## Water Boards FTP

How to upload a file

1. Using a web browser go to the Water Boards FTP site: https://ftp.waterboards.ca.gov/WebInterface/login.html

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2. Login with the credentials provided to you by the Water Boards webmaster or other staff

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3. Click the Add files... button

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4. Browse to and select the file to upload. Click Open

Choose File to Upload	×
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5. (Optional) Click the add files... button to add additional files

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- Repeat the process of selecting files and clicking Open until all files are selected.
   Click the Start Uploading link

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Files to upload	×
Start Uploading	Files : 2
Upload to : /Monitoring.pdf	📤 <u>Start</u> 🛛 🕞 <u>Cancel</u>
Upload to : /Results.xlsx	🚖 <u>Start</u> 📑 <u>Cancel</u>
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- 8. You will receive confirmation that the files have been uploaded
- 9. When done, click the Logout button

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10. Email the webmaster or staff that provided the credentials that files have been uploaded. Please include the file name and the staff member the file is for.