# FTPS User’s Quick Guide for Solicitations

## How to Create an Account

1. Enter <https://ftps.tceq.texas.gov/ut.php> into your web browser.

Note: it is important to use the same computer when creating an account and when accessing emails from the FTPS system.

1. Click on the “Sign up a new account” button.



1. Enter a name (company name, for example) and an email address. These two fields are required to be completed. Click the Submit button when done.



1. A confirmation box will appear with additional information. Click the OK button.



1. Check for an email from ftp\_account@tceq.texas.gov. To set up your password for your account, click on the link in the email. This will take you back to the FTPS site.



1. Set your password, then click the “Reset Password” button.



1. A box appears, confirming that your password has been reset. Click “OK”.



## How to Use FTPS to Upload Documents

1. Enter <https://ftps.tceq.texas.gov> into your web browser.
2. Enter your Username and Password. Click “Login”.



1. Click on the “Upload Files” button at the bottom of the screen.



1. From your computer, find and click on the file or files you want to upload. You can upload multiple files at one time.



1. The uploaded file(s) will now appear in the list. Place a check in the box beside the file or files to be shared. Once the files are selected, click the “Share” button.



1. In the pop-up “Share Files” box, enter esbd-response@tceq.texas.gov in the email address box and click the “Add” button. Confirm the correct email address was entered, and then click the “OK” button.



1. Another confirmation screen appears, displaying the file or files that have been uploaded and the email address. Click the “OK” button.



1. **IMPORTANT**: The “Notify Recipients” box appears with pre-filled text. Insert the solicitation number and name in front of the pre-filled text. The text in the red box, below, is an example. Click the “OK” button.



1. A confirmation that the email was sent appears. Click the “OK” button.



1. You will be returned to the Home page. Click the “Logout” button in the top right corner.



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