



FTP User Manual
(leveraging FileZilla)



Who we are



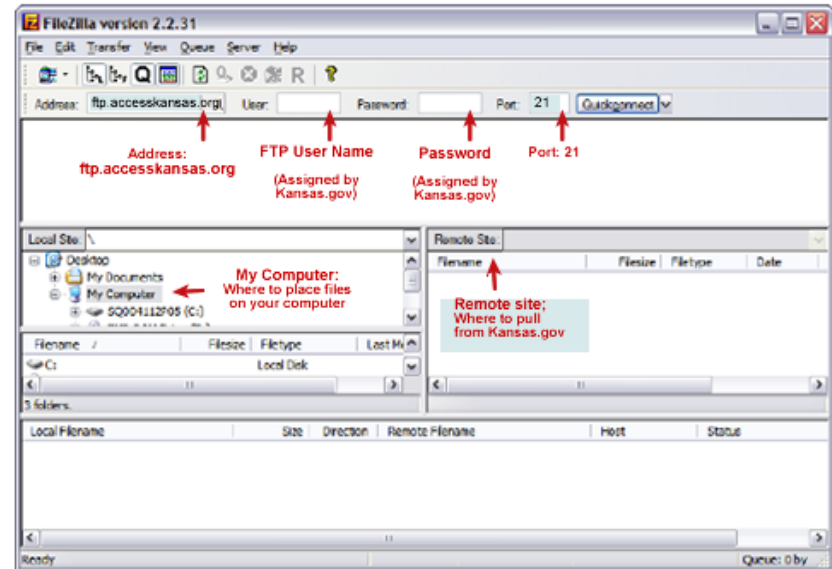
- **Kansas.gov operates as a public/private partnership between the Information Network of Kansas (INK) and eGovernment firm NIC**
- **Kansas.gov manages the state's official Web site and builds online solutions for Kansas government entities**
- **First portal in the nation (1992) – “Birthplace of eGovernment”**
- **Currently provide online services for 49 state agencies and 105 local governments in Kansas**

Staffing

- Staff located in Topeka, Kansas – dedicated 100% to Kansas government partners
 - Project management
 - Web application development
 - Creative design
 - Marketing
 - Customer service

Step 1

• When FileZilla is launched, the following window will open. Enter your FTP information that was provided to you by Kansas.gov.



- Address box, enter [ftp.accesskansas.org](ftp://ftp.accesskansas.org)
 - User box, enter your Kansas.gov user name
 - Password box, enter your FTP password
 - Port box, enter 21
- As displayed above, the local site area (on the left) will display your computer files, and the remote site area (on the right) will display the files placed on Kansas.gov.

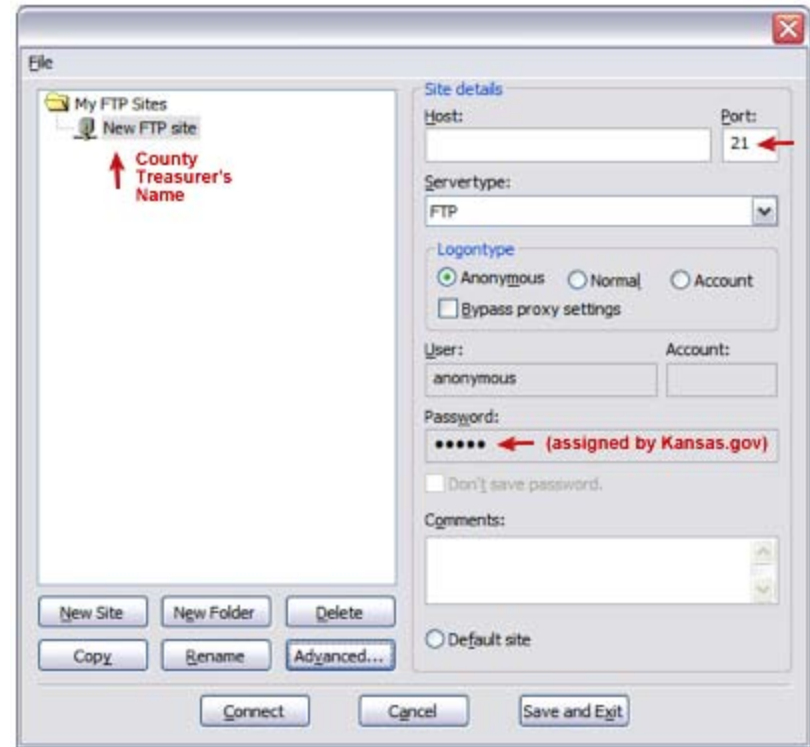
Step 1a

- For advanced settings within FileZilla, follow the example options in the image (as displayed here) and select the “Okay” button.



Step 2

- You will now see a setup view (as shown here) of your FTP account site. On the left side is your directory tree. Here you can upload and download files and create or delete directories.



Questions

- For questions regarding the FileZilla software, please contact [FileZilla](#)
- For technical assistance and questions, please call our Help Center at 800.4KANSAS (452.6727) or 785.296.5059