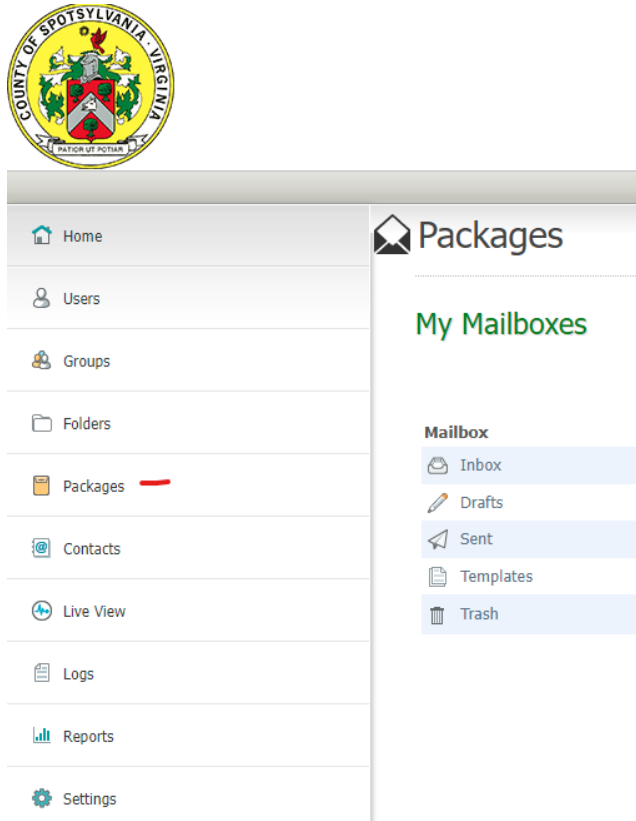


Requesting and Sending a Package Using FTP

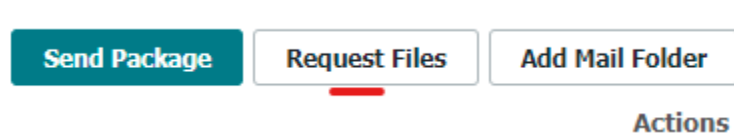
Requesting:

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



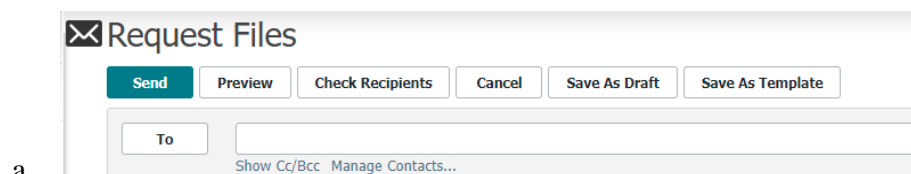
a.

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



a.

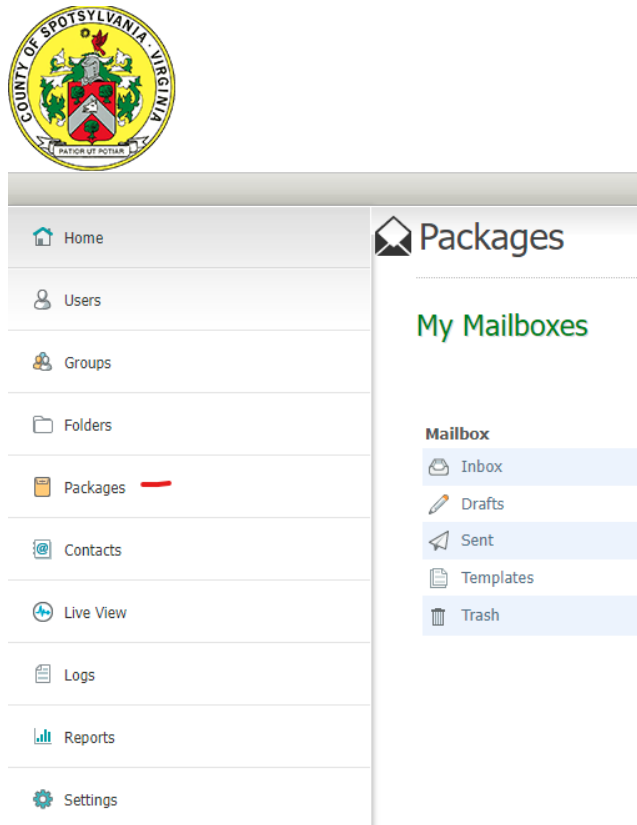
4. Enter recipient's name to send them a link to upload files



a.

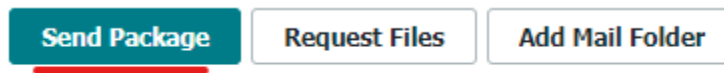
Sending:

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.

Actions

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









 **New Package**

Send Preview Check Recipients Cancel Save As Draft Save As Template


To

Show Cc/Bcc Manage Contacts...

Subject:

Note:  **b** / u       

Files: (Optional)

 Drop files to upload or use [Upload Files](#) dialog.

Total: 0 B

a.