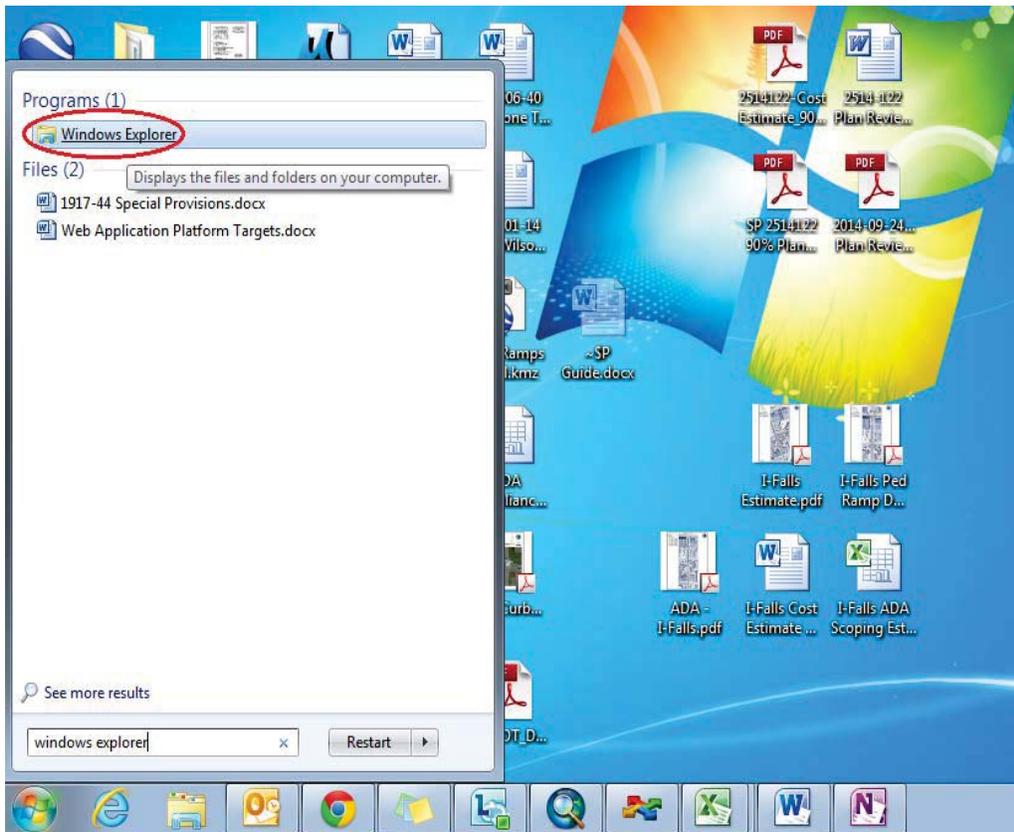
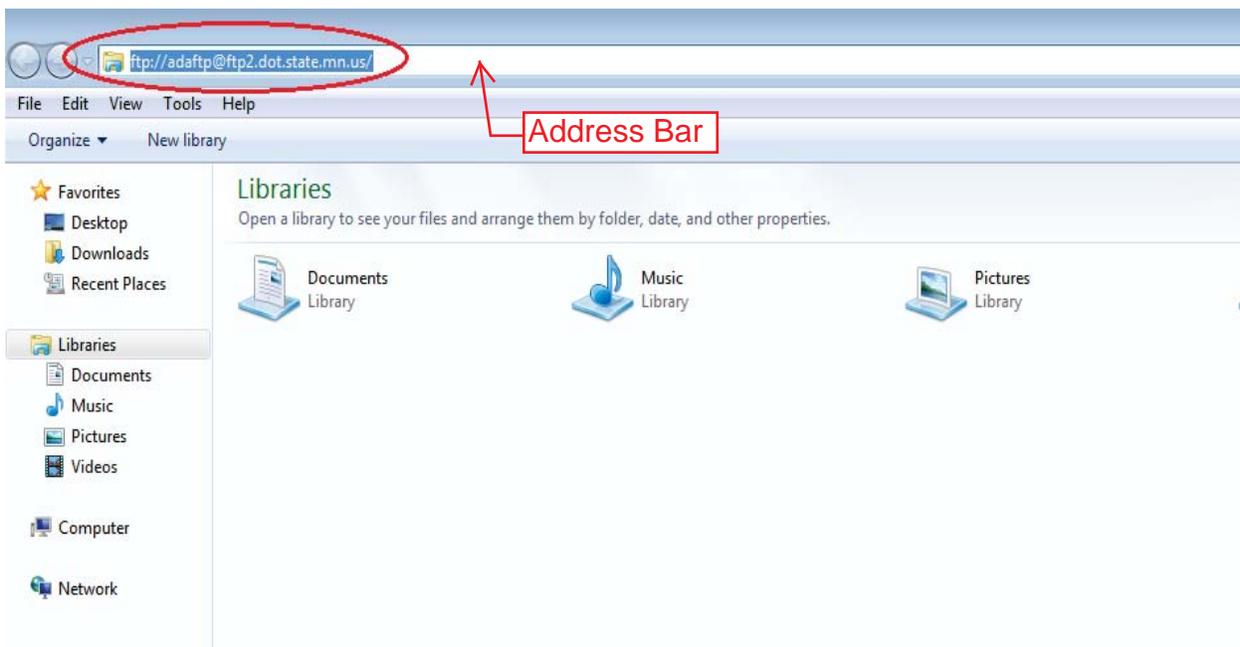


## ADA FTP File Upload Guide

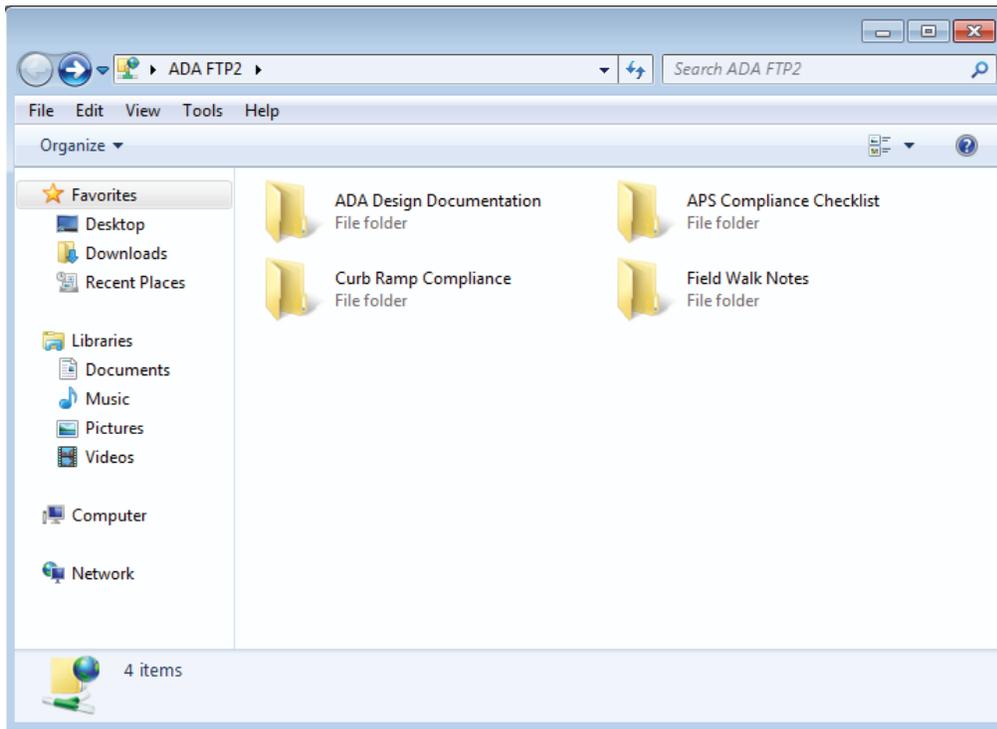
- 1) Open up Windows Explorer by typing "Windows Explorer" in the Search bar from Start menu.



- 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**



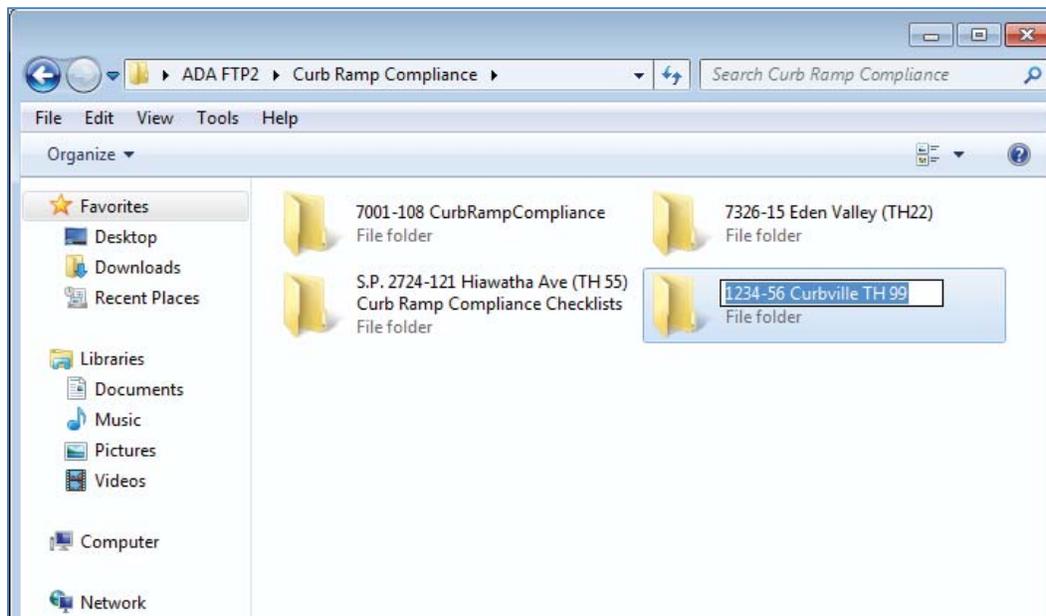
- 3) Once the folder shows up, double-click into relevant folder (i.e. If uploading compliance checklist for curb ramp, go to Curb Ramp Compliance folder)



- 4) Create a new folder, name it with project SP number – with city name and TH (optional) i.e. SP 1234-56 Curville TH 99 before uploading.

**After uploading, please send an email to [ADAComplianceChecklists.dot@state.mn.us](mailto: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.

