Building Safety FTP Site Access (Windows)

The FTP site must be accessed through an FTP client such as FileZilla. Below is a link to the FileZilla Client Download website but if you prefer to use another FTP client please feel free:

FileZilla: https://filezilla-project.org/download.php

Note: Other FTP client downloads are available and will serve the same purpose, however, these instructions are for FileZilla. The logon information should be the same for any other client.

After you have finished downloading your client:
1. Click the "Open the Site Manager" button in the top left corner below "File"
2. Click "New Site" and name the site as you choose.
3. In the "General" tab, enter/select the information as follows:
   Host: bs.ftp.amarillo.gov
   Protocol: FTP- File Transfer Protocol
   Encryption: Only use plain FTP (insecure)
   Logon Type: Normal
   User: public@bs.ftp.amarillo.gov
   Password: bscoa2015
4. Click "Connect". The Site Manager should close and you should see the status in the top left box state "Directory listing of "/" successful. "

Note: Do NOT use the "Quick Connect" option offered. The defaults of this program will not allow you to connect the the server.

Once you have successfully connected to the FTP site:
1. Package your project as instructed on the Document Preparation page.
2. Locate your plan in your local directory (the window to the left).
3. Left click and hold to "grab" your zip file and drag it to the FTP window (on the right).
4. Wait for your files to upload successfully (status bar is located at the bottom).
5. Send an email to building@amarillo.gov notifying us of the upload with your contact information.
6. To retrieve your plans left click and hold to "grab" your zip file from the FTP window (on the right) and drag it to your local directory file window (on the left).

The FTP client will only need to be downloaded once onto your computer. For uploading any plans after that, simply reopen the FTP client and small down arrow beside the "Open the Site Manager" button and select the site name you created as above and repeat steps 2-5.

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