

## To access the website quick links found in the Scope of Work:

Here are the instructions.

To enter the Escambia County FTP site:

First make sure the Command Bar is checked:

Go to the **Page tab**;

Click on: **“Open FTP site in Windows Explorer”**

If you don't have this option then:

Go to the **Tools** tab on the command bar

Click on: **Internet Options**

Click on: **Advanced**

Scroll down the list and ensure the settings boxes are checked to **“enable the FTP folder”** viewing and **“use of passive FTP for firewall compatibility.”**

The Citizens login information for Escambia County's FTP site is:

website: <ftp.myescambia.com>

username: **escambia**

password: **escambia**

The County employees login information for Escambia County's FTP site is:

website: <ftp://eoc-ftp/>

username: **escambia**

password: **escambia**

Data can be uploaded or downloaded from each subfolder.