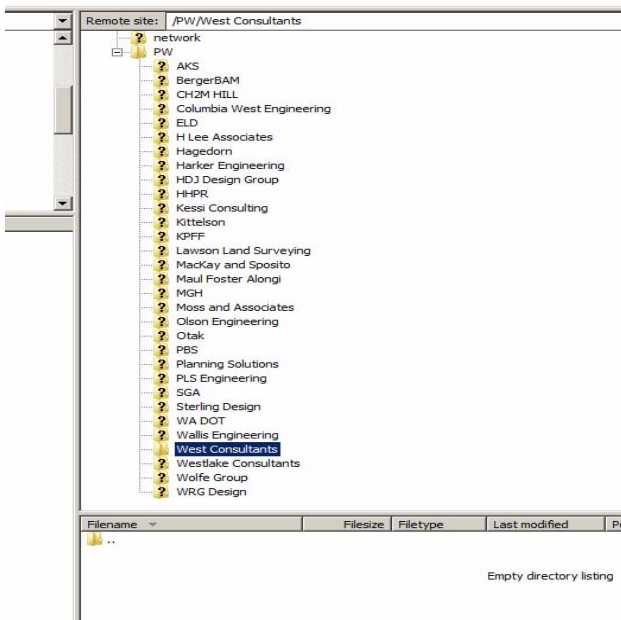
- a. Select File - > Site Manager from the menu
- b. Click the "New Site" button -- located on left side of screen and give your site a name, if desired. An example of a naming convention is abccompany@clarkco.com
- c. **Host** – <ftp4.clark.wa.gov>
- d. Protocol – FTP – File Transfer Protocol (autofill field)
- e. Encryption – Use Plain FTP (autofill field)
- f. **Logon Type** – Normal
- g. Enter user Name – **NOTE:** user name are case-sensitive
- h. Enter password - **NOTE:** user name are case-sensitive

i. Click "Connect"

3. Once connected, the following screen will appear in the bottom right window. Double click on the PW folder and the company folders will appear.



4. Double click your company file folder, and copy and paste your files there. This folder will also be used to retrieve files from the county. Each company will only have read / write access to their own folder.



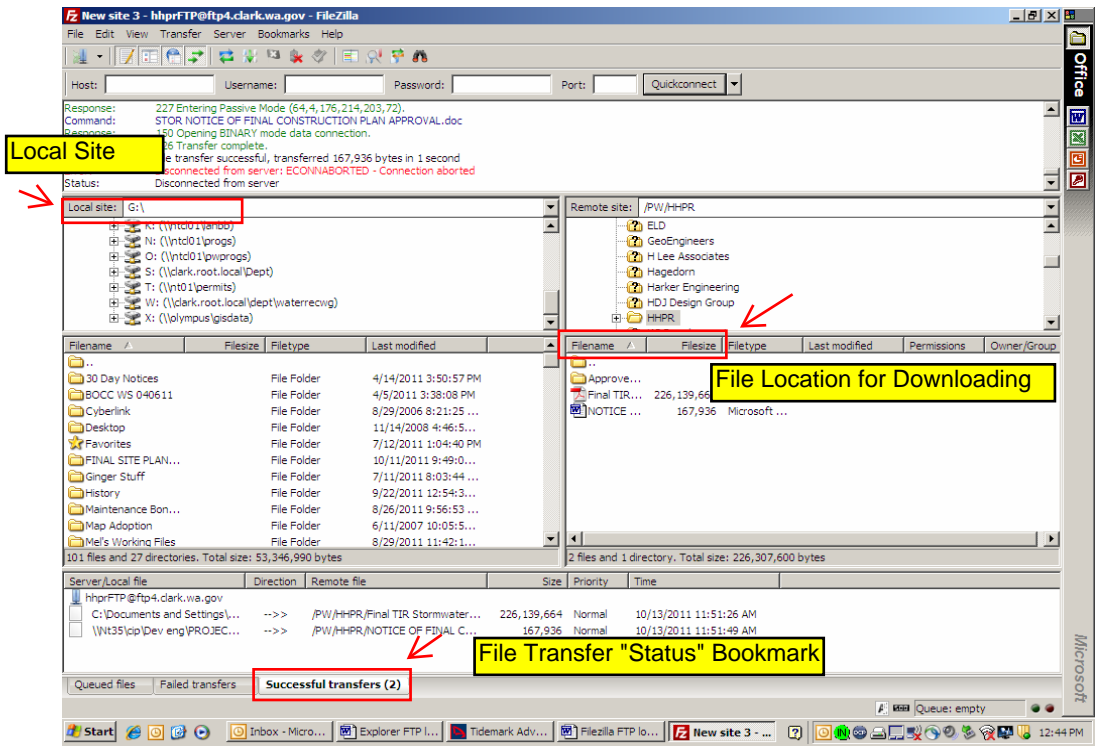
To add a file to the FTP site:

Find the file on your computer you want to add

Copy the file (right click on document, select copy)

In the Windows Explorer FTP site, **Paste** the file (right click in company folder, select paste)

To retrieve a file from the FTP site:
 Log into the FTP (refer to step 2)



- > To download files to local computer, select a drive from the LOCAL SITE window
- > File for downloading will be located in window at bottom right hand side of screen,
- > Download file by double-clicking file; file will appear in bookmark – “Successful transfer” at bottom of screen

6. Notify Development Engineering staff via email that documents have been electronically submitted and are available for retrieval and downloading. Our email addresses are: rosie.hsiao@clark.wa.gov and melissa.tracy@clark.wa.gov.

7. If you have any questions or difficulties, please contact Rosie Hsiao at (360) 397-6118 ext 4559 or rosie.hsiao@clark.wa.gov.