To request a new SFTP account go to http://www.dot.ga.gov/PartnerSmart/Business/Pages/UserRegistration.aspx to open the request form:

- Complete all required Form Fields notated by a red asterisk
  - The form cannot be submitted without completing these fields
- Use your company email address for the *User Email* field
- If you don’t have a company email address, then use your personal email address

- In the *Organization* field, type the first part of your organization’s name and hit *Search* (i.e., Georgia Power, Knology, AT&T)
  - If your organization is in the system, a results box will open
  - Note: there may be multiple entries for one company - click on the radio button beside the correct entry to select it from the results box
If your organization is not in the system, please type NOT LISTED in the search box and click on the radio button beside NOT LISTED to select it from the results box.

To request that your organization be listed with the Department, click on the here link in the text above the results box.
An email will open - send all of our organization’s relevant information, as shown in the text above the results box, but this is NOT required to create an account

- **Position, work Address, Zip, City, State, and Work Phone fields**
  - Enter company information, not personal information
  - A Cell Phone number is not required, but may be entered

- **GDOT POC (point of contact)**
  - In the Districts, choose either the District Utilities Engineer or the Assistant Utilities Engineer
  - If working directly with the GDOT State Utilities Office in Atlanta, choose your State contact
    - If that person’s name is not listed, notify your State contact and request a POC

- **On Premise** field - do not use for internal GDOT Consultants only
- **CES Access** field – do not use
- **Equipment Needed** field – do not use - for internal GDOT Consultants only
- **Equipment Description** – do not use - for internal GDOT Consultants only
- **Application Access box**
  - At the bottom of this box, select “2” to open the second page to find the listing for the *Secure FTP*

  ![Application Access](Image)

  - Type in a *Reason for Access* and check the check box to the right of this field
    - Reason example: Need access to the Utilities Folders on the SFTP to retrieve and/or place files for GDOT
Finally, type in the Security Phrase shown in the picture, read the terms and conditions and check the check box, then click on the *Submit Registration Form* button.

- You may choose a different security phrase by selecting the top blue button to the right of the picture
  - Scroll through the pictures until you see one you can read

- Upon submitting, the system will notify you of any errors or missed required fields – these will be shown in RED

- If the registration is complete you should see a window asking “Are you sure you want to submit?” - click the OK button
If your account request was successfully submitted, you should get a message similar to the one below
  o This may take 2 or 3 minutes
  o If you don’t get a similar message, the request has not been submitted successfully
    ▪ Contact the Solutions Center, as listed below, to request assistance

Your Registration was successfully submitted!
Please click Continue.

GADOT account info:
YOU MUST LOG ONTO THE SYSTEM ONCE A MONTH to maintain an account
  ▪ If you do not log in every 30 days, you will receive one of the following warning notifications:
    o After 30 days: you will receive an email that warns you that your account will be suspended if you don’t log on
    o In 60 days: you will receive another email telling you that your account is suspended and you will need to call or email the GDOT Solutions Center to unlock your account
    o In 75 days, your account will be deleted
      ▪ If your account is deleted, there is no way to get it back
      ▪ You will have to apply for a new account

Trouble Shooting
  ▪ Contact the Solutions Center for password resets or to reinstate suspended accounts only
    o solutionscenter@dot.ga.gov  404-631-1220
  ▪ Contact your POC with the District Utilities Office or the State utilities Office for issues relating to uploading or downloading files