

Following are instructions for placing files at the ANR ftp site:

1. SCAN FILES FOR VIRUSES PRIOR TO PLACING FILES ON THIS SITE!

2. Launch your internet browser. Navigate to <ftp://ftp.anr.state.vt.us>.

Note: Users have reported problems with trying to access the site with Netscape. This should be possible but has not been tested here. In addition, you may access the site using ftp software (for example, WSFTP) if that is available to you.

3. A login dialog box will prompt you for a username and password.

Username is "wmd".

Password is "Flu\$h3d".

Note - if you are not asked for a logon, you are not in the right directory. Exit and repeat step 2.

4. If login is successful, you will see the following text:

FTP root at [ftp.anr.state.vt.us](ftp://ftp.anr.state.vt.us)

To view this FTP site in Windows Explorer, click Page, and then click: Open FTP Site in Windows Explorer

Follow the instructions (above) and you should see the ftp site in a separate explorer window. The files may be managed as you would any files in explorer.

5. To add a file to the ftp site using Windows, you can drag-and-drop from Windows Explorer to the ftp site, or copy and paste. Note the SMS plans to discuss file organization on the ftp site. There may be additional instructions forthcoming regarding what folders files should be saved to. In the meantime, please place your files in a place agreed upon by the project manager.

6. To log off, either exit your browser or navigate to another site.

Note that private sector use of this site is for exchange of business-related material only between the private sector and the VT Agency of Natural Resources. Any other use is strictly prohibited. Do not provide the username and password to any other party. The site is intended to be used to transmit files, not as a storage area. Files may be deleted from the site without notice at any time. Make sure you maintain a copy of all files on your system for archive purposes.