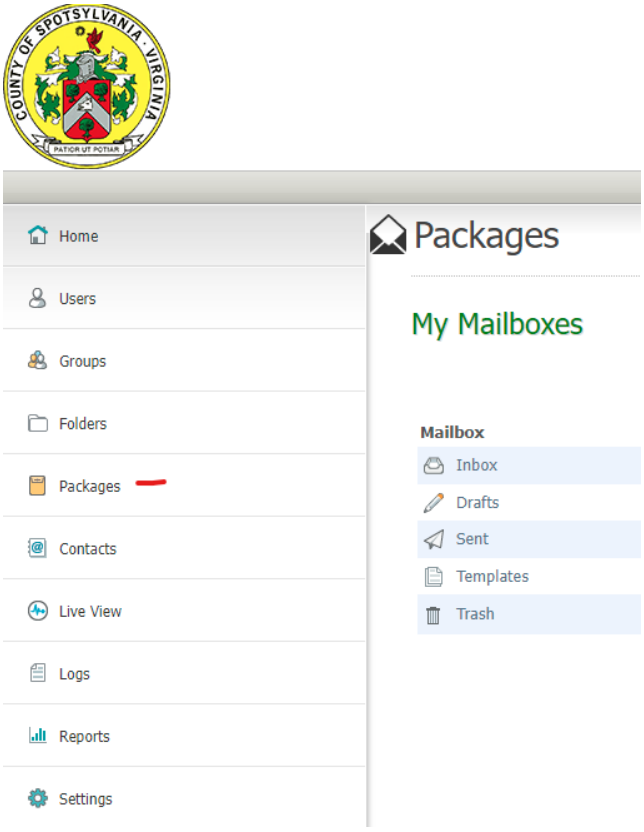
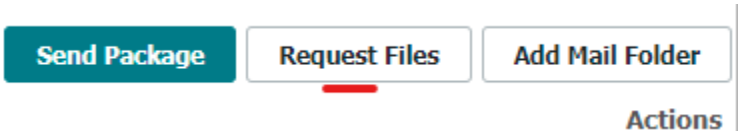
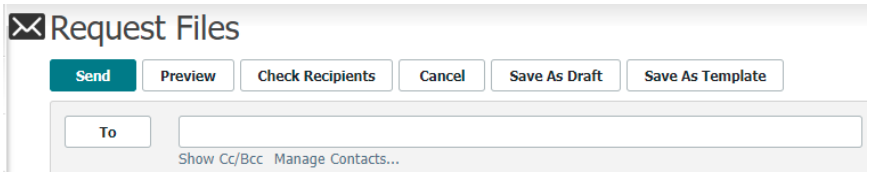
Requesting and Sending a Package Using FTP

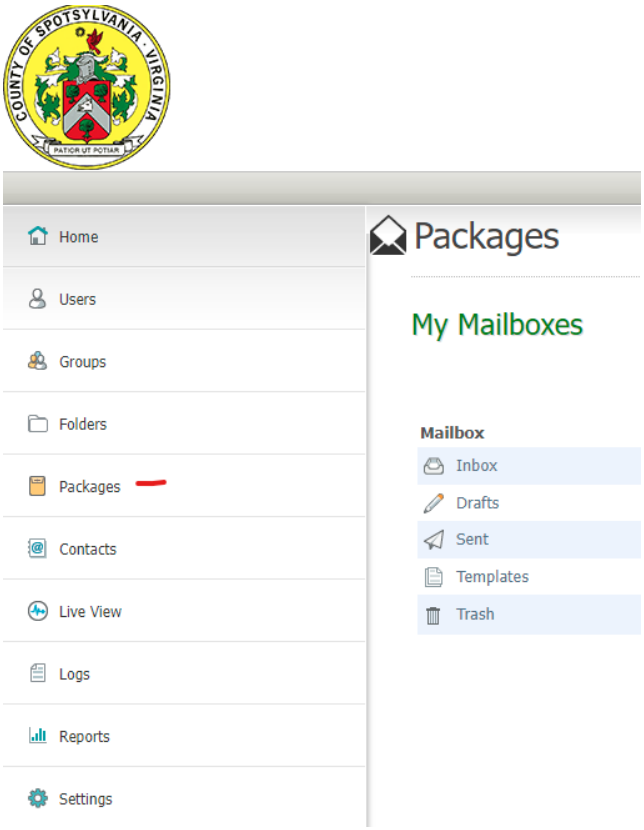
Requesting:

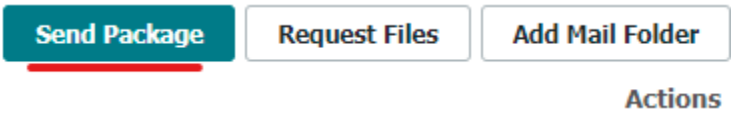
1. Log into ftp.spotsylvania.va.us using your login credentials provided.
2. Use the left sidebar and select **Packages**
   a. 

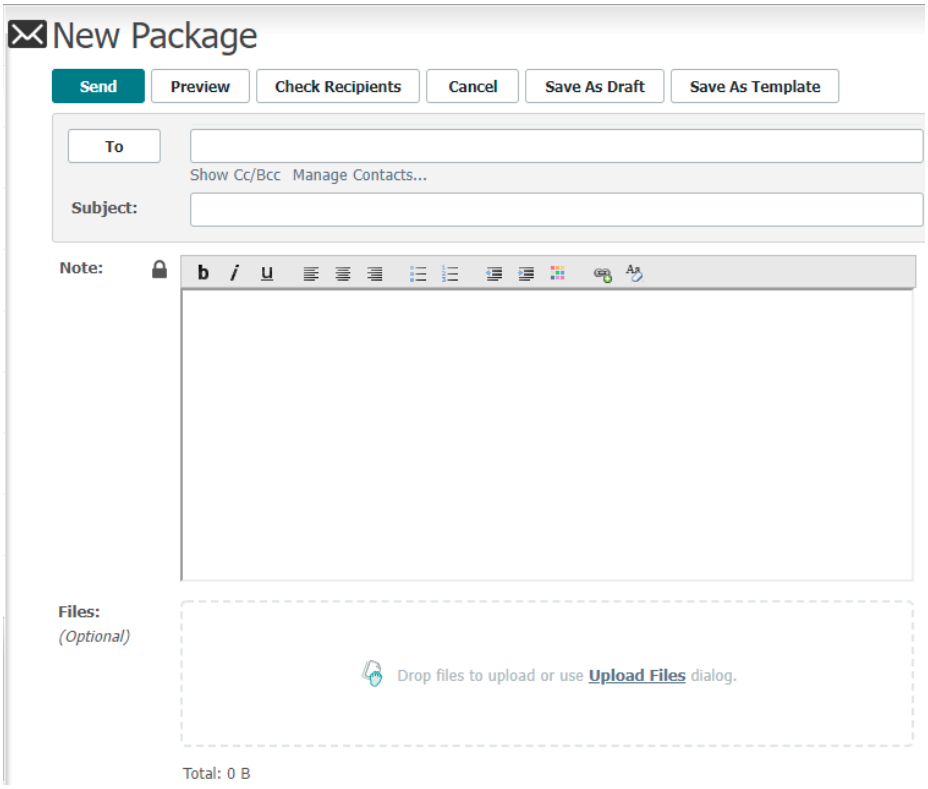
3. On the right-hand side, select **Request Files**
   a. 

4. Enter recipient's name to send them a link to upload files
   a. 

Sending:

1. Log into ftp.spotsylvania.va.us using login credentials provided.
2. Use the left side bar and select **Packages**
   a. 

3. On the right-hand side, select **Send Package**
   a. 

4. Enter recipient's email and complete form accordingly.

a.