

# Submission Via FTP Site

# 1. EMAIL IHCDA WITH CONTACT INFO

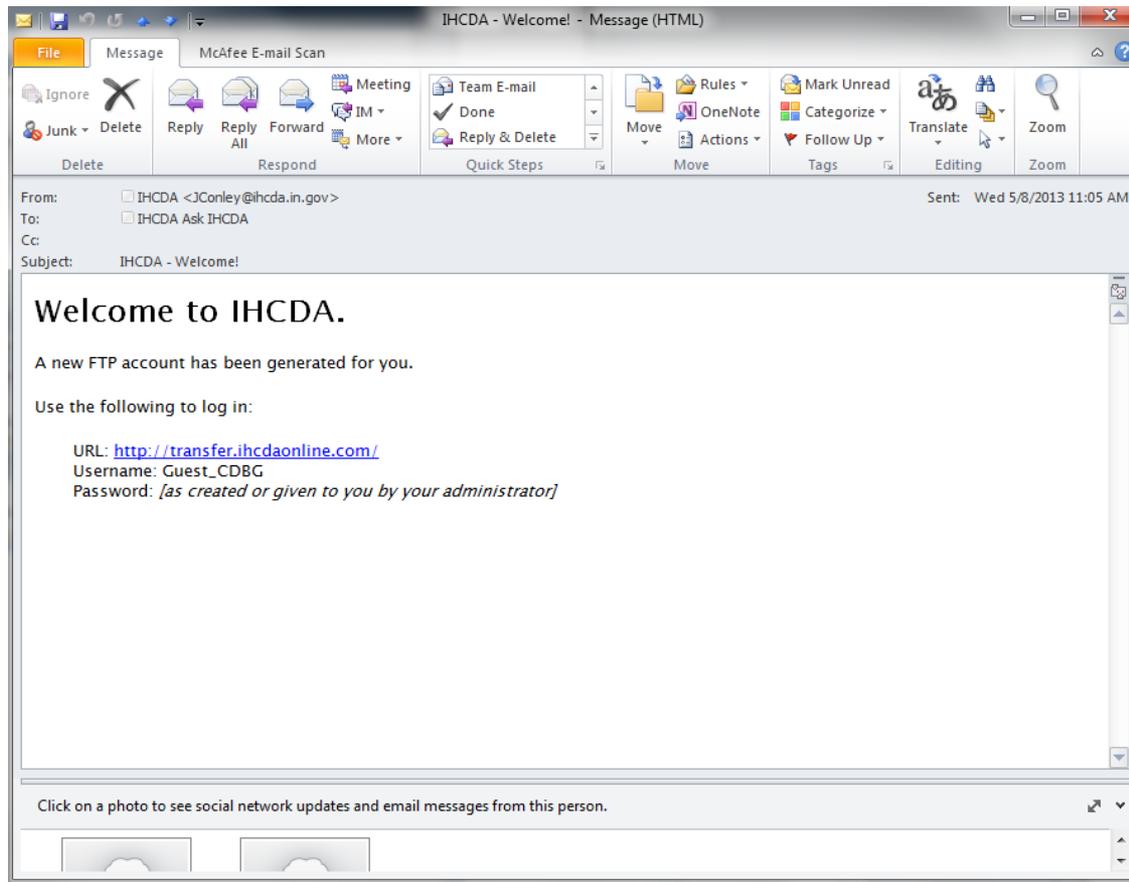
Dani Miller

danmiller@ihcda.in.gov

Include:

- Full Name
- Email
- Preferred Password
- Project Name

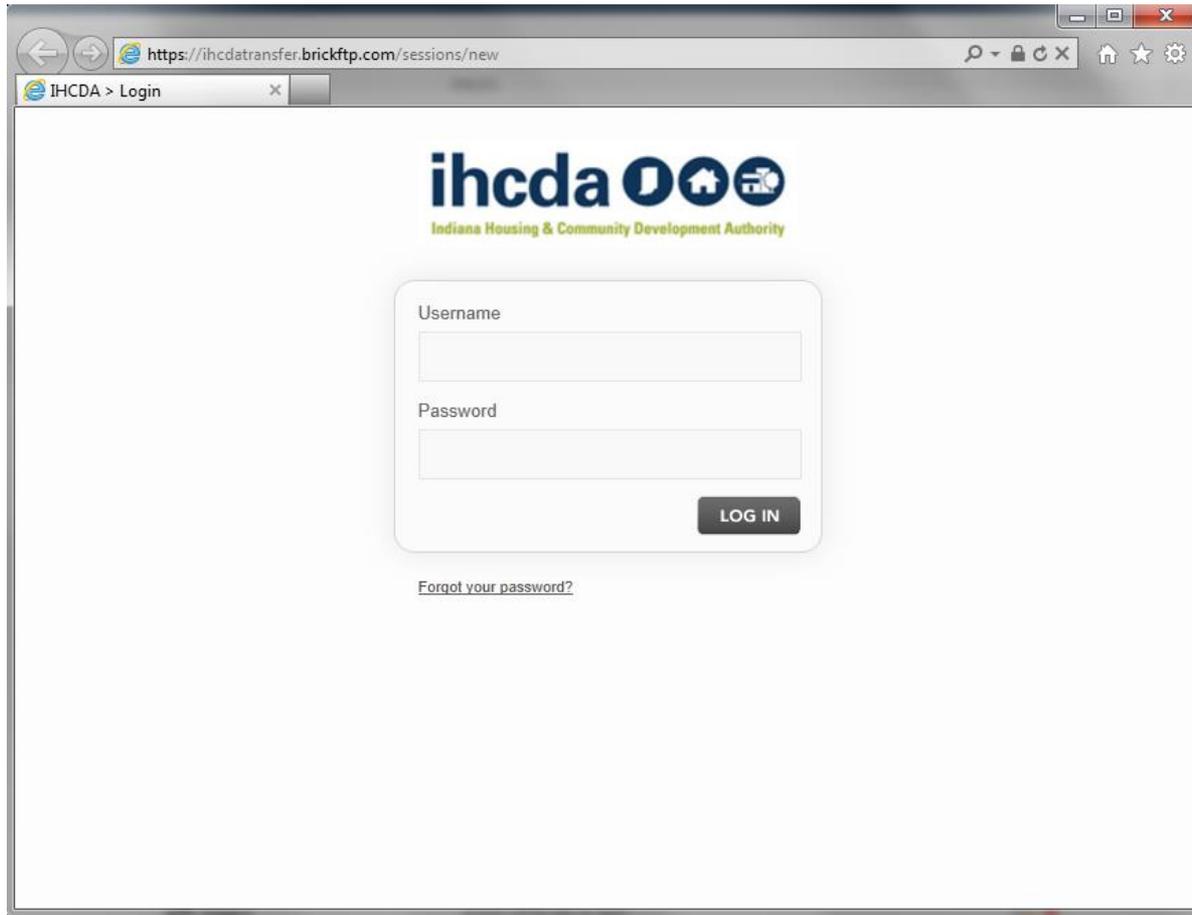
## 2. IHCD WILL ASSIGN YOU A USERNAME GIVEN IN A CONFIRMATION EMAIL.



\*If there is an issue, email [danmiller@ihcd.in.gov](mailto:danmiller@ihcd.in.gov)

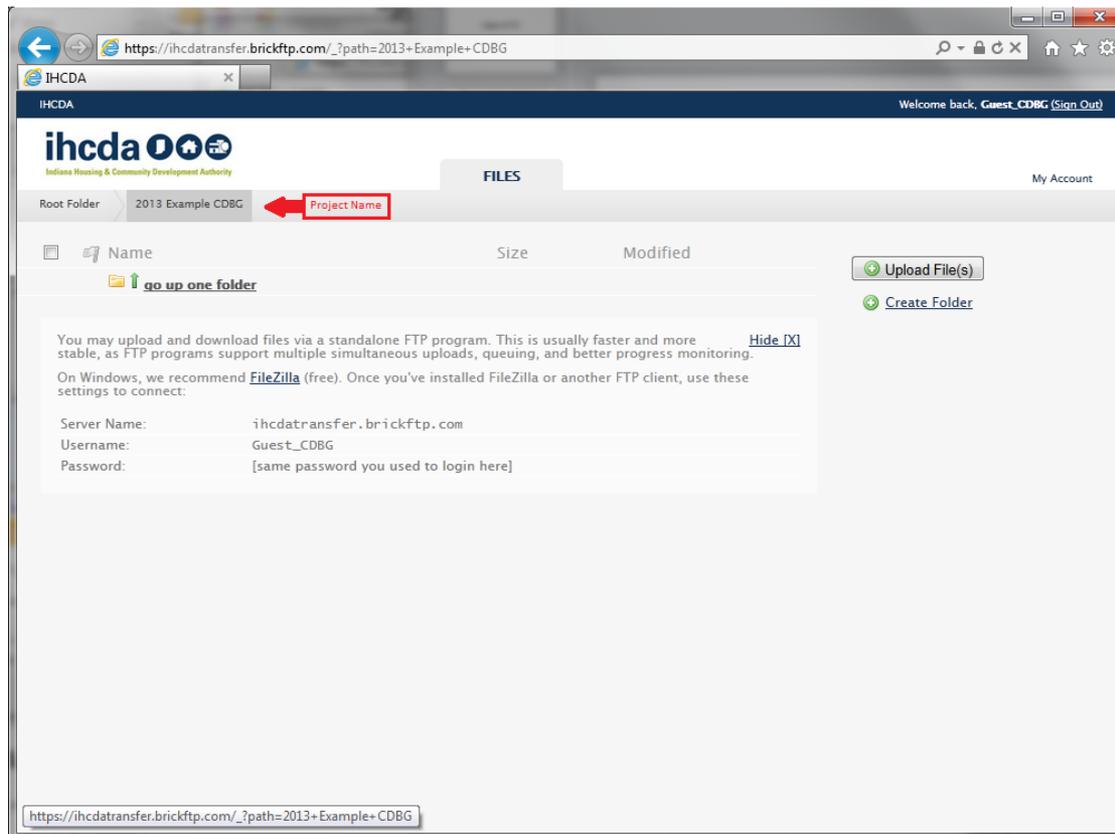
Do not reply to welcome email.

### 3. CLICK ON THE LINK IN THE EMAIL AND LOGIN USING YOUR USERNAME IN THE EMAIL AND PASSWORD YOU SELECTED



The screenshot shows a web browser window with the address bar displaying <https://ihcdatransfer.brickftp.com/sessions/new>. The page title is "IHCDA > Login". The main content area features the IHCDA logo, which consists of the text "ihcda" followed by three circular icons: a blue circle with a white outline of the state of Indiana, a blue circle with a white house icon, and a blue circle with a white gear icon. Below the logo, the text "Indiana Housing & Community Development Authority" is displayed in a smaller font. The login form is centered and contains two input fields: "Username" and "Password". A "LOG IN" button is positioned to the right of the password field. Below the form, there is a link that says "Forgot your password?".

# 4. YOUR INITIAL SCREEN SHOULD INCLUDE A FOLDER CREATED FOR YOU AT THE TOP OF THE SCREEN WITH THE PROJECT'S NAME



# 5. CREATE FOLDERS FOR APPLICATION AND ALL TABS (EVEN IF EMPTY)

Root Folder / 2013-HD-0 [REDACTED]

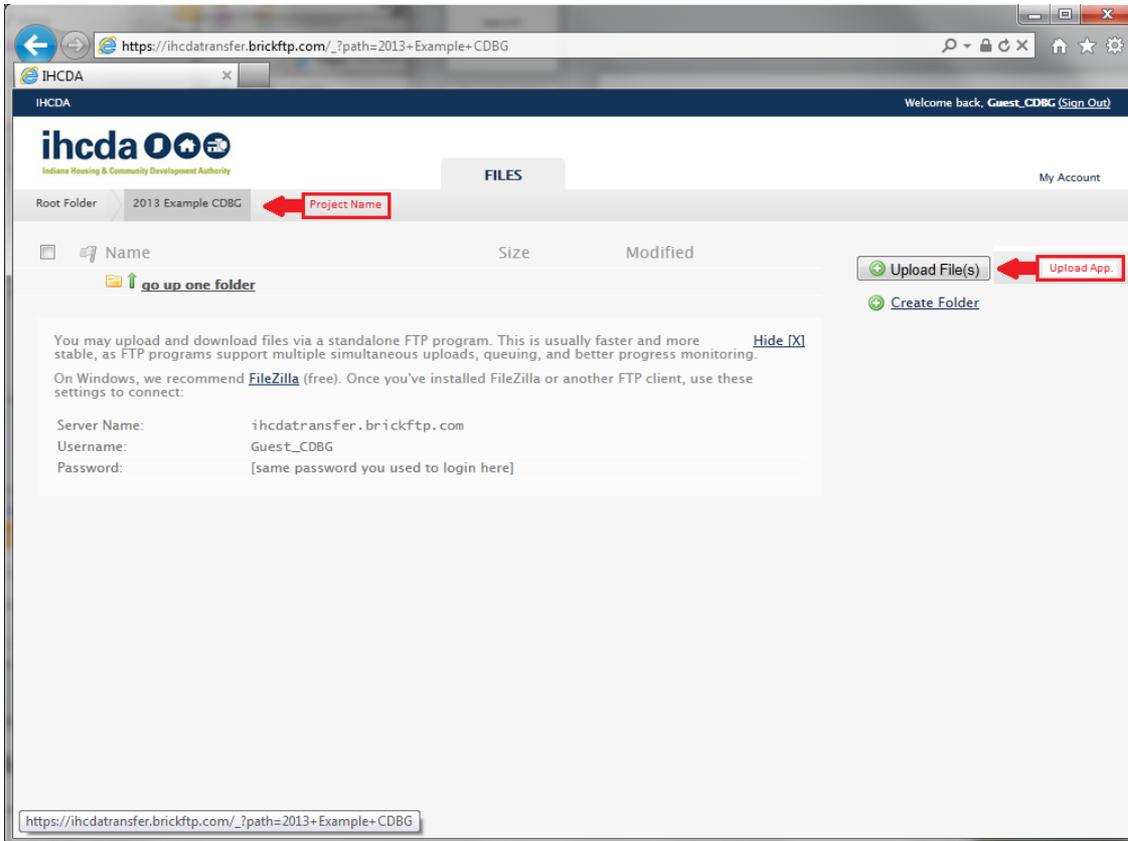
Files Permissions Notifications History

Filter by name

Upload Files Create Folder

<input type="checkbox"/>	Name 	Size	Modified	Actions
	 Go to parent folder			
<input type="checkbox"/>	 2013 CDBG ORR APPLICATION	calculate	Jun 25, 11:41 am	
<input type="checkbox"/>	 TAB A	calculate	Jun 26, 9:28 am	
<input type="checkbox"/>	 TAB C	calculate	Jun 26, 9:34 am	
<input type="checkbox"/>	 TAB D	calculate	Jun 25, 11:42 am	
<input type="checkbox"/>	 TAB E	calculate	Jun 25, 11:42 am	
<input type="checkbox"/>	 TAB F 	calculate	Jun 25, 11:42 am	  
<input type="checkbox"/>	 TAB G	calculate	Jun 25, 11:45 am	
<input type="checkbox"/>	 TAB H	calculate	Jun 25, 11:45 am	
<input type="checkbox"/>	 TAB I	calculate	Jun 25, 11:45 am	
<input type="checkbox"/>	 TAB J	calculate	Jun 25, 11:46 am	
<input type="checkbox"/>	 TAB K	calculate	Jun 25, 11:46 am	
<input type="checkbox"/>	 TAB L	calculate	Jun 25, 11:46 am	
<input type="checkbox"/>	 TAB M	calculate	Jun 25, 1:40 pm	
<input type="checkbox"/>	 TAB O	calculate	Jun 25, 11:47 am	
<input type="checkbox"/>	 TAB P	calculate	Jun 25, 1:44 pm	
<input type="checkbox"/>	 TAB X	calculate	Jun 25, 11:47 am	

# 6. BEGIN TO UPLOAD FILES FOR YOUR APPLICATION BY CLICKING THE UPLOAD FILE BUTTON



# 6. UPLOAD EACH FILE OR DOCUMENT INDIVIDUALLY

 Welcome back, [Jeff\\_Hasser](#) ▾

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Root Folder / 2013 Example CDBG / Tab A

Files | Permissions | Notifications | History ☰ ☰

<input type="checkbox"/>	Name 	Size	Modified	Actions
<input type="checkbox"/>	↑ Go to parent folder			
<input type="checkbox"/>	Example Additional Document.docx	0 Bytes	Aug 2, 12:29 pm	
<input type="checkbox"/>	SAM Registration.docx	16 KB	Aug 2, 12:28 pm	

[Support](#) [Security](#) [Privacy](#) [Terms](#)

# 7. CHECK THAT ALL OF THE APPLICATION DOCUMENTS HAVE BEEN UPLOADED AND EXIT

