

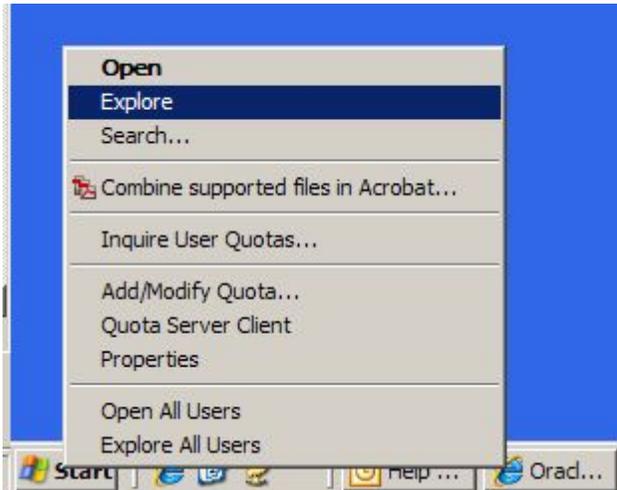


DEVELOPMENT ENGINEERING PROGRAM

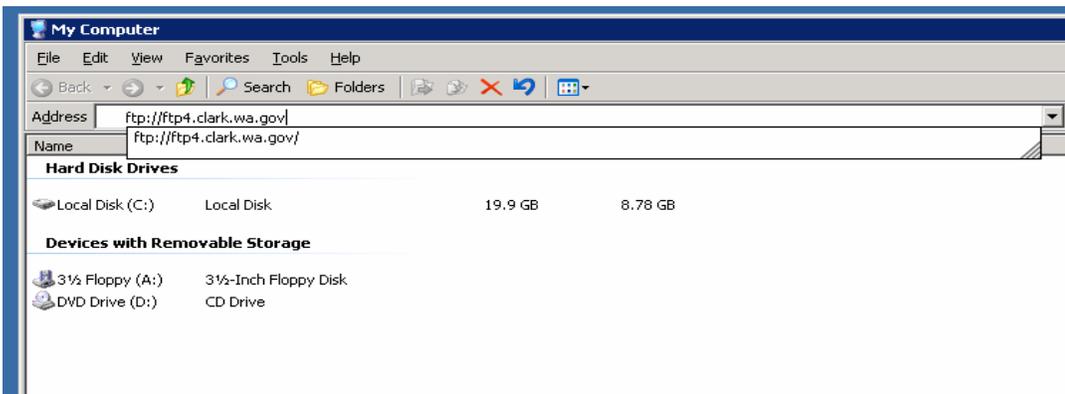
Instructions to Access County FTP Site Using Windows Explorer

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

1. On the taskbar, right click on Start. The menu below will appear. Left click, and select Explore.



2. Type the FTP address <ftp://ftp4.clark.wa.gov> in the address bar, as shown below, and hit enter.



3. The following screen will appear:



Enter your FTP user account name and your password.

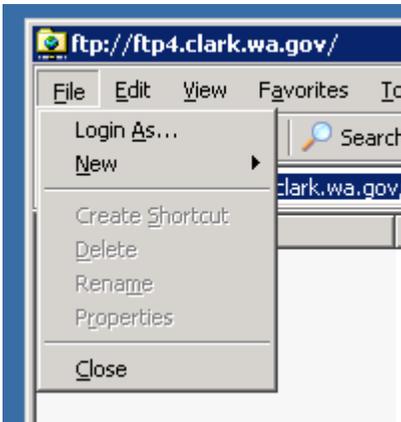
User names and Passwords are case sensitive.

Check the " Save Password Box"

Click the Log On button.

4. If the login screen does not appear, click the word File, on the menu toolbar, and choose Login As.

See screen below.



Enter the FTP user account name and password provided.

User names and Passwords are case sensitive

Click the Log On button.

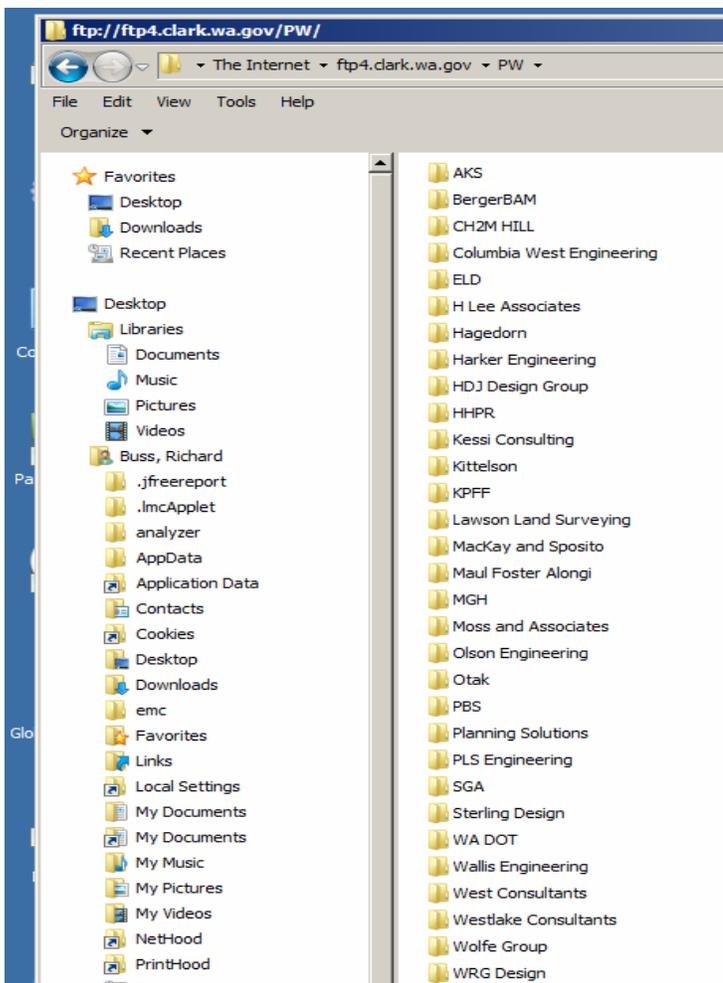
5. Click on save password.



6. After logging-in, the following folders list will appear as seen below. Click on the PW folder.



7. Upon opening the PW folder, the following folder structure will appear.



8. Open your company file folder, by double clicking 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 and select copy)

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

9. 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.
10. If you have any questions or difficulties, please contact Rosie Hsiao at (360) 397-6118 ext 4559 or rosie.hsiao@clark.wa.gov.