

Exchanging Large Files via StateAidHub

StateAidHub is a method to exchange files between us (SALT) and our LGA's that are larger than the email limit (20 MB). Both sides can add and delete folders and files in StateAidHub. This uses a password protected FTP location.

Here are the major steps:

- 1) Connect to StateAidHub
 - o [Method 1: Using a dedicated FTP client](#)
 - o [Method 2: Use Windows Explorer to create a network location](#)
- 2) [Upload \(put folder/files on site\) or download \(get folder/files from site\)](#)
- 3) [Contact person you are exchanging files with once complete and file clean up](#)

Connect to StateAidHub

You can access our State Aid FTP site by utilizing one of the three methods below.

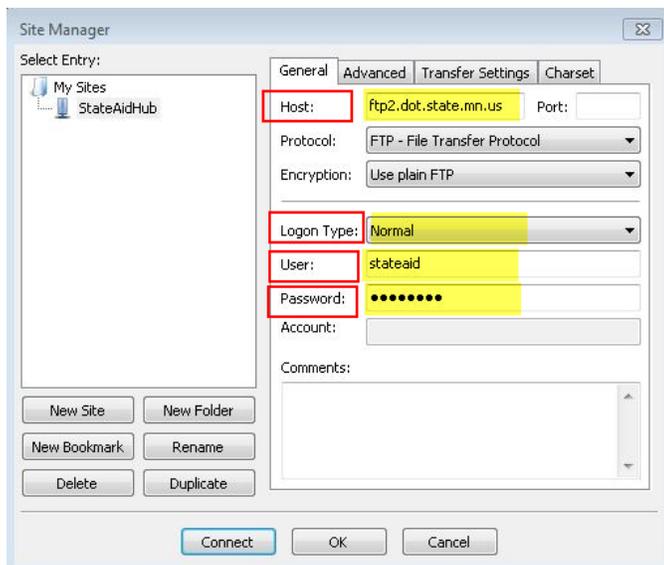
- Using a dedicated FTP client
- Use Windows Explorer to create a network location
- Internet browsers – because of the number of browsers and versions please contact your internal IT department with any questions

METHOD 1: Using a dedicated FTP client

Once you download the FTP client you'll need to setup the location, username and password for the site.

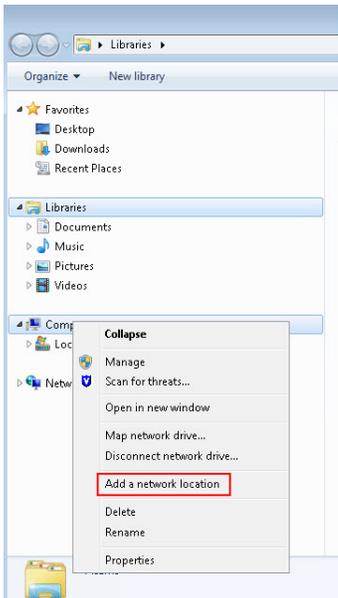
Example below is from FileZilla (*careful, some sources of freeware contain unwanted software. Currently a trusted source for downloading FileZilla is https://filezilla-project.org/download.php?show_all=1*). From Filezilla you'll want to create a new site. Under "File" select "Site Manager" and then click on "New Site," name the site (ex. StateAidHub) and complete additional setup steps below.

- 1) Host = location (ftp2.dot.state.mn.us)
- 2) Logon Type = change this from "Anonymous" to "Normal"
- 3) User = Username (stateaid)
- 4) Password = (the one we always use..... [contact State Aid](#) if you do not know)

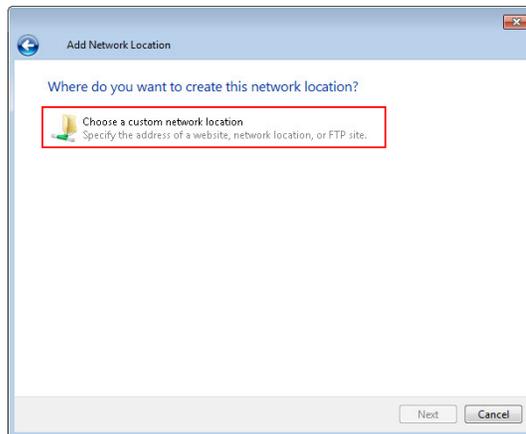
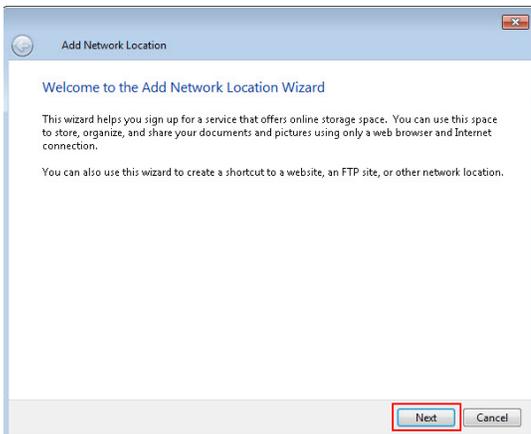


METHOD 2: Use Windows Explorer to create a network location

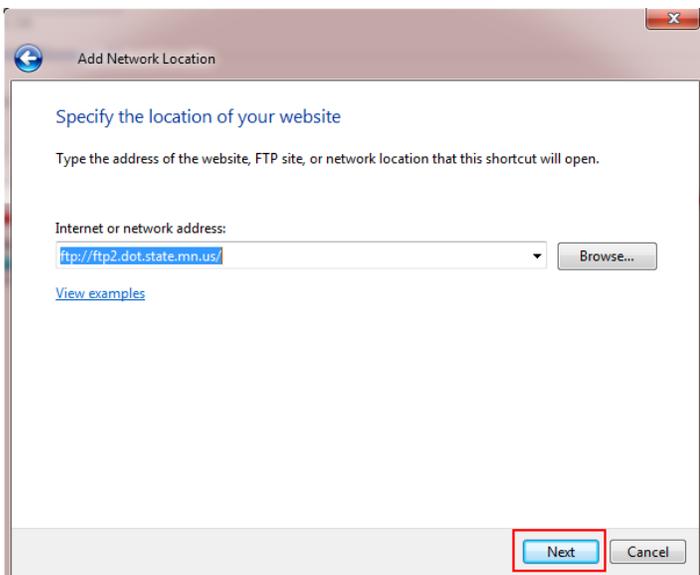
Open Windows Explorer by selecting the “start” windows bottom located on the bottom left hand corner and select “computer”. Under “computer” right click and select “Add a network location.”



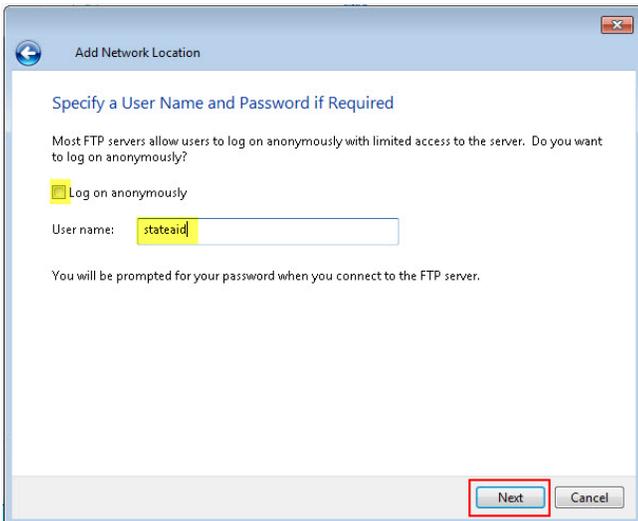
You'll see the wizard pop up, select “Next” and then click on “Choose a custom network location.”



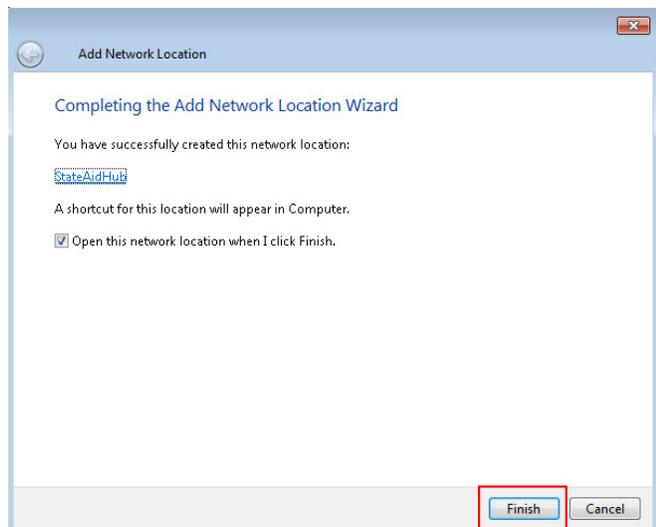
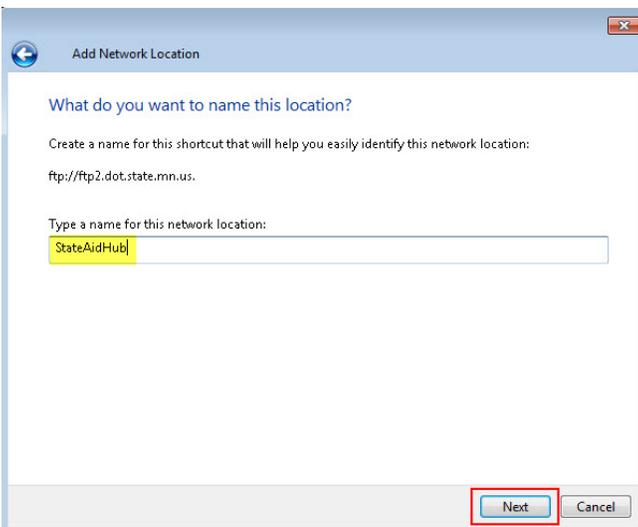
Enter location (<ftp://ftp2.dot.state.mn.us/>) into “Internet or network address” and click “Next.”



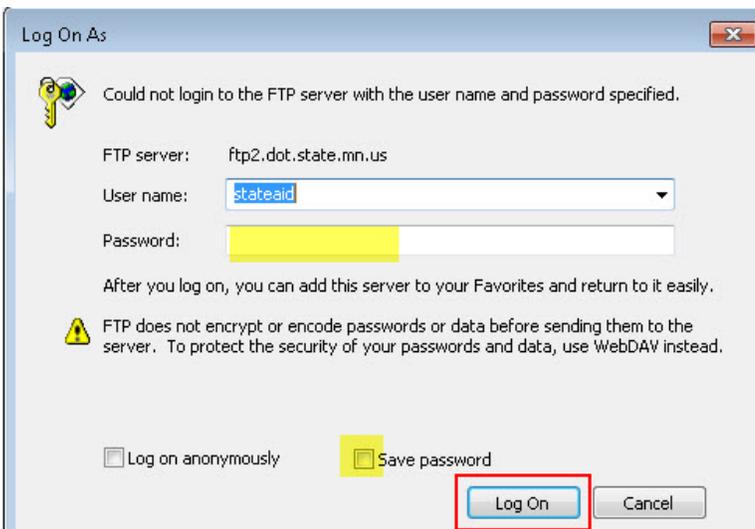
Uncheck the box “Log in anonymously,” enter the username (stateaid) and click “Next.”



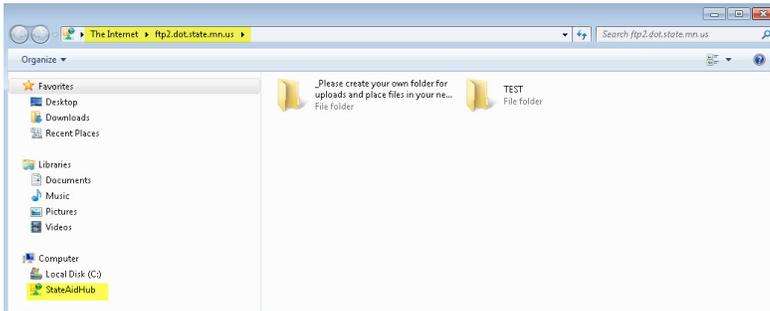
Type in a name (ex. StateAidHub) and click “Next” and then “Finish”



This will bring up the window below. Enter the password (the one we always use..... [contact State Aid](#) if you do not know), check box for “Save password” and click “Log on”



You now have this location saved.

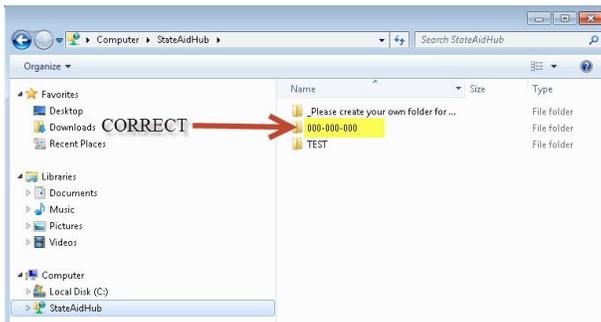


To retrieve files, first download onto your computer before attempting to open.

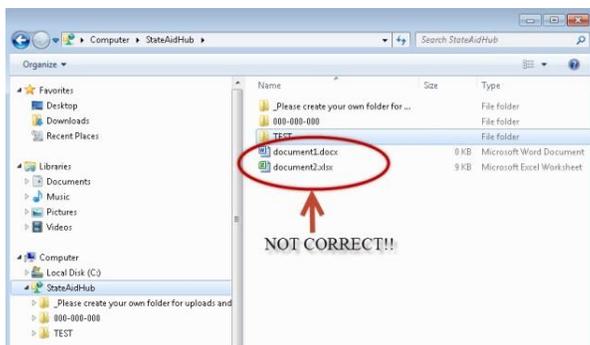
Upload (put folder/files on site) or download (get folder/files from site)

Once you are connected, organize your transfers by using folders.

Correct – place all your documents within a folder. Do this by right clicking and select “New” and “Folder” and then dropping all documents into here, or create a folder on your desktop containing all the documents and then drop and drag the folder here.



DO NOT just drop and drag documents into here without creating a folder.



Contact person you are exchanging files with once complete and file clean up

- **Sending Files** - once you have dropped files, contact (email, phone, chat) the person you are exchanging the files with and notify them that the information is now available, be sure to specify folder location (ex. 000-000-000).
- **Retrieving Files** – be sure to refresh page if you don't see dropped files. ***Once you have finished downloading files, be sure to clean up by deleting out the folder.*** This can be done by right clicking on the folder and selecting “Delete,” or click on folder and click the “Delete” key on your keyboard. ***Additionally, to ensure that only pertaining files are listed, a site administrator will go through (first Monday of each month) and delete out any folders (and attached documents) older than one month.***