

Secure File Transfer Protocol (SFTP) for GDOT External Partners – Office of Utilities

The GDOT SFTP site has been created to provide a secure network for transferring large files between GDOT and our External Partners or vice versa. Links to the Handouts and PowerPoint Presentation mentioned below can be found on the Office of Utilities' web page:

<http://www.dot.ga.gov/PS/Utilities#tab-11>

Since the GDOT SFTP is encrypted, our External Partners will need the following:

- A **GADOT account** [a "V" or "C" number (the user name) and a password]
 - Go to: <http://www.dot.ga.gov/PartnerSmart/Business/Pages/UserRegistration.aspx> and complete the registration form
 - Please follow the instructions in the **"GDOT SFTP - User Registration Handout"**
 - Once the registration form has been successfully submitted, the GDOT Point of Contact (POC) will ensure that the person registering has access to the correct folder on the SFTP site (For our Office, this is the **"Utilities"** folder)
- Some type of **SFTP client software/shareware** loaded onto a company computer
 - GDOT recommends, *but does not support*, WinSCP, a free shareware that is compatible with our systems
 - Please follow the instructions in the **"GDOT SFTP - Installing WinSCP Handout"**

Things to know about the SFTP:

- **Users must login every 30 days to keep their accounts active**
- There are no file size limitations
- Within the **"Utilities"** folder, there is a **"Downloads"** subfolder and an **"Uploads"** subfolder
 - **"Downloads"**
 - Where GDOT will create subfolders and place files for our External Partners to download (GDOT uploads files>External Partners download files)
 - External Partners cannot create subfolders; they can only download files from this subfolder
 - **"Uploads"**
 - Where our External Partners will create subfolders and upload files for GDOT to download (External Partners upload files> GDOT downloads files)
- Files placed on the SFTP will be deleted after 120 days
 - DO NOT CUT and PASTE FILES. It is recommended that files are copied and pasted or dragged and dropped into the correct subfolder to maintain the date/time stamp of when the files were placed in the subfolder
- For more information, refer to the **"GDOT SFTP - PowerPoint Presentation"** OR contact the District Utilities Office in your area.