

Roanoke County FTP Instructions

Open Internet Explorer and browse to <ftp://ftphost.roanokecountyva.gov/cdv>



Make sure you have pop ups enabled for our website. See your PC support specialist if you are not sure how to check this.

A log in box will open; type the following into the respective fields:

Username: *ftpcdv*

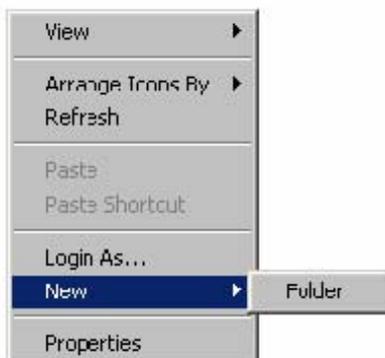
Password: *#dvFtp12*



When you have successfully logged in you will see a screen like this:

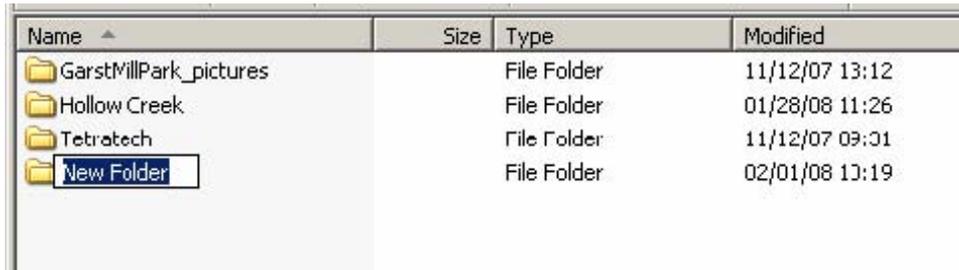


Right click in the browser window, and select New > Folder



Type the name of the project in the folder name

Once you have completed this, send an email to Denise Sowder: dsowder@roanokecountyva.gov Todd Booth: tbooth@roanokecountyva.gov and Bob Atkinson: batkinson@roanokecountyva.gov. Include the name of the project in the subject heading and any extra information in the body of the email.



Name	Size	Type	Modified
GarstMillPark_pictures		File Folder	11/12/07 13:12
Hollow Creek		File Folder	01/28/08 11:26
Tetrotech		File Folder	11/12/07 09:01
New Folder		File Folder	02/01/08 13:19

Double click on the created folder, then copy and paste (or drag and drop) the scanned documents (TIF or PDF format please) into the newly created folder space.

We must receive this notification as one of the items needed to schedule preconstruction meetings for commercial projects and for forwarding plats to the Commissioner of the Revenue for processing.

WINDOWS 10 WITH INTERNET EXPLORER INSTRUCTIONS

There are two ways to make the FTP site open in Internet Explorer and not Edge:

1. Click Start menu and start typing Internet Explorer...Right Click on it and click Pin to Taskbar...Once that is done, copy and paste it in Internet Explorer browser.
2. Click on Start menu and start typing Default Programs...Click on the top option with the Blue Box and White Gear...Scroll down...On the right hand side it will say Web Browser (choose Default). You can change your default browser to Internet Explorer so when you click on it, it will open automatically in IE.