

Secure FTP Instructions

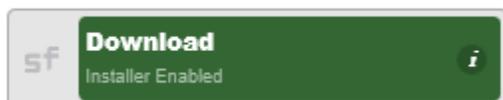
For Downtown Development Districts Program

Step 1 – Copy Software

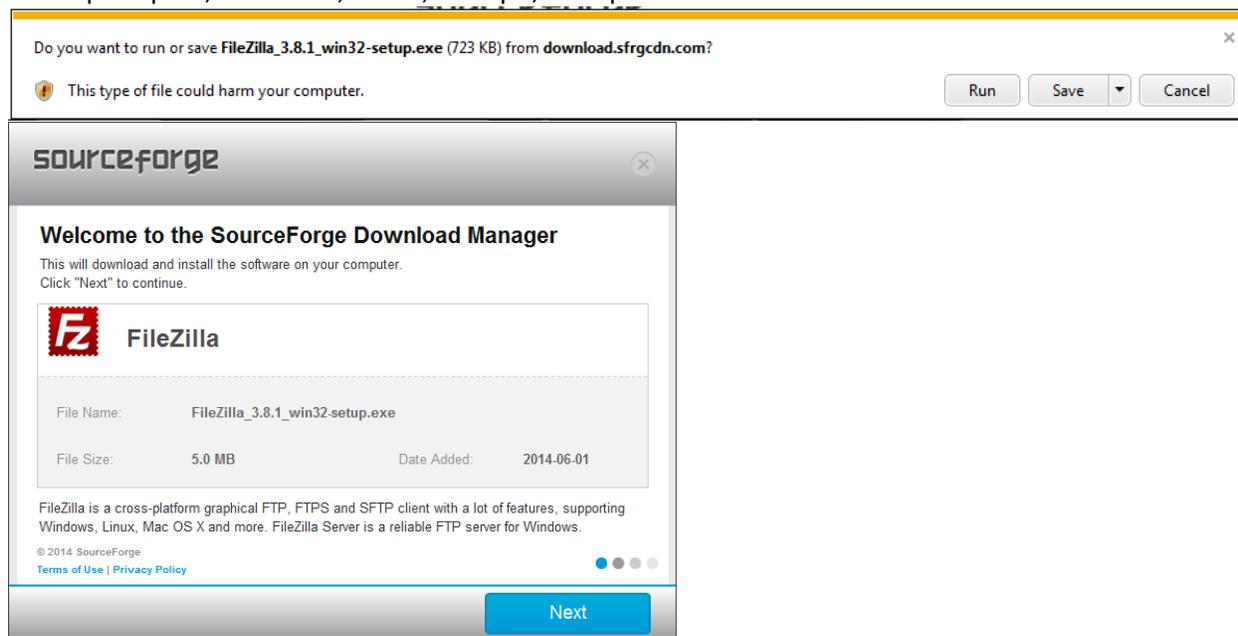
Save software from email "FileZilla_3.8.1_win32-setup.exeX" to your C Drive.
Remove "X" from end of software name. FileZilla_3.8.1_win32-setup.exe
Go to Step 2 and Install the Software

or

Visit the following URL: <https://filezilla-project.org/>
Click the green "Download **FileZilla** button":



When prompted, click 'Run', 'Next', 'Accept', 'Accept' and 'Install Now':



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The image displays three sequential screenshots of a SourceForge FileZilla download window. Each window has a grey title bar with the SourceForge logo and a close button. The FileZilla logo is prominently displayed at the top left of each window.

First Screenshot: End User License Agreement
The main content area contains text about Rocket browser and an "END USER LICENSE AGREEMENT" section. The agreement text includes: "[Last updated December 31, 2013] This End user license agreement ("Agreement") constitutes the full and final". Below the text are "Decline" and "Accept" buttons.

Second Screenshot: Fast Clean Pro Offer
The main content area features a text box describing "Fast Clean Pro" as a utility that improves PC speed and performance by cleaning the registry. Below the text box are "Decline" and "Accept" buttons.

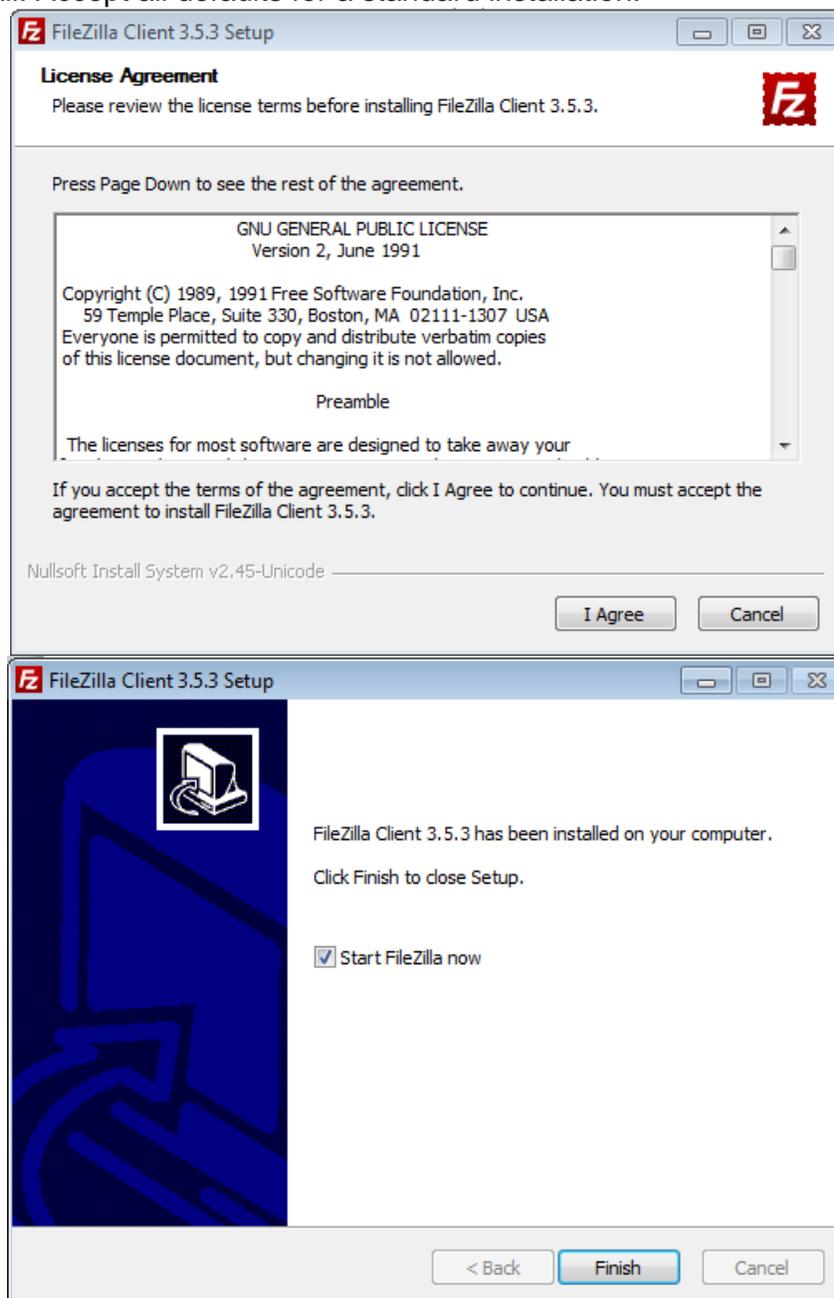
Third Screenshot: Completion Screen
The main content area displays the message: "Thank you. Your download is complete. You have successfully downloaded FileZilla. Click on 'Install Now' to install the software on your machine." Below the message are "Later" and "Install Now" buttons.

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Step 2 – Install the FileZilla Client Software

Go to the location on your C: Drive that you saved the file to. Double click on the file to begin the install. Accept all defaults for a standard installation:



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Step 3 – Configure the FileZilla Client Program

Choose “**File** → **Site Manager**” to configure the connection.

Click the “**New Site**” button, type the name DDD Upload.

Complete the **General** tab with the following information:

External user:

Host: bidcondocs.delaware.gov

Port: 990

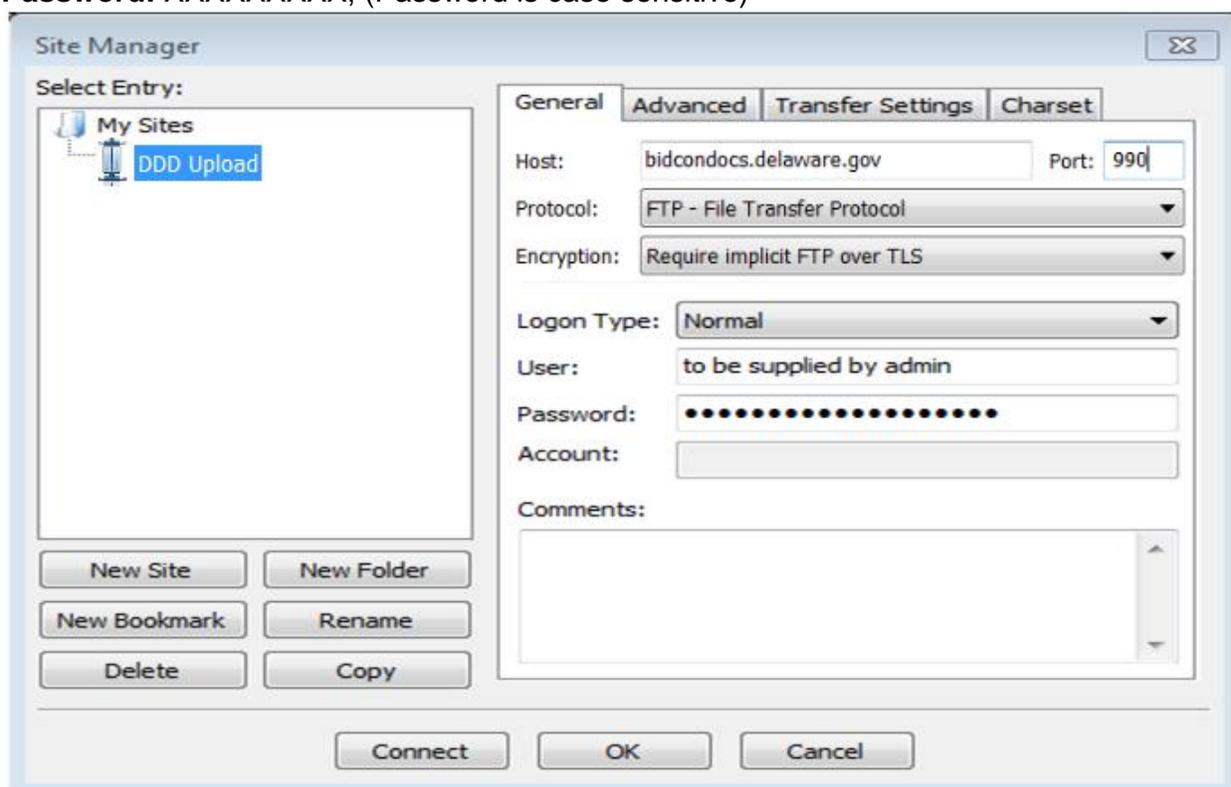
Protocol: FTP – File Transfer Protocol

Encryption: Require implicit FTP over TLS

Logontype: Normal

User: XXXXXXXXXXXX

Password: XXXXXXXXXXXX, (Password is case sensitive)



Click the “Rename” button and rename this connection to “DDD Upload”

Click OK to return to the “Site Manager” screen, then click “**Save and Exit**” when finished.

Step 4 – Connecting to the Site

To connect to the “DDD Upload” site, click the drop-down box under the “**File**” menu, and pick your connection:

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This will connect you to the “DDD Upload” site and your folder.