# KDOT Secure FTP instructions for Contractors and Consultants

NOTE: The Secure FTP site is PUBLICLY accessible. All Files placed in the Incoming folder will be accessible to all KDOT employees. Computer Services strongly recommends using password-protected ZIP files for sensitive data.

NOTE: Once a file has been uploaded to the Secure FTP site it cannot be removed. The server will systematically delete all files that are seven calendar days old.

1. From a browser add the following URL to the address field: **https://secftp.ksdot.org/login**
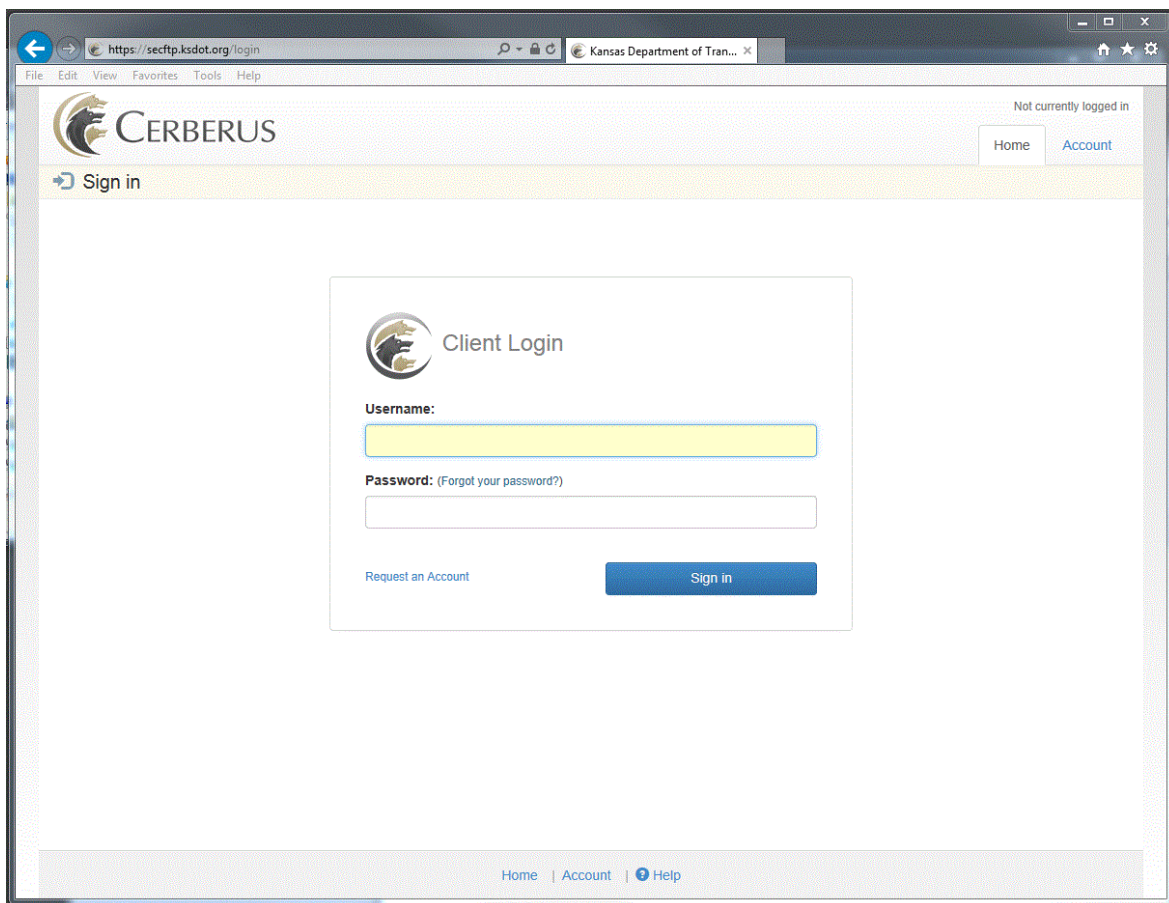
Login ID: **kdotftp**

Password**: ftpuser**

Select the Blue **Sign in** button

NOTE: If you intend to use a third-party FTP client (like FileZilla or CoreFTP), you will need to use the Login ID and Password specified above and select (SSH/SFTP) as the connection type.

1. From the File Manager screen click the folder named **Incoming**.
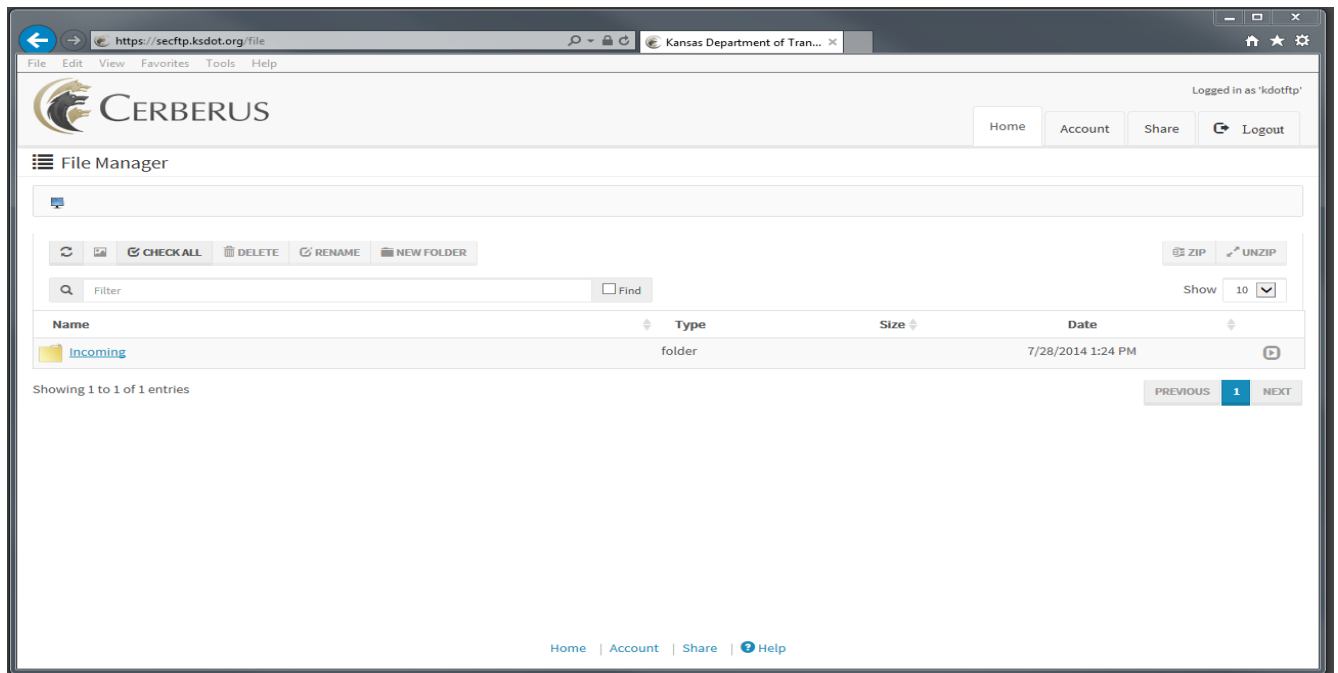
2. To upload a file click the green **Add File** button located along the bottom left side of the screen. Select the file to be uploaded and click the open button in the lower right hand corner of the Windows Explorer screen to close the window.
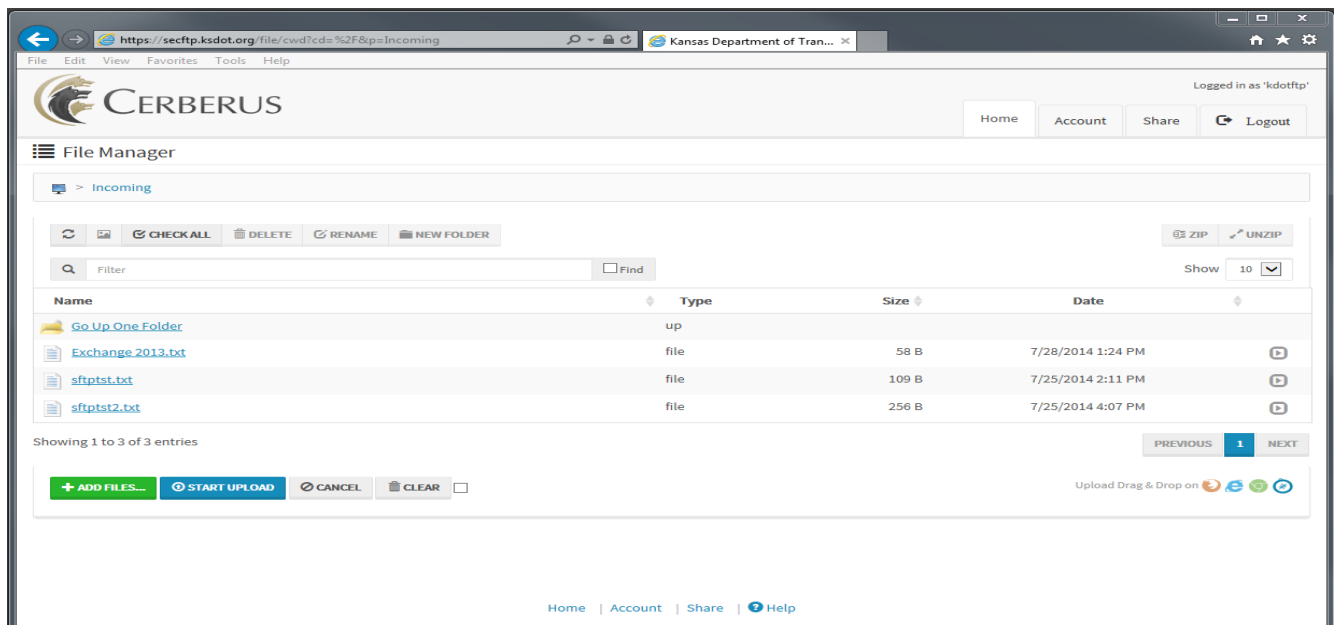
3. The file will then be listed at the bottom of the File Manager screen waiting to be uploaded. Click the blue **Start upload** button to finish coping the file to the server.
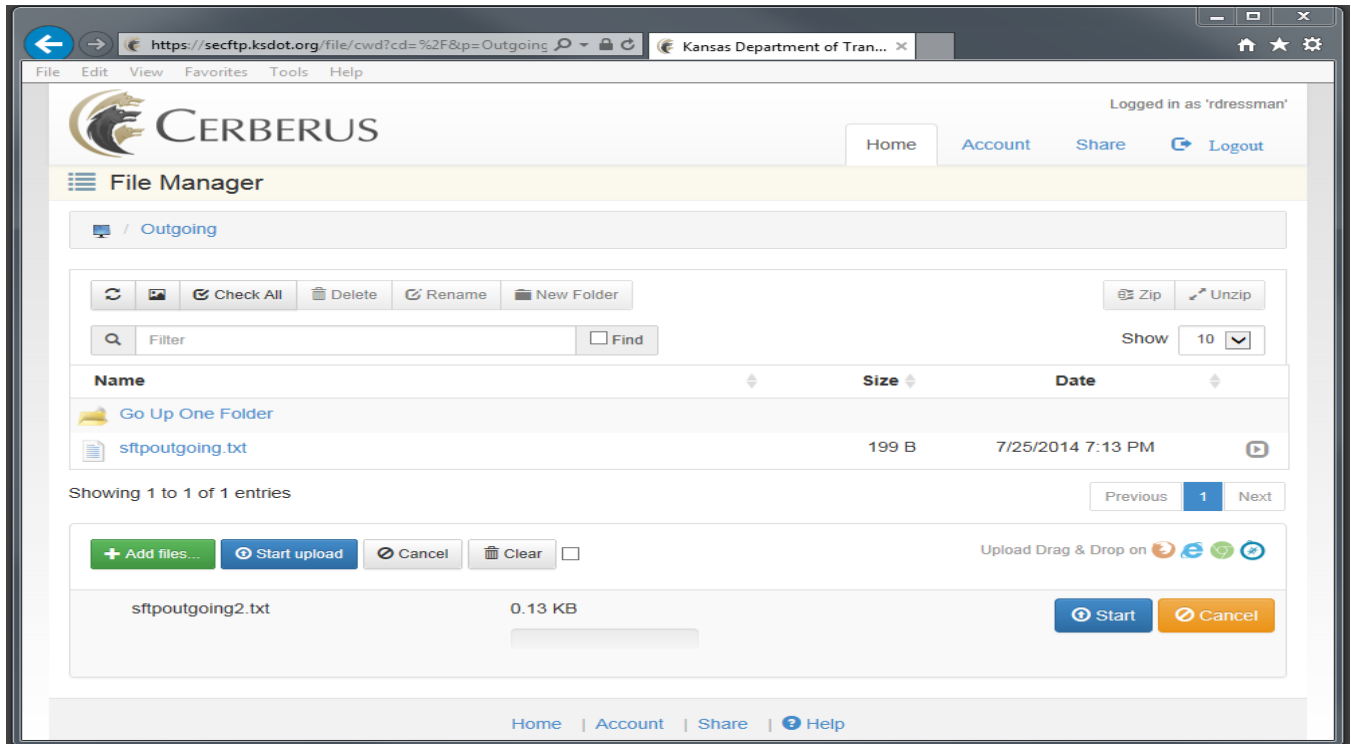
4. Once the file upload is complete, select the logout tab located in the upper right corner of the screen to close the session.