

**Drinking Water and Groundwater Protection Division  
File Transfer Protocol (FTP) Site Submission Instructions**

The Water Supply Program of the Drinking Water and Groundwater Protection Division (Division) uses an FTP site as the preferred way to transfer large electronic documents. Files submitted to the FTP site will be downloaded and processed daily by Division administrative staff. **Files will NOT be stored long-term on this site.** Therefore, submissions must provide sufficient information to make clear the nature of the submission, the water system or project the submission is for, and the intended recipient of the application or document. **These documents are for public drinking water or groundwater withdrawal-related projects only, not wastewater system or potable water supply projects.**

**Each submission must include a cover letter or letter of transmittal, or the attached FTP Document Identification Form, as the first page of the document. If you choose to design your own cover sheet, it must at a minimum include:**

- 1. Water System Name and WSID**
- 2. Description of document or purpose of submittal**
- 3. Intended Division Recipient**
- 4. Author's name, email, and relationship to water system**
- 5. PID# or Project Name**
- 6. Document Type (PER, Permit Application, etc.)**

**Documents submitted without this information will be rejected by the Division and deleted from the FTP site. You will NOT receive notification of this rejection.**

**FTP DOCUMENT IDENTIFICATION FORM**


|                                    |  |                          |  |
|------------------------------------|--|--------------------------|--|
| <b>Document Name</b>               |  |                          |  |
|                                    |  |                          |  |
| <b>Water System Identification</b> |  |                          |  |
| <b>WSID #</b>                      |  | <b>Water System Name</b> |  |
|                                    |  |                          |  |
| <b>Document Identification</b>     |  |                          |  |
| <b>PID # or Project Name</b>       |  |                          |  |
| <b>Division Recipient</b>          |  |                          |  |
| <b>Document Type</b>               |  |                          |  |
| <b>Document Purpose</b>            |  |                          |  |
|                                    |  |                          |  |
| <b>Author Identification</b>       |  |                          |  |
| <b>Author Name</b>                 |  |                          |  |
| <b>Phone</b>                       |  | <b>Email</b>             |  |
| <b>Relation to Water System</b>    |  |                          |  |

## Accessing GlobalScape

Open a web browser, such as Google Chrome or Microsoft Edge, and go to <https://gs.anr.vermont.gov> (be sure to include the https:// at the beginning of the web address)

Log into your GlobalScape account. The username and password to log into the GlobalScape account will be the same credentials that you have been using to log into <ftp://ftp.anr.state.vt.us>. Once you type in your credentials, click the “Log in” button

Log in



### Secure File Transfer Site

Username:  [Forgot Username](#)

Password:  [Forgot Password](#)

Drinking water credentials:

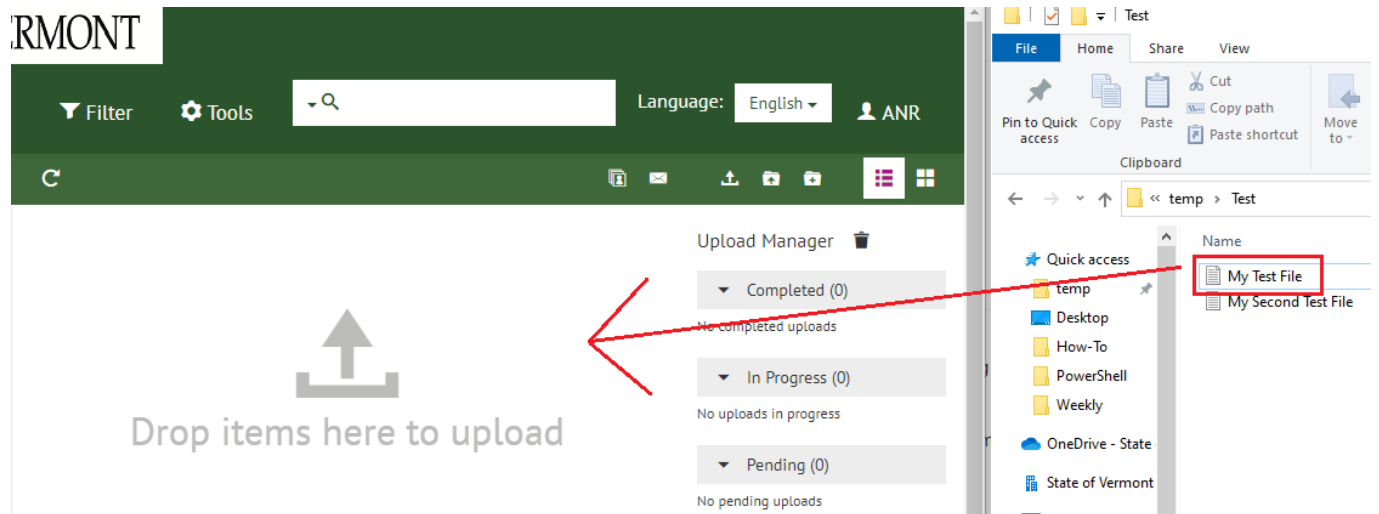
USER: watersupply

PASSWORD: C0mm@nd

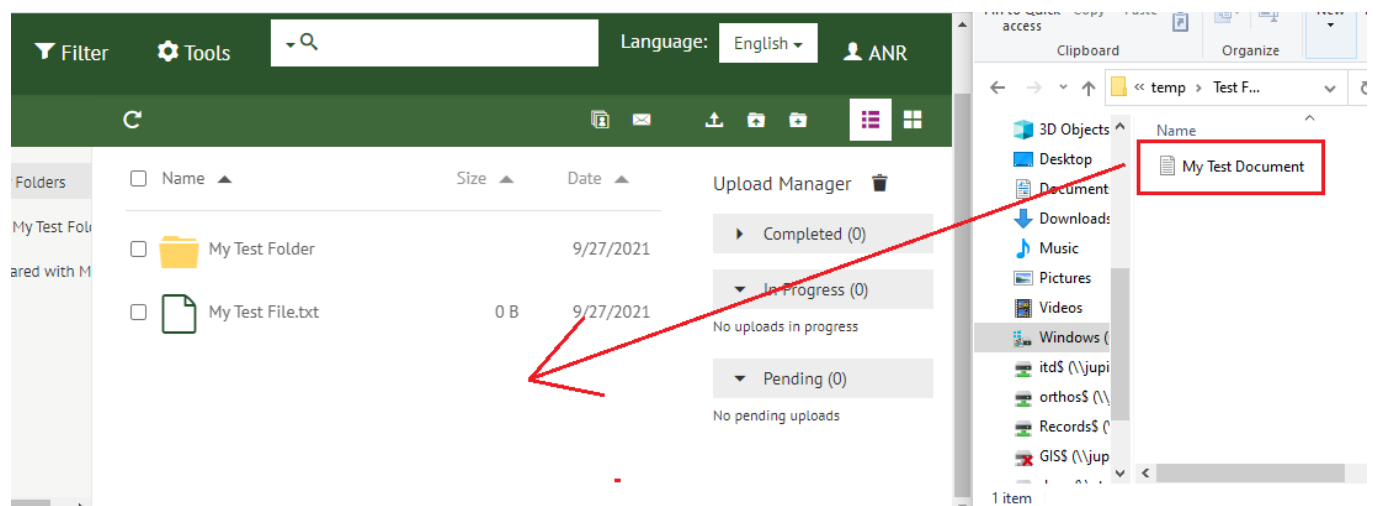
(the second character is a zero, not the letter “O”)

## How to Upload Files and Folders

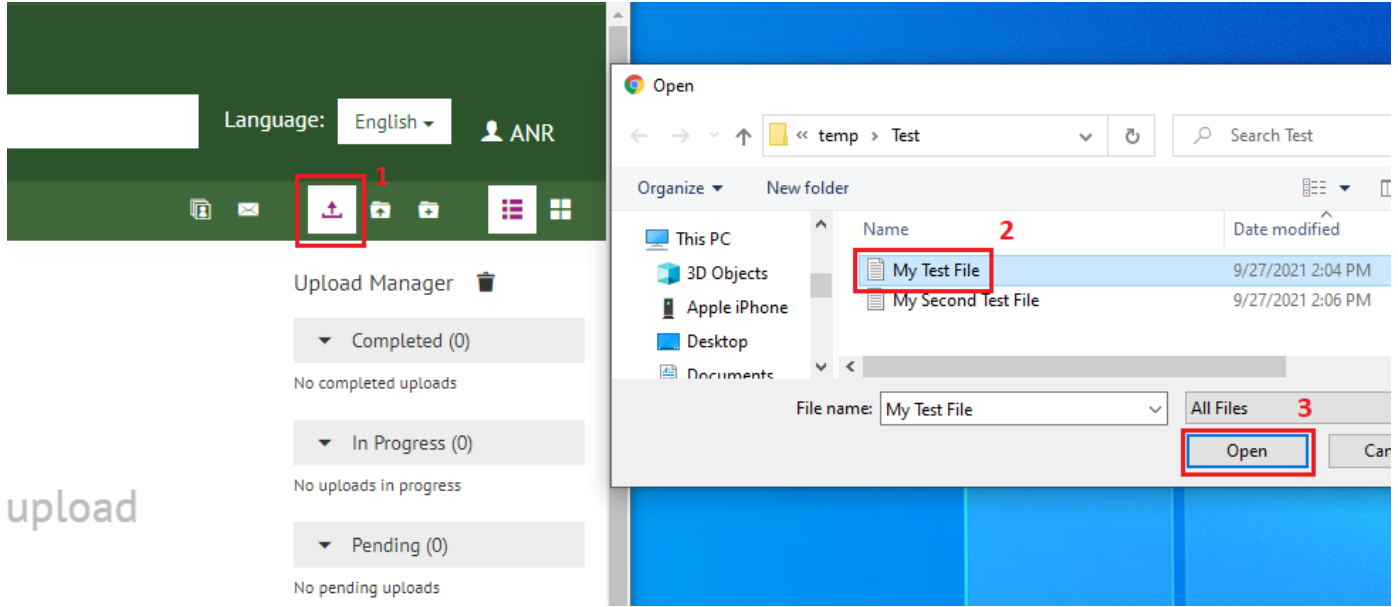
Once logged in, you can start the processing of uploading and downloading files. To upload a file or folder, you can simply drag-and-drop from your computer and place them into the area labeled as “Drop items here to upload”



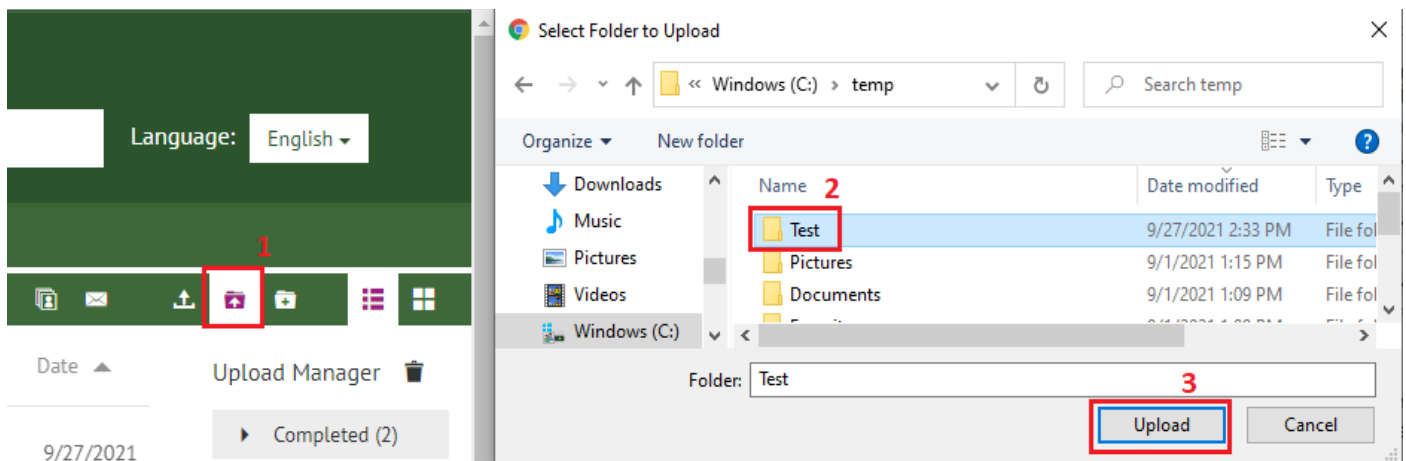
If there are files that have been uploaded and the area is no longer labeled as “Drop items here to upload”, **that’s okay. You can still use the drag-and-drop feature to upload files**



**Alternatively**, you can also upload **files** by clicking on the “Upload file” icon located in the toolbar in the top right of the webpage, and selecting your files via File Explorer

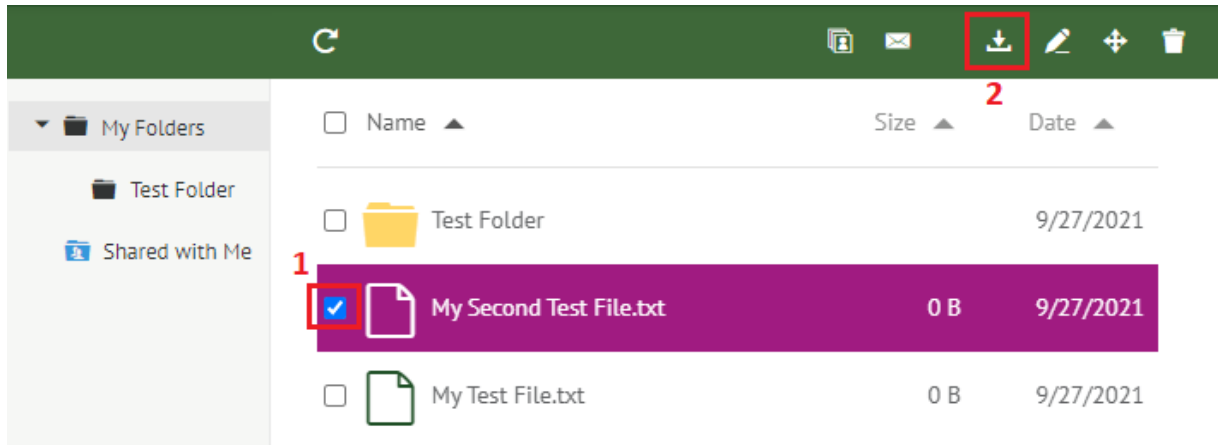


If you would like to upload a **folder**, then select the “Upload folder” icon, and select your folder via File Explorer



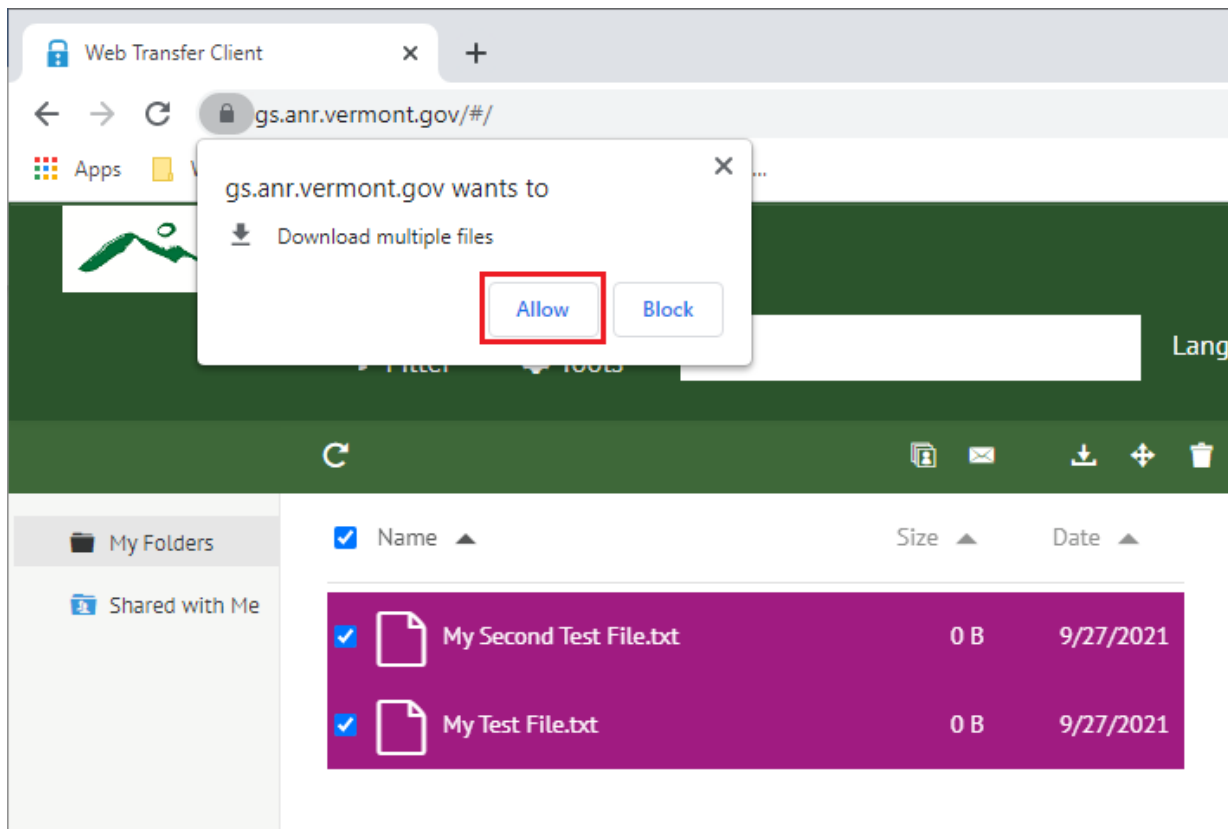
## How to Download Files

To download a file or folder, select the check box located next to the file or folder you would like to download. Once selected, then click the “Download” icon



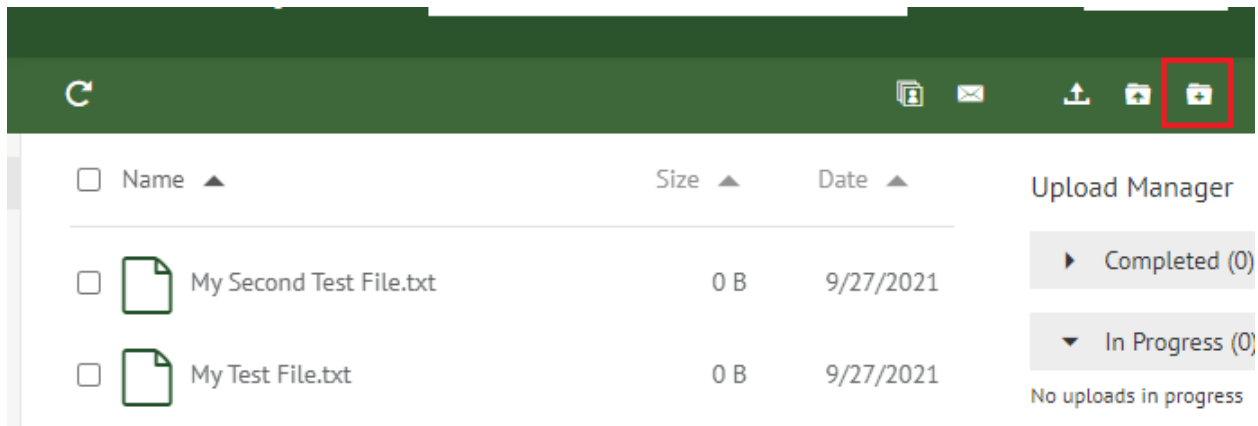
You can download multiple files at once by checking off more than one file. You may get a pop-up from the site requesting permissions to download multiple files. Click “Allow” to complete the process.

**Please note that GlobalScape will not allow you to download files and folders at the same time.** Please make sure that if you are selecting multiple items to download, that you are choosing only files or only folders

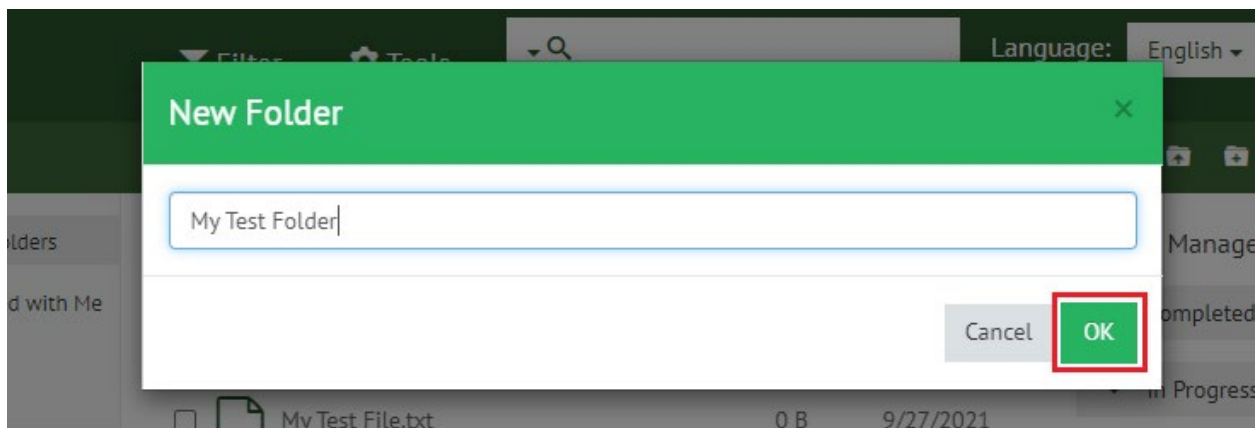


## How to Create a New Folder

To create a new folder, select the “New Folder” button located in the toolbar

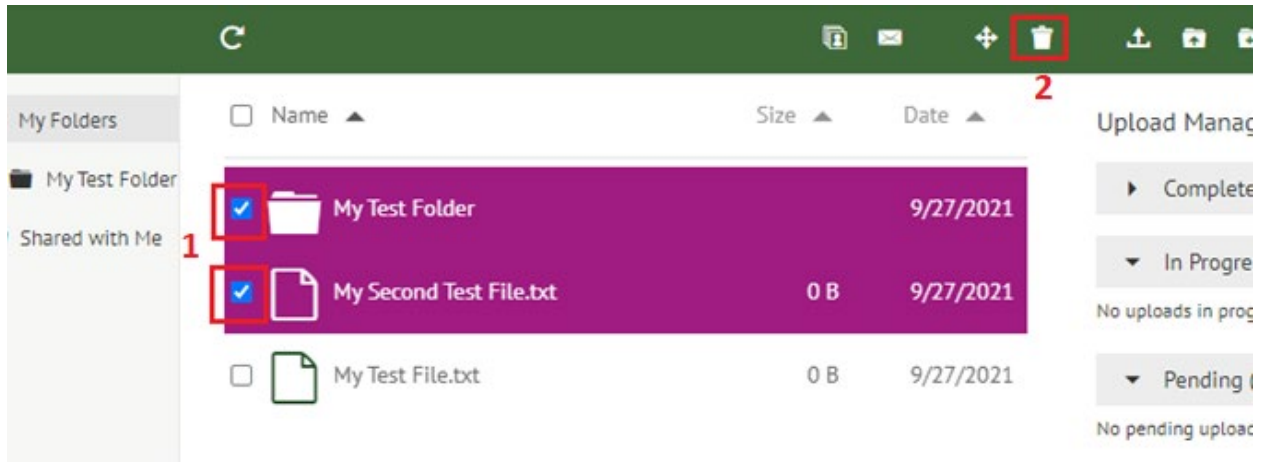


Create a name for your folder, and then click OK



## How to Delete a File or Folder

Select the checkbox next to the File or Folder that you would like to delete. Once selected, click the “Delete” icon located in the toolbar. With this option, you may select multiple files and folders to delete at one time



A pop-up will appear asking for confirmation of deletion. Click OK

