ADA FTP File Upload Guide
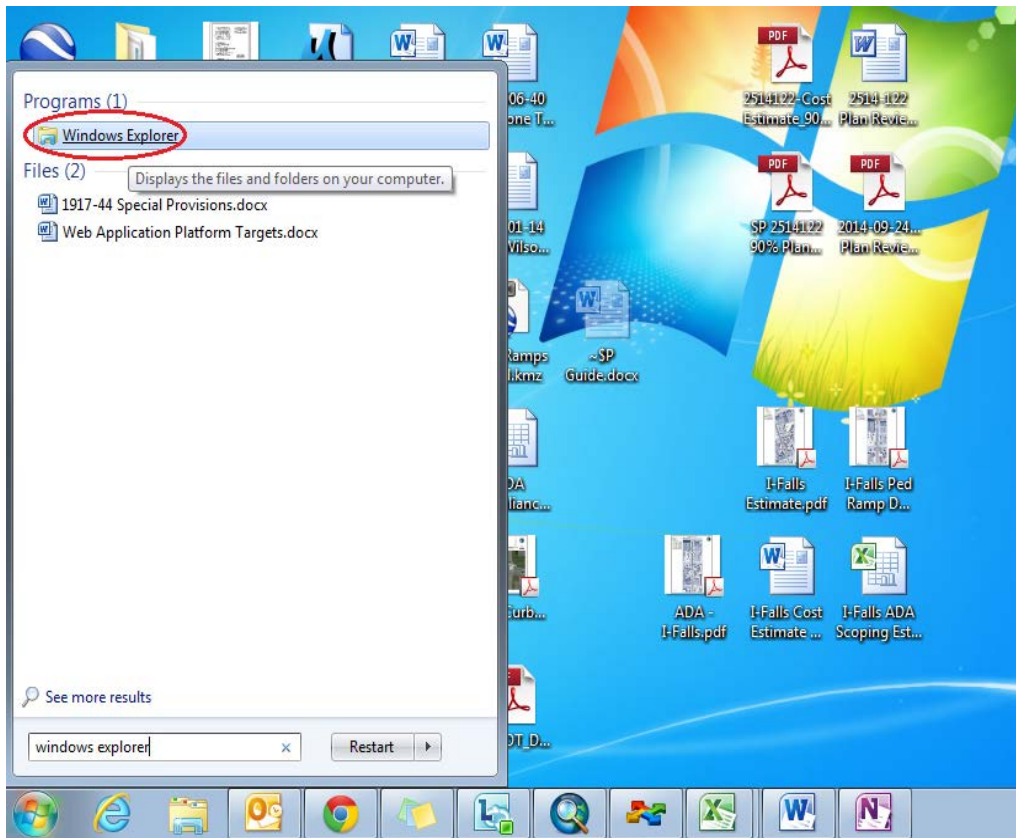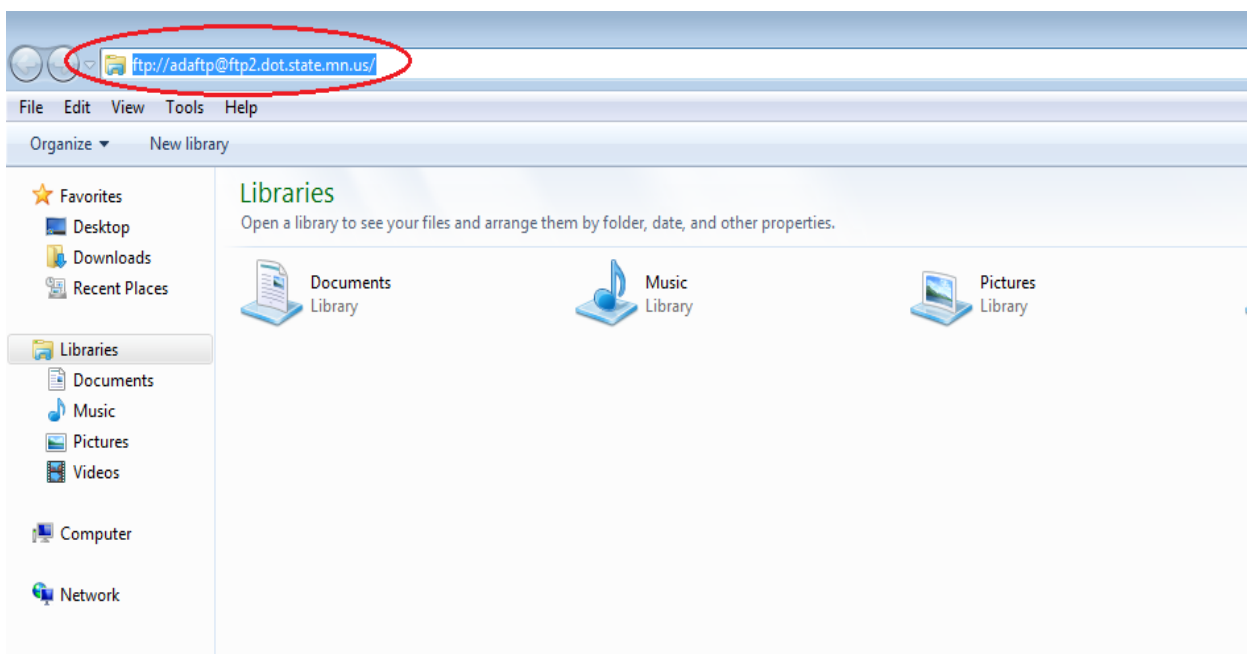
1) Open up Windows Explorer by typing "Windows Explorer" in the Search bar from Start menu.

2) Copy this link**: ftp://adaftp@ftp2.dot.state.mn.us** and paste it into the address bar (see image below). **DO NOT** click on the link in this document, it will not work. – After entering the address, a prompt for username and password will appear – Username: **adaftp**
   Password: **adaftp01**

3) Once the folder shows up, double-click into relevant folder (i.e. If uploading compliance checklist for curb ramp, go to Curb Ramp Compliance folder)
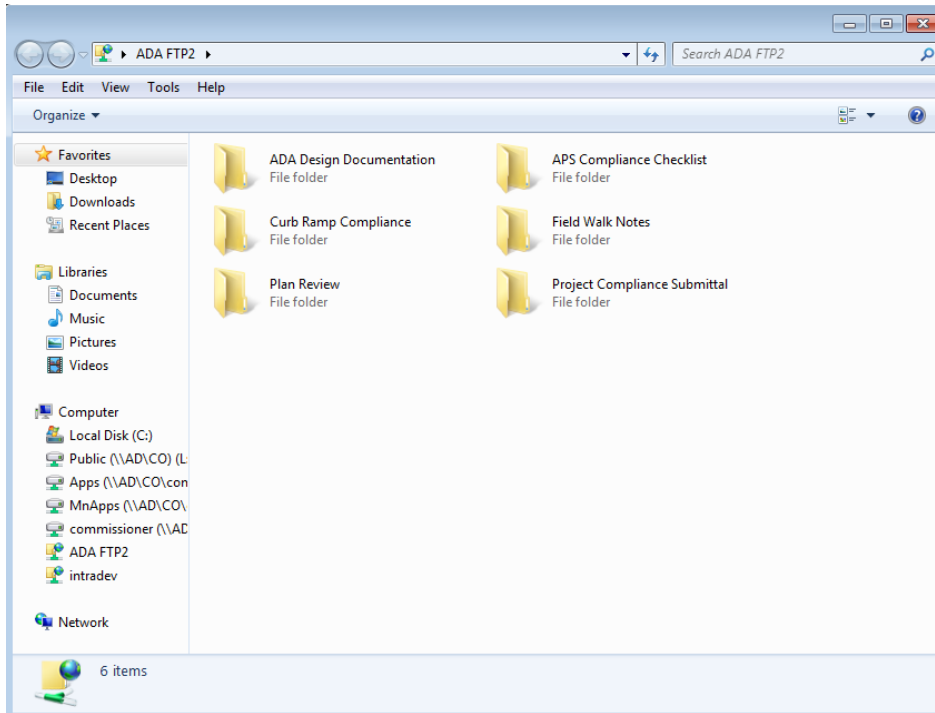
4) Create a new folder with project SP number - then city name and TH (optional) i.e. SP 1234-56 Curbville TH 99 before uploading.
   After uploading, please send an email to ADAComplianceChecklists.dot@state.mn.us (so it doesn't get deleted accidentally) with:
   a. **SP number of your uploaded file**
   b. **Construction Year**
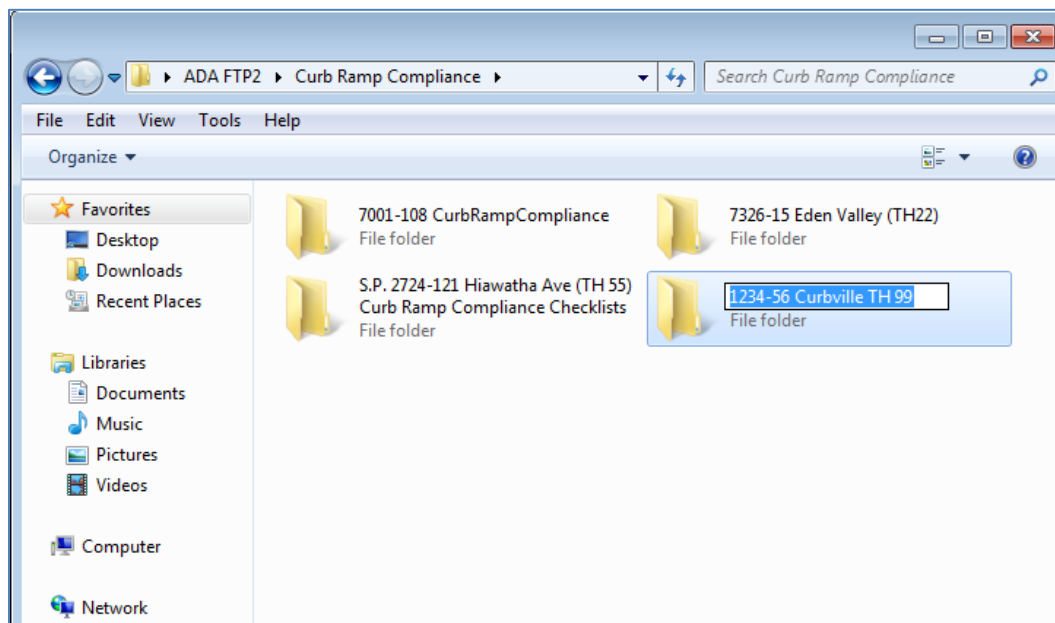
5) Drag & drop or copy files into folder to upload.