

GRT FTP Site Customer Instructions

03/01/2021 Rev. A

The Great River Technology (GRT) File Transfer Protocol (FTP) site is housed on our GRT Website. This page is designed for a one time share option to transfer files to/from customers that are too large to be sent though email. Customer <u>access is only available during the file transfer</u> and customers will have to repeat the membership login steps for future use.

- 1. To access the FTP site please visit: https://www.greatrivertech.com/file-share
- 2. To become a member of the FTP page you will have to visit the page and <u>click on any of the files/folders</u>. The **Sign-Up** box will pop up and you simply enter your email & password. This will email the controller and will prompt approval. You will get an email once you have been approved to access the site.



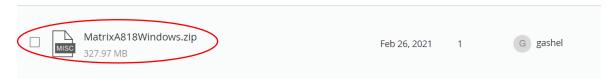
3. To create a folder or add a file click on New Folder or +File:



Browse to find your file and upload it.

OR

4. To download a file simply click on the file/folder and it will automatically download.



5. Email your contact at GRT and confirm that you have downloaded the file. Once the file transfer is complete the file and your access will be removed. Additional file transfers will require the sign up steps again.