Greenville County Digital Plan Submission

Greenville County provides file transfer capabilities for the sole purpose of electronic submission of construction plans. Any links to third-party software are provided "as-is" without warranty of any kind, either expressed or implied and such software to be used at your own risk.

To complete the submission, use a compatible File Transfer Protocol (FTP) client software application. Multiple FTP applications are available for use; please choose a FTP client which is compatible with your client operating system.

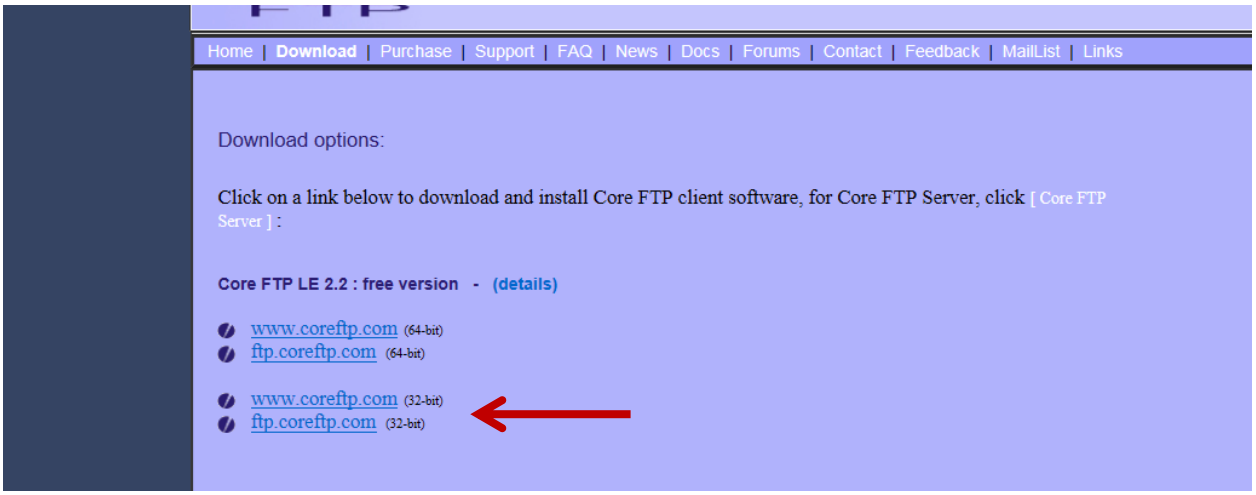
Greenville County provides the following documentation and references third party software for example purposes only. Please contact your local system administrator for assistance with installation and configuration of your FTP client software.

1. To Install FTP Client software, please open a Web Brower to **http://www.coreftp.com/**.
2. From the Main Menu choose **Download**.

Figure 1

3. Under **Core FTP LE 2.2: free version**, chose either of the 32-bit versions.

Figure 2



4. Depending on your Internet Browser, you will either have the option to **save the file or run the file for installation**. Select the appropriate option for your Internet Browser.

Figure 3 – Example from Internet Explorer

Figure 4 – Example from Mozilla Firefox

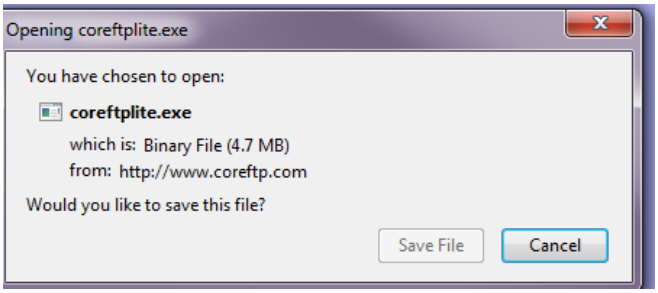
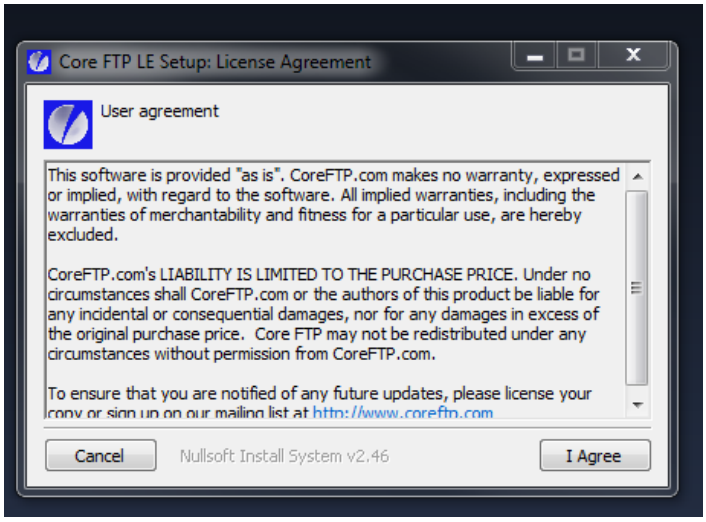


Figure 5 – Example from Google Chrome

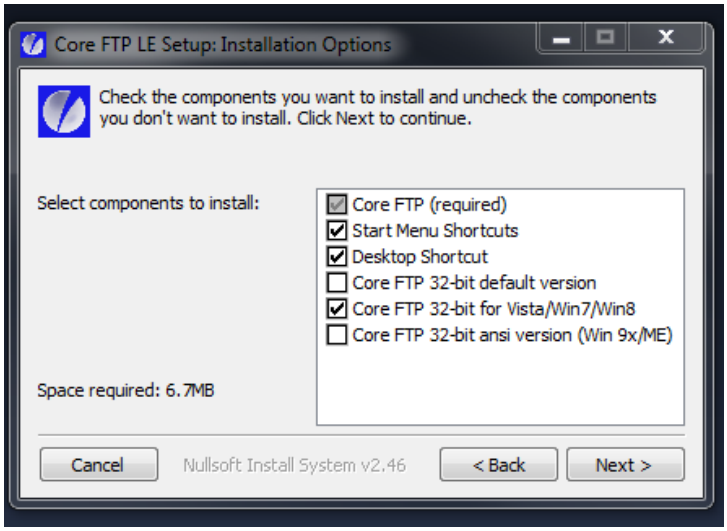
5. Click **I Agree** to continue.

Figure 6



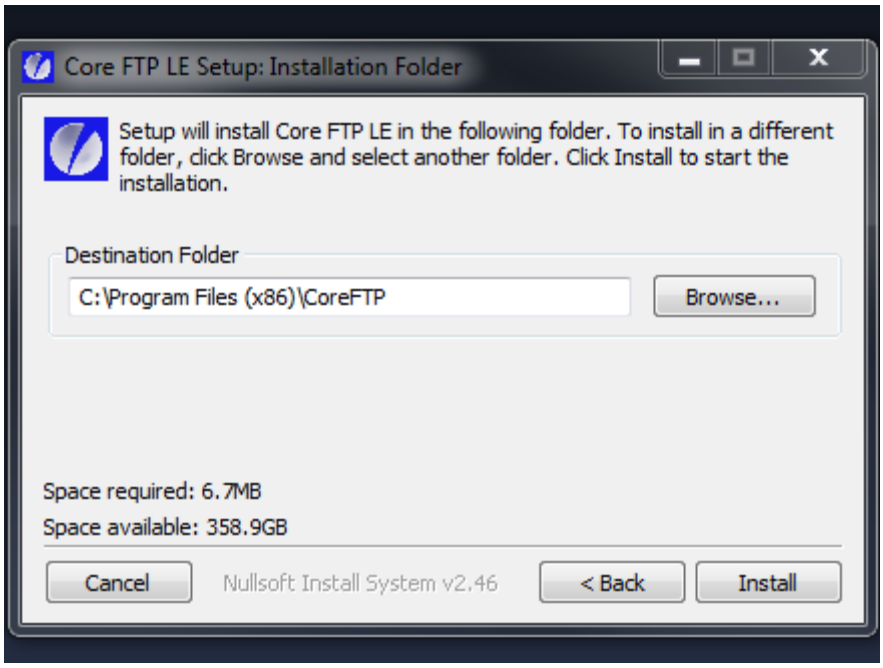
6. Choose the default setting and select **Next** to continue.

Figure 7



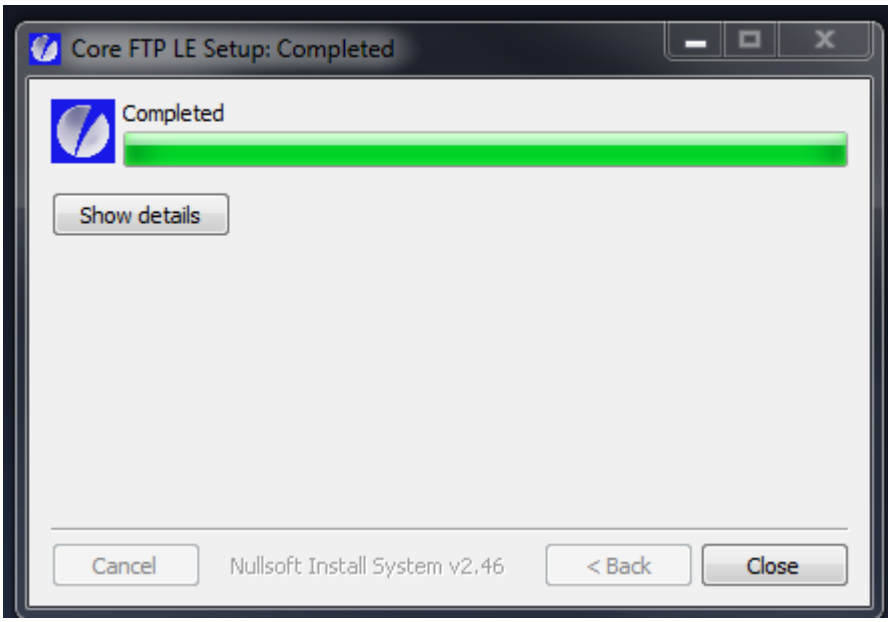
7. Click **Install**.

Figure 8

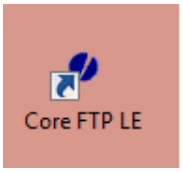


7. Then Click **Close** to complete the installation.

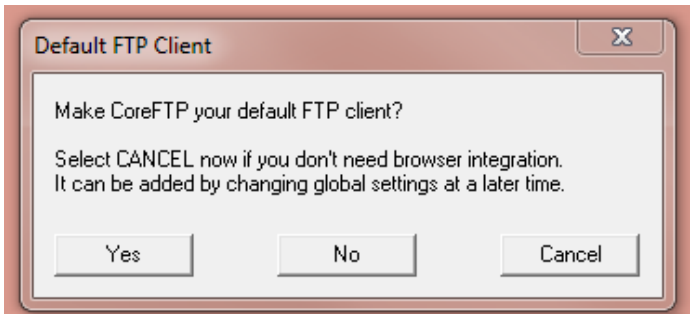
Figure 9



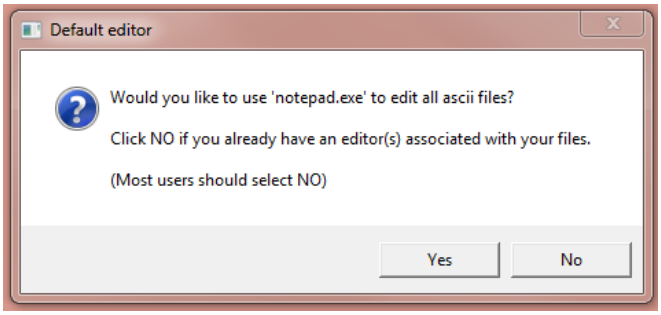
8. Select the Core FTP LE icon from the desktop or start menu depending on your operating system.
   Figure 10



9. Choose **Yes** to continue.
   Figure 11

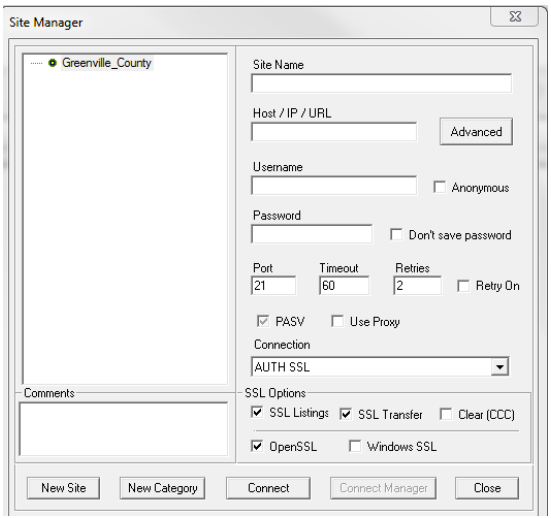


10. Choose **No** to continue.
    Figure 12



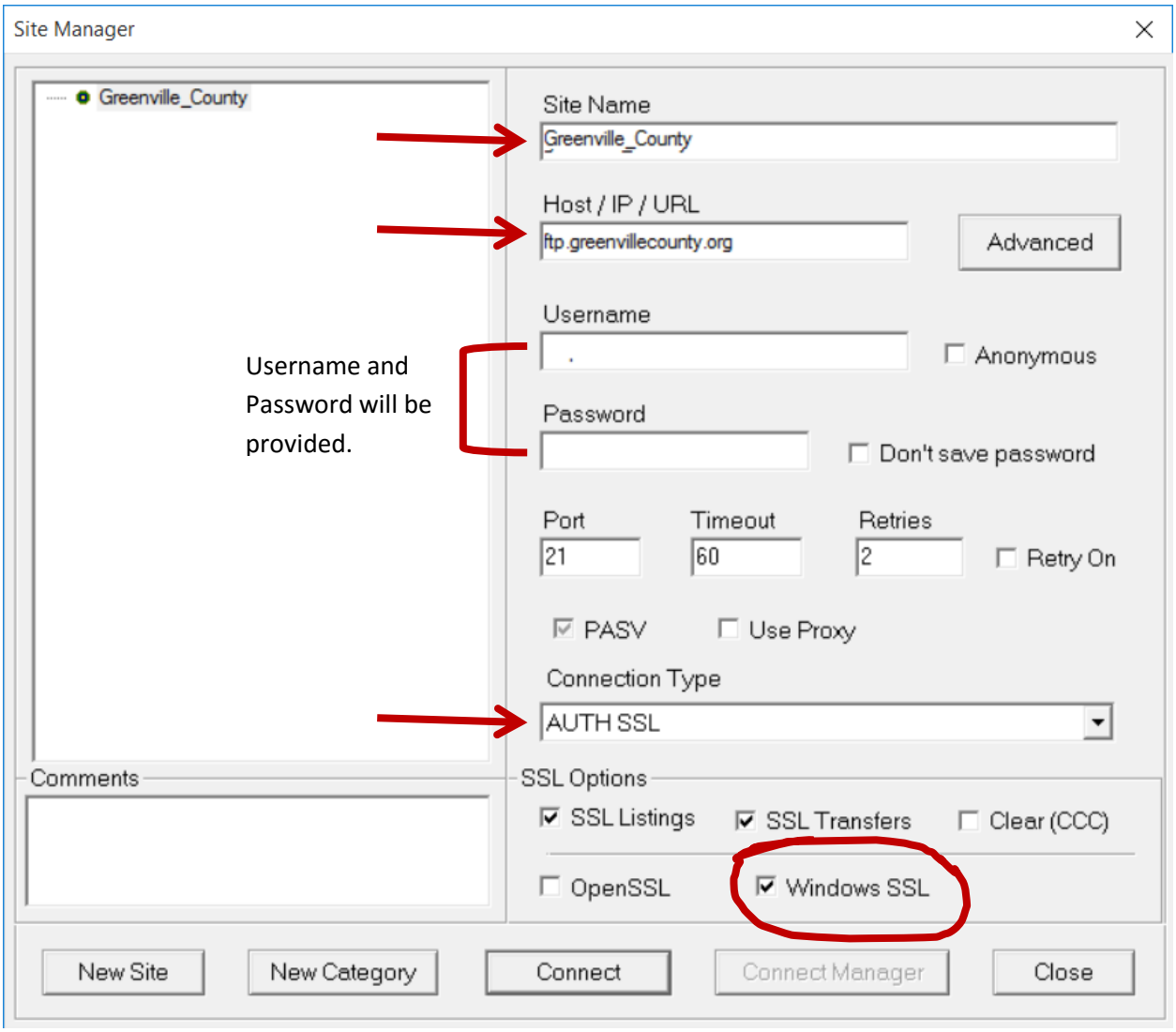
11. By Default, the Site Manager dialog box is displayed. The Site Manager dialog box can also be accessed by choosing **Sites, Site Manager** from the main menu.

Figure 13



12. Your screen will need to have the information below.
    - Site Name : Greenville_County
    - Host / IP / URL: ftp.greenvillecounty.org
    - Username: to be provided
    - Password: to be provided
    - Connection: AUTH SSL
    - Under SSL Options: Uncheck OpenSSL and Check Windows SSL

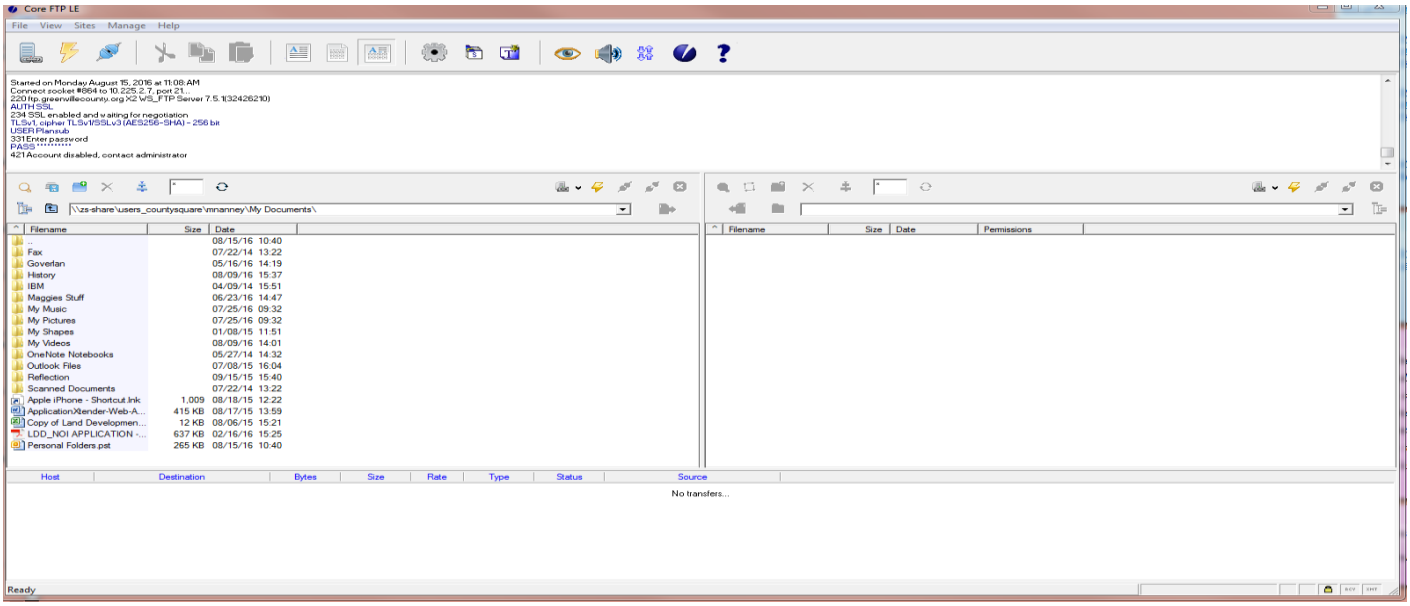
Figure 14



13. Click **Connect.**
14. It will then give you a pop up box, Click **Always Accept.**

15. It will give you this screen, the left side is your PC and the right is the server.

Figure 15



16. Browse to where the document on your PC is located and then drag the document from the **Left to the Right.**

17. You will see it transferring the document in the bottom box, and when it is complete, it will say **Success under Status.**

18. Once the file is transferred, please contact Merri Uhrinek in Land Development and let her know that the file has been transferred and the file name.