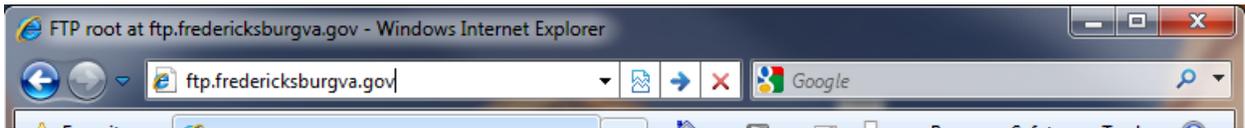


Public FTP Access for the City of Fredericksburg

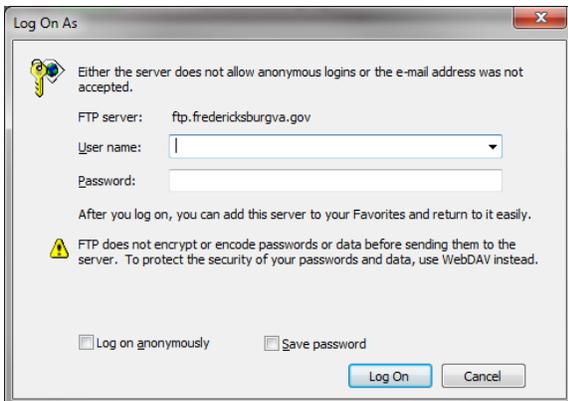
In order to share (upload or retrieve) electronic documents with the City of Fredericksburg, you may use the City's Public FTP site.

Step 1 – Logging into the FTP Site

- Open your default internet browser. Typically this is Internet Explorer.
- In the address bar at the top of the screen you will type in the url <ftp.fredericksburgva.gov>



- Hit "Go" or press enter and you should see a login screen prompting you for the username and password.



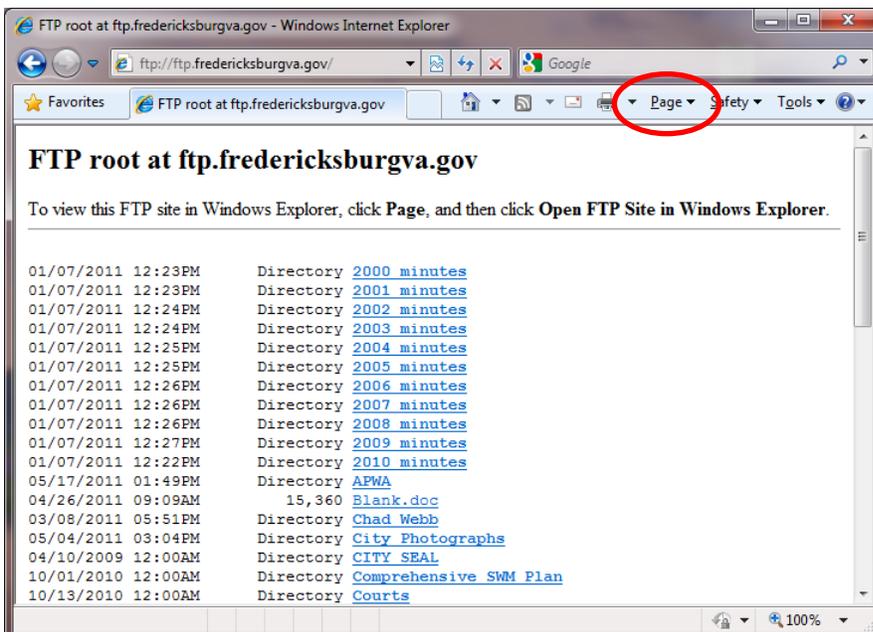
Username: fred

Password: guest

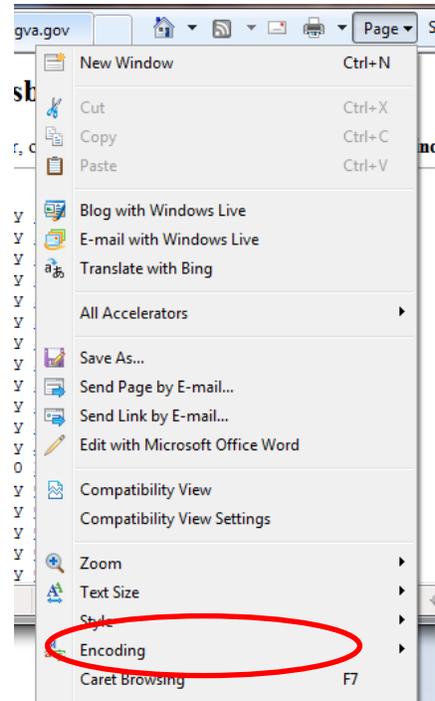
Hit "Log On" and you will be brought to the FTP site.

Step 2 – Uploading Documents

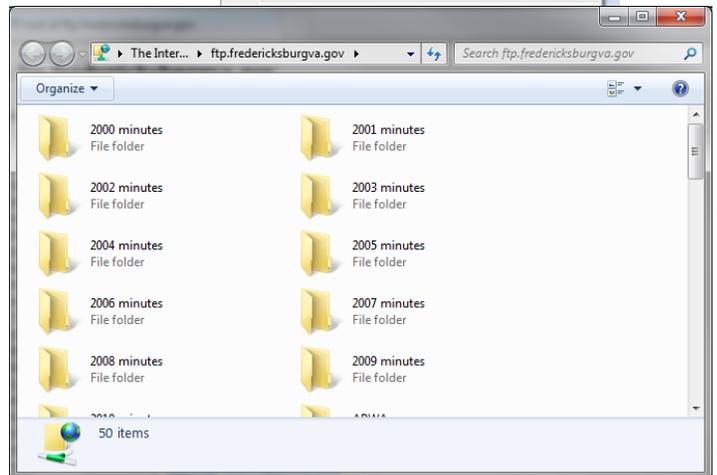
- Click on the "Page" dropdown menu at the top of your screen.



- In the dropdown locate the option to “Open FTP Site in Windows Explorer”, clicking on this option will ask you to login again at which time you will use the same credentials as before.



- You will then be shown the FTP site in a typical folder/file layout. You can simply drag-and-drop the files you wish to upload into the Electronic Application Materials folder. Click on the folder and then the applicable year and month in which you are filing the application. Create a new folder within the month you are filing the application, with the name of the applicant, and put all documents in this folder.
- All information shall be submitted in a pdf format.



PLEASE NOTE:

The City’s FTP site is for temporary transfer of documents ONLY; it is not for permanent record storage. Items older than 30 days will be **DELETED without notice.

This is a **PUBLIC FTP so be cautious before utilizing this site. If your documents contain sensitive or confidential information then please seek other means in order to submit your documents.