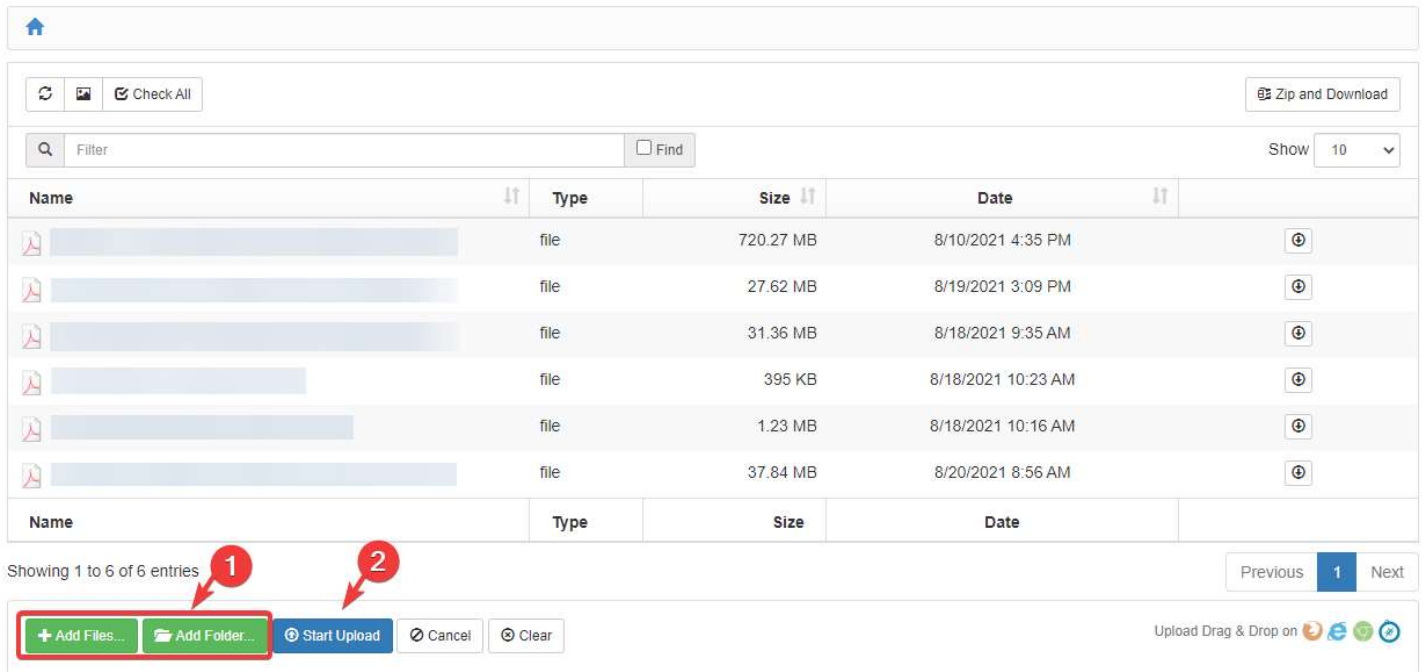


# Using the City's FTP Site

Navigate to <https://www.fredericksburgva.gov/PublicFTP>.

1. Click the green button (either **Add Files...** or **Add Folder...** depending on your need) and select the file or folder you wish to upload.
2. Once you've selected a file or folder, click the blue button (**Start Upload**) and your files will be uploading to the Public FTP folder.



The screenshot shows the Public FTP site interface. At the top, there are navigation icons (home, refresh, check all) and a 'Zip and Download' button. Below is a search bar with 'Filter' and 'Find' options, and a 'Show 10' dropdown. The main area is a table with columns for Name, Type, Size, and Date. The table contains six entries, each with a file icon, a name, a size, a date, and a download icon. Below the table, it says 'Showing 1 to 6 of 6 entries'. At the bottom, there are buttons for '+ Add Files...', '+ Add Folder...', 'Start Upload', 'Cancel', and 'Clear'. Red arrows with numbers 1 and 2 point to the 'Add Files...' and 'Start Upload' buttons respectively. On the right, there are 'Previous', '1', and 'Next' buttons, and a 'Upload Drag & Drop on' section with icons for various upload methods.

Name	Type	Size	Date
[Redacted]	file	720.27 MB	8/10/2021 4:35 PM
[Redacted]	file	27.62 MB	8/19/2021 3:09 PM
[Redacted]	file	31.36 MB	8/18/2021 9:35 AM
[Redacted]	file	395 KB	8/18/2021 10:23 AM
[Redacted]	file	1.23 MB	8/18/2021 10:16 AM
[Redacted]	file	37.84 MB	8/20/2021 8:56 AM

## Disclaimer:

**FILES UPLOADED TO THE PUBLIC FTP ARE VIEWABLE BY ANYONE.** If you need to share a confidential document, please contact the employee or department you are working with for guidance.

**This site will be used for City business only. Files are permanently deleted after 30 days. Files are not guaranteed to be available for 30 days and may be removed at any time. Please ensure you keep a copy of the file in another location.**