Instructions for GDOT FTP Site Access
For Utilities Office External Business Partners

To ensure plans are properly transferred between the GDOT Utilities Offices and our Business Partners, please use the instructions found in this document.
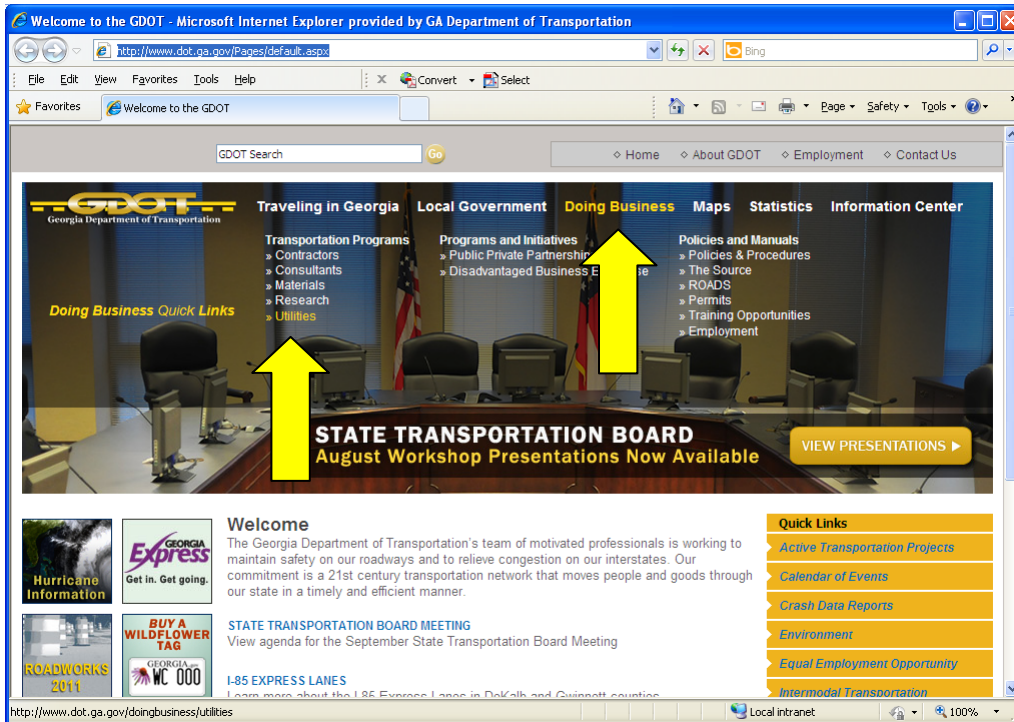
NOTE: For best results, use Internet Explorer.

There are several ways to access the GDOT pages and the GDOT FTP site. The method described herein has been provided to promote an understanding of how to maneuver through the GDOT web pages to access the two Utilities portions GDOT FTP Site. In effect, it is the "long" way to the end goal. Experienced Internet users may opt for more direct routes to the GDOT FTP sites.

NOTE: All <u>underlined</u>, blue text is a viable direct link to the item referenced.

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INSTRUCTIONS:

From the GDOT home page (www.dot.ga.gov), click on "Doing Business" in the top menu to open the drop-down menu. Then, click on "Utilities":
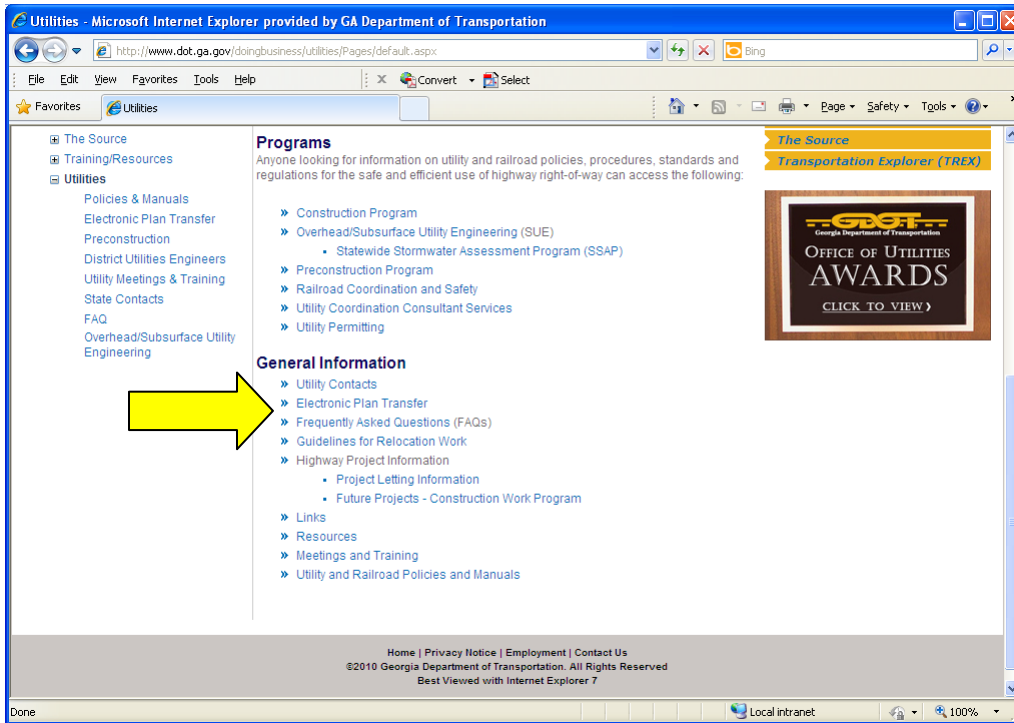

The Utilities home page will open. Use the blue scroll bar on the right, indicated below, or use the mouse wheel, to scroll to the bottom of the page.

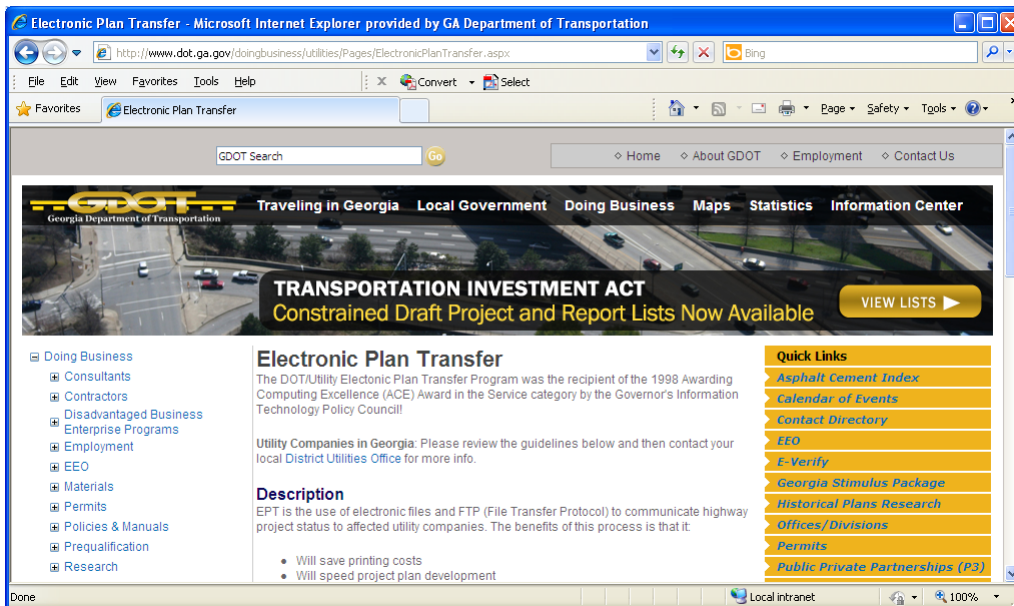# Instructions for GDOT FTP Site Access
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Under the section "General Information", click on Electronic Plan Transfer
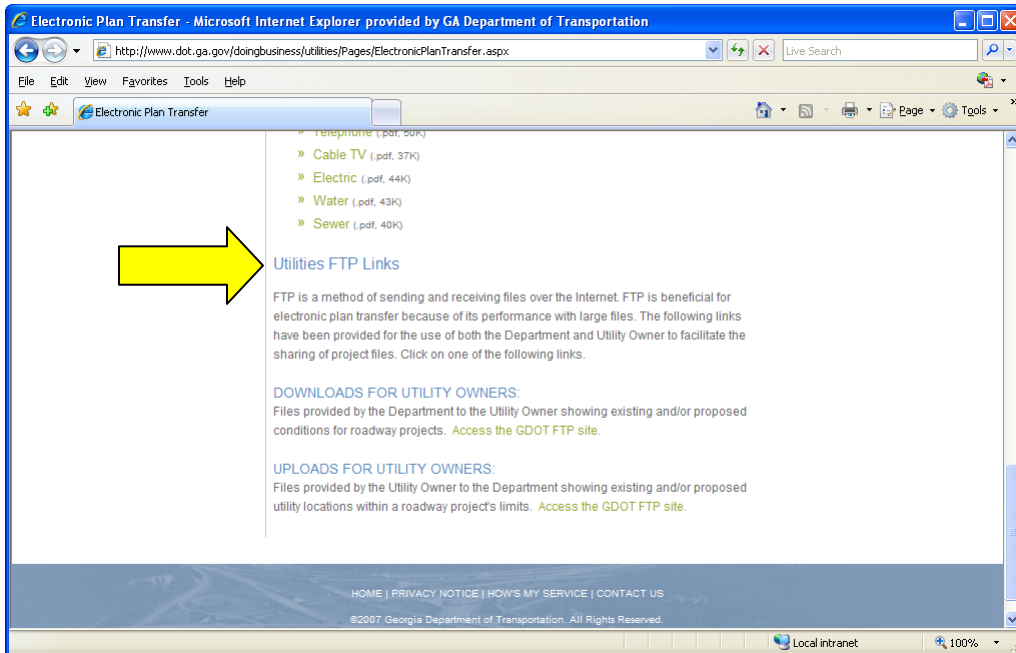

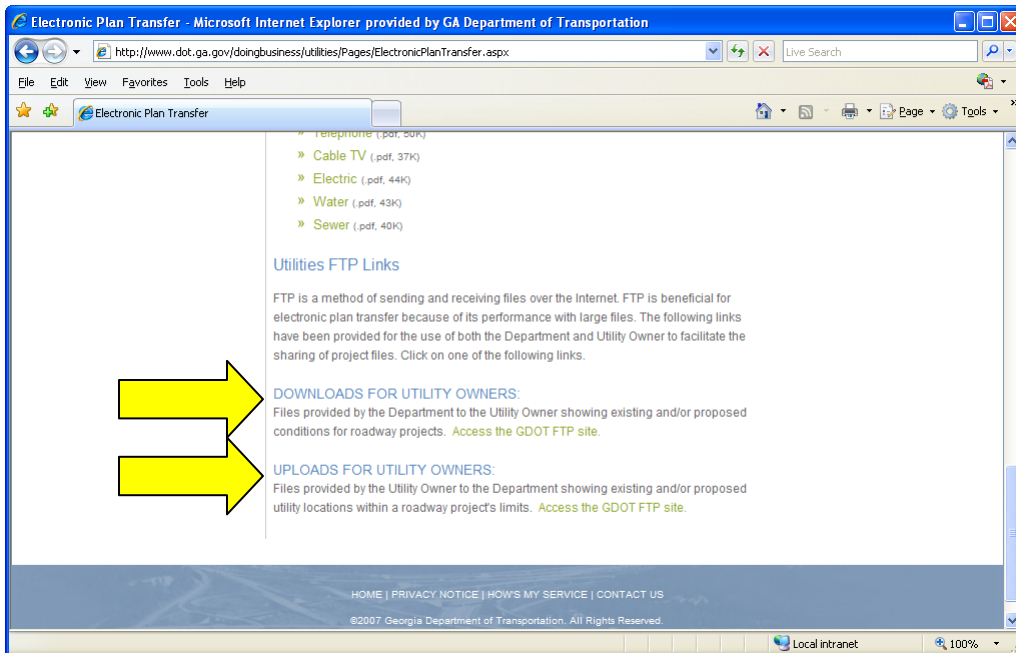to open the following GDOT web page:

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Use the blue vertical scroll bar on the right or the mouse wheel, to scroll to the bottom of the page. Find the topic "**Utilities FTP Links**" (as shown in the next screen shot):
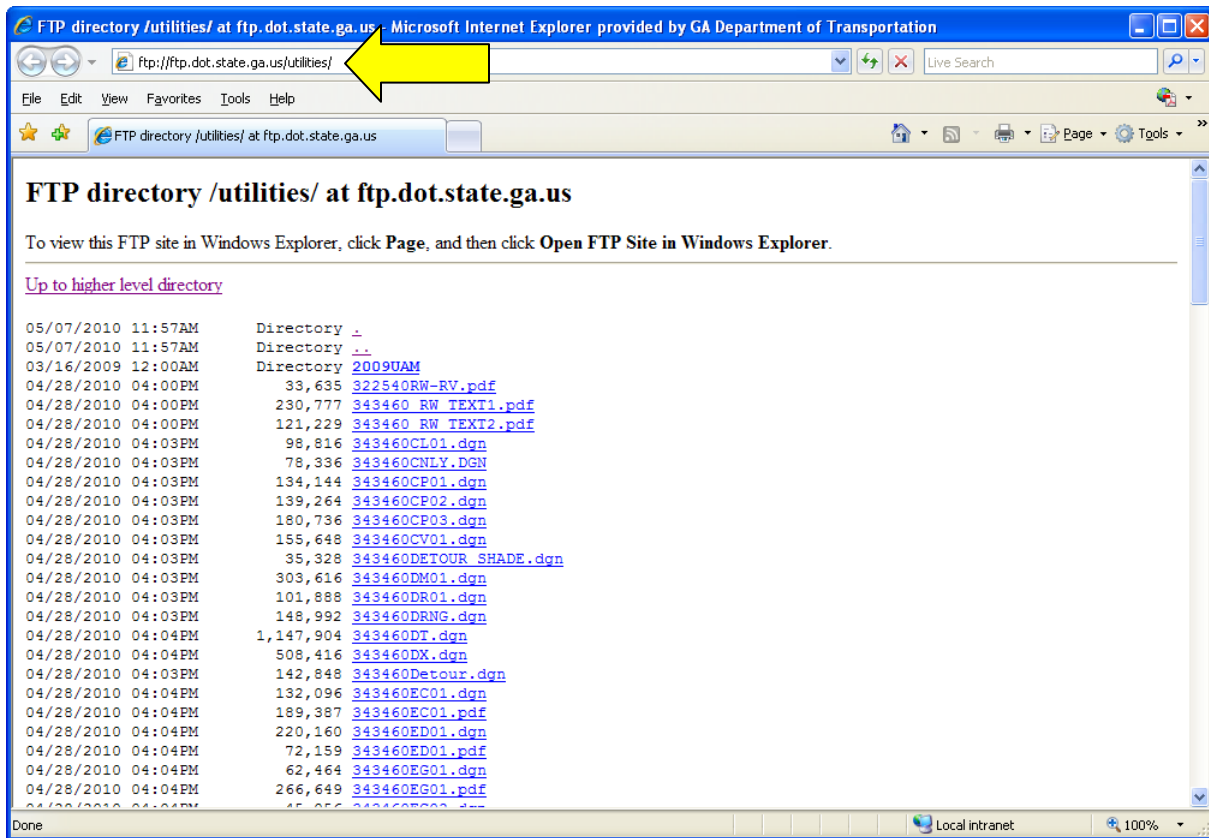

Use one of the "Access the GDOT FTP site" links under either "DOWNLOADS FOR UTILITY OWNERS:" or "UPLOADS FOR UTILITY OWNERS:" depending on what action needs to be performed:

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NOTE: These are 2 separate folders within the GDOT Utilities FTP site.

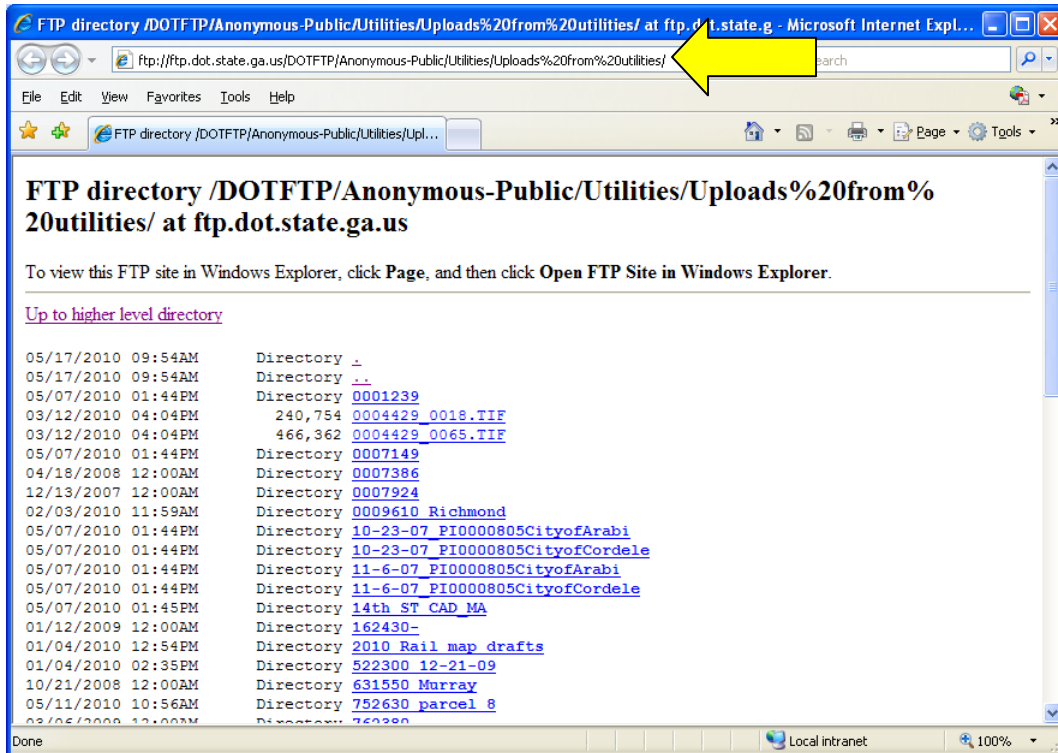"DOWNLOADS FOR UTILITY OWNERS:" will access:

This is the Utilities portion of the GDOT FTP site where GDOT personnel will place the files to be used by our External Business Partners.

NOTE: This folder is password protected. Only GDOT personnel can create folders and place (upload) files here. External business Partners can only copy (download) files from this location. External Business Partners cannot create new folders or place (upload) files.

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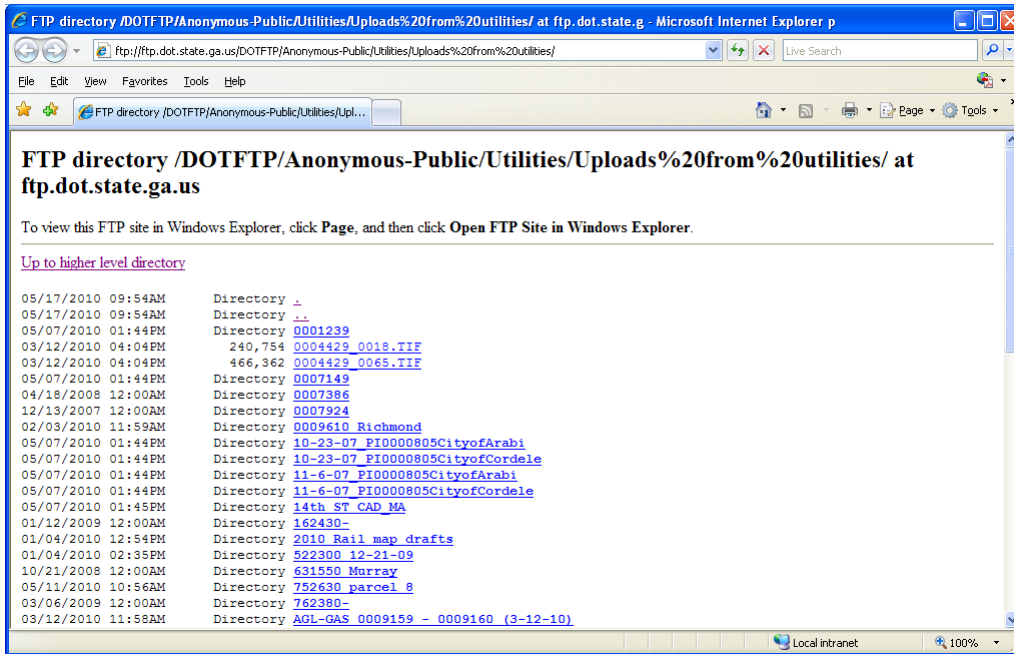"UPLOADS FOR UTILITY OWNERS:" will access:

This is the Utilities portion of the GDOT FTP site where our External Business Partners will place files to be used by GDOT.
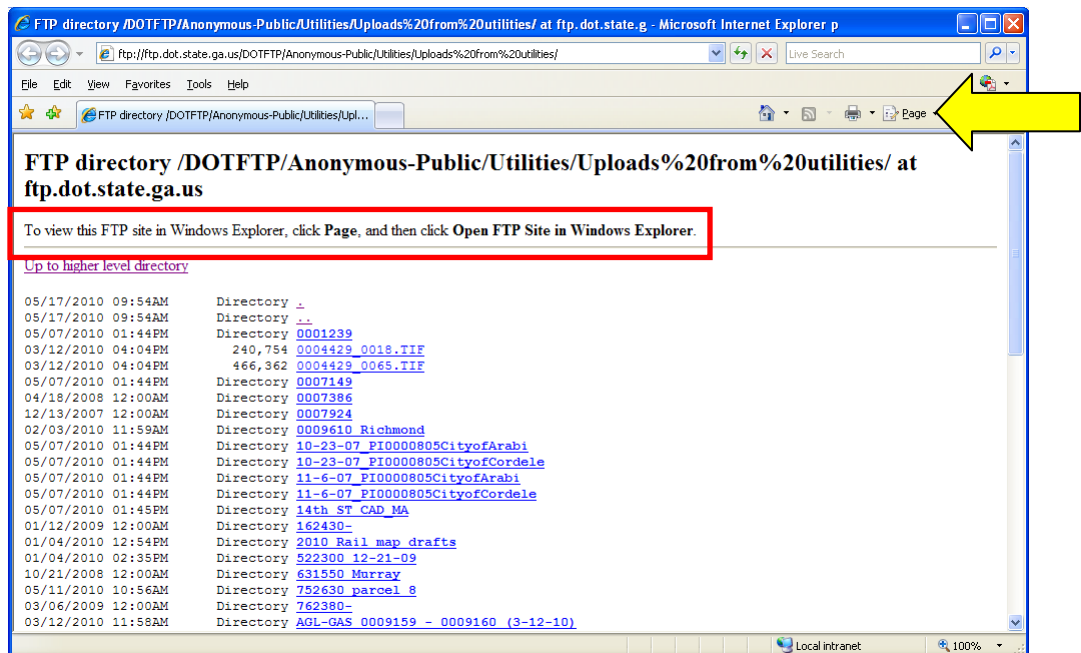
NOTE: This folder is <u>not</u> password protected. Anyone can create folders and place (upload)/copy from (download) files.

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The GDOT FTP site opens in a "tree" view – a text list of the folders and files:
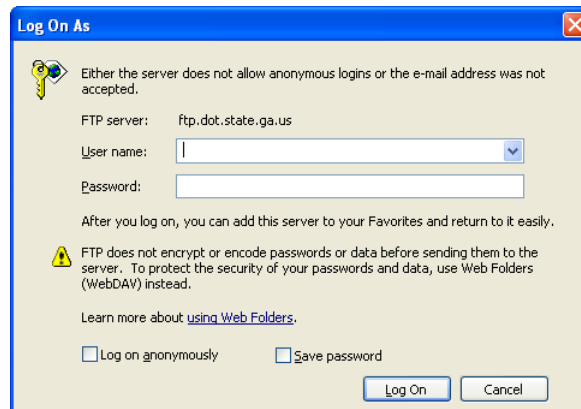

In order to copy and save files to and from the GDOT FTP site, click **Page** (in the upper right corner of the window), and, then, from the drop-down menu, choose **Open FTP Site in Windows Explorer** (not shown in picture).
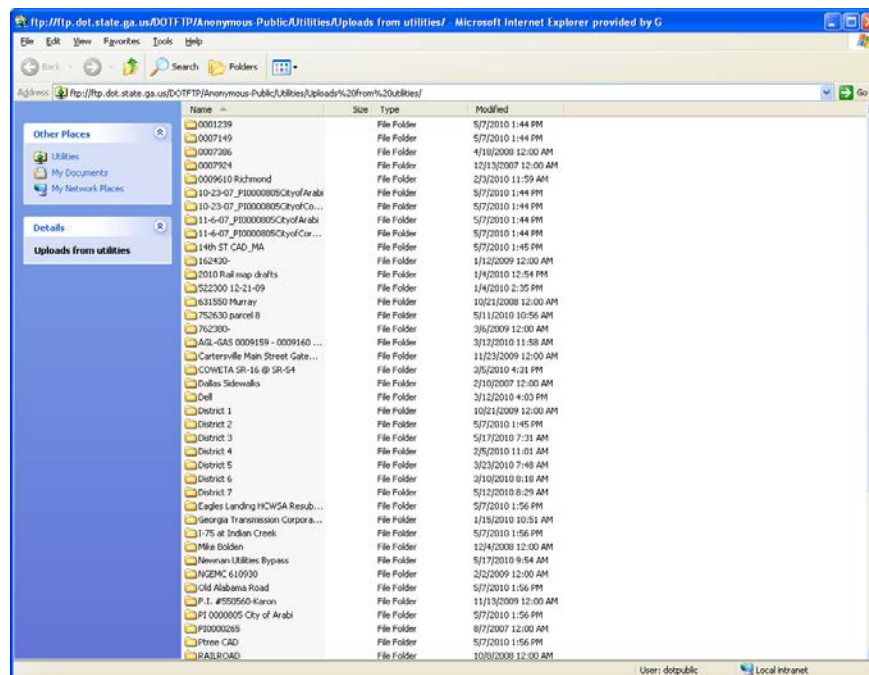
A version of the following login screen should appear:

NOTE: Please contact the GDOT District Utilities Office in your area for the "user name" and "password".

The GDOT FTP site will open in Window Explorer and is ready for use:

NOTE: The GDOT FTP site can be finicky - It may take a couple of tries to complete the transfer of files. It is recommended that users copy & paste files instead of dragging them to/from the site.

If you have any problems, please contact the District Utilities Engineer's office in your area.