

PICK UP FILES FROM METRO STATE AID

1. Open **Internet Explorer**,  go to tools/internet options/advanced tab, scroll down to the browsing area and verify the Enable FTP folder view (outside of Internet Explorer) is checked.
2. Close Internet Explorer
3. Open **My computer**  copy/paste <ftp://ftp2.dot.state.mn.us/pub/outbound/MetroStateaid> to pick up files under
4. Folder Name xxxxxxxxx (given to you by your Metro State Aid contract person)

DROP OFF FILES FOR METRO STATE AID

1. Open **Internet Explorer**,  go to tools/internet options/advanced tab, scroll down to the browsing area and verify the Enable FTP folder view (outside of Internet Explorer) is checked.
2. Close Internet explorer.
3. Open **My computer**  copy/paste <ftp://ftp2.dot.state.mn.us/pub/incoming/MetroStateaid>
4. Create a New Folder with the SP# as the folder name (i.e.: 091-090-077). Note: Folder cannot be renamed once created, so you need to name the folder when it is first created.
5. Drag your folder with file contents to new folder (let us know the folder/file name and when you added the files)
6. Your file will be automatically deleted after 30 days