



Guidance for the Public on Using FTP to Send Large Documents to the CCRNotify Email

Waste Permits Division

Industrial and Hazardous Waste Section

TCEQ's File Transfer Protocol (FTP) site is a secure server that allows the agency to share large files (greater than 25 MB) with other TCEQ staff or the public. The FTP site also allows the public to share large files with the agency.

Notes:

- Documents smaller than 25 MB can be sent to the agency via email.
- Non-agency staff (public) will need to create an account on the FTP site to access the server.
- Documents are only stored on the FTP server for 7 days.

A. Log In

1. The FTP site is located at: <https://ftps.tceq.texas.gov/index.php>. Your username is your email address that you used to create the FTP account.
2. If you have not created an account, or you cannot remember your account email address or password, click "Accounts for non-TCEQ staff." Then select the appropriate button along the top row to create a new account or reset a password.

TCEQ FTPS

Username: [Help](#)

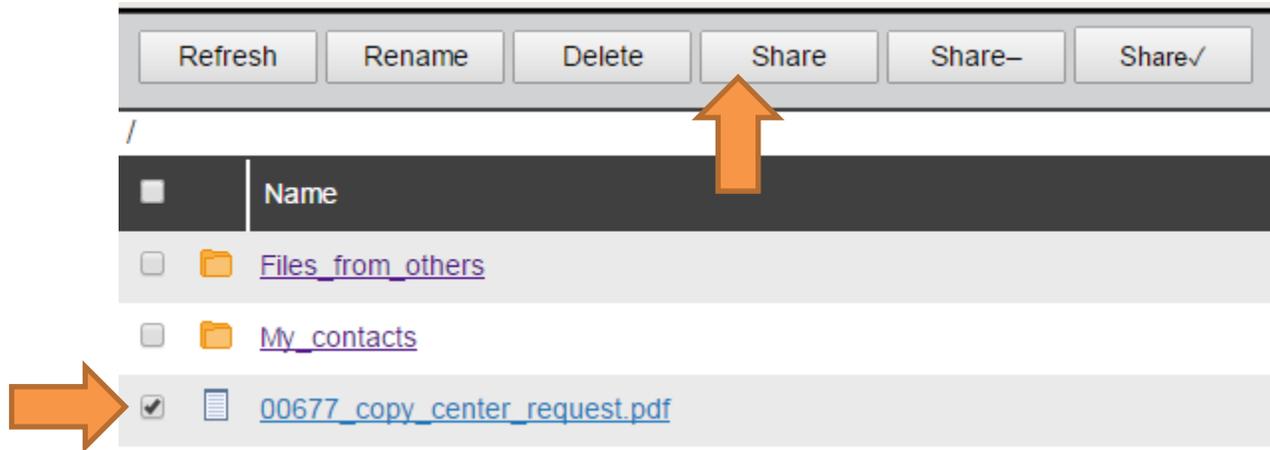
Password: [Accounts for non-TCEQ staff](#)

B. Uploading a File

1. From your home directory, select "Upload Files" at the bottom of the page.
2. Navigate to the document you want to upload, then select "Open". The document will now show up in the directory. If you have multiple documents to upload, you will need to repeat this step.

C. Sharing Files

1. To share files, select the checkbox(es) next to the document(s) that you want to share, then click the "Share" button along the top row.



2. Enter "CCRNotify@tceq.texas.gov" in the email address blank, then click "Add". Click "OK" at the bottom of the window to share.
3. A new window will open to confirm the document(s) and recipient. If correct, click "OK", then click "OK" again to confirm sending an email.
4. An email has now been sent to the CCRNotify proxy box indicating files are available on the FTP site. You can now log off.