## ADA FTP File Upload Guide

1) Open up Windows Explorer by typing "Windows Explorer" in the Search bar from Start menu.

Programs (1)	06-40 one T	9514122-Cost 9514-122 A Estimate 90 Plan Review
Files (2) Displays the files and folders on your computer.		PDF PDF
벨 1917-44 Special Provisions.docx 떼 Web Application Platform Targets.docx	01-14 Viko	SP 2514122 2014-09-24 90% Plan Plan Revie
	tamps -SP Itimz Guidedoox	Matthe Street
	DA fanc	Falls Falls Ped Estimate.pdf Ramp D
	Lurib ADA - I-Falls, pefr	HFalls Cost HFalls ADA Estimate Scoping Est
See more results		
windows explorer × Restart +	D	
s 🖉 🔁 💽 🔊 🚺		

 Copy this link: <u>ftp://adaftp@ftp2.dot.state.mn.us</u> and paste it into the address bar (see image below). DO NOT click on the link in this document, it will not work. – After entering the address, a prompt for username and password will appear – Username: adaftp Password: adaftp01

File Edit View Tools	p@ftp2.dot.state.mn.us/ Help	<b>`</b>		
Organize 🔻 New libr	rary	Address Bar		
☆ Favorites ■ Desktop Ø Downloads ■ Recent Places	Libraries Open a library to see your files and a Documents Library	rrange them by folder, date, and other prope Music Library	rties. Pictures Library	
Libraries Documents Music Pictures Videos				
🛒 Computer 📬 Network				

3) Once the folder shows up, double-click into relevant folder (i.e. If uploading compliance checklist for curb ramp, go to Curb Ramp Compliance folder)



4) Create a new folder, name it with project SP number – with city name and TH (optional) i.e. SP 1234-56 Curbville TH 99 before uploading.

After uploading, please send an email to <u>ADAComplianceChecklists.dot@state.mn.us</u> (so it doesn't get deleted accidentally) with:

- a. SP number of your uploaded file
- b. Construction Year



5) Drag & drop or copy files into folder to upload.

