



A Brief How-To Process Upload large Documents

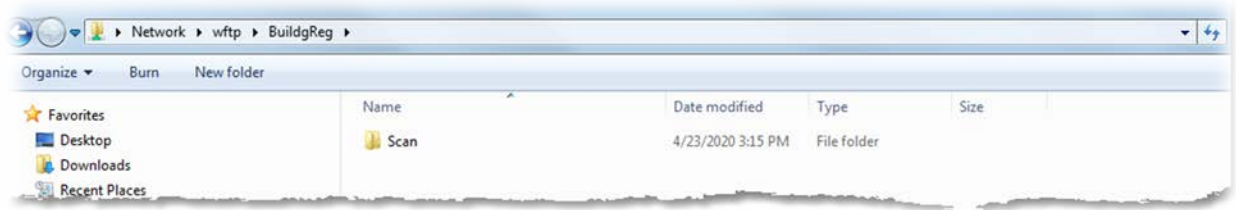
Windows based computers use file explorer

Mac based computers download any ftp client from the App Store

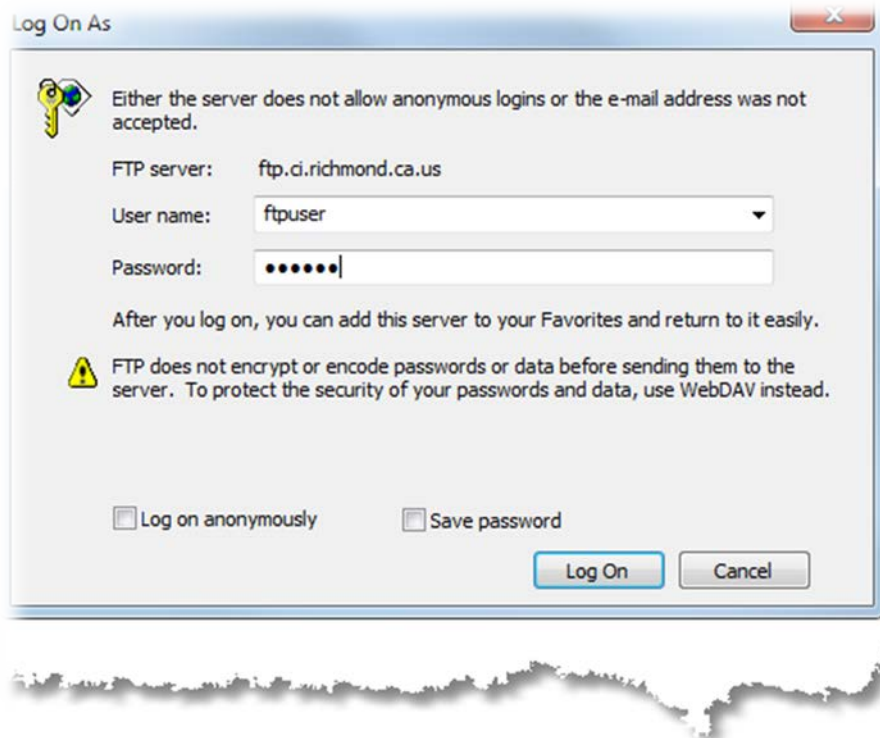
Using file explorer - Windows Based

Type the following in the address bar and press enter

<ftp://ftp.ci.richmond.ca.us/BuildgReg>



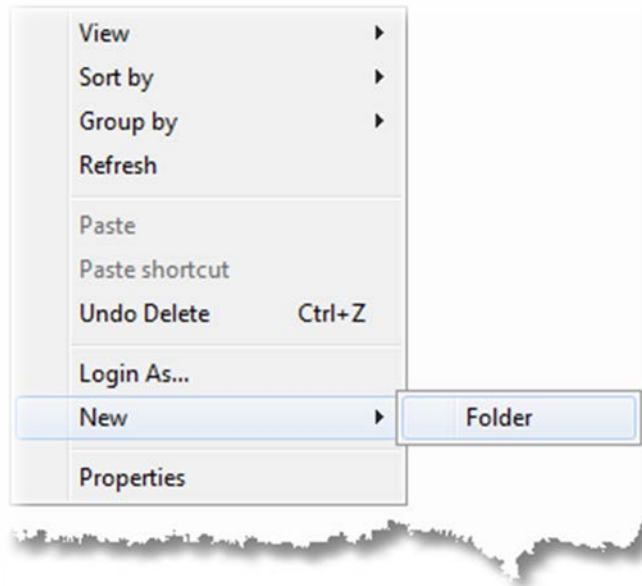
You will be prompted to login. User name: ftpuser Password: ftpcor



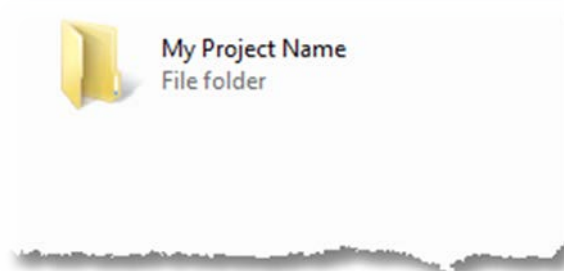
City of Richmond

Brief How-To Upload Large Documents

Once you are connected right click anywhere in the details pane and select new folder.



Create the folder name as your project name, preferably your permit application number .



Double click on the folder to open and paste your files.

Notify the Permit tech of the location so they can attach those to your application.