

## Transferring Electronic Plans to the Iowa DOT

1. Launch the FTP software using the appropriate connection.  
WS-FTP is shown for these instructions.

**Note:** The DOT has been unsuccessful in finding a way to provide access to the FTP site via an internet browser. However, WS-FTP software is fairly inexpensive and can be purchased from their website, [www.ipswitch.com](http://www.ipswitch.com).

The connection for plan submittals should be configured with the following:

Host Name/Address: 165.206.203.34

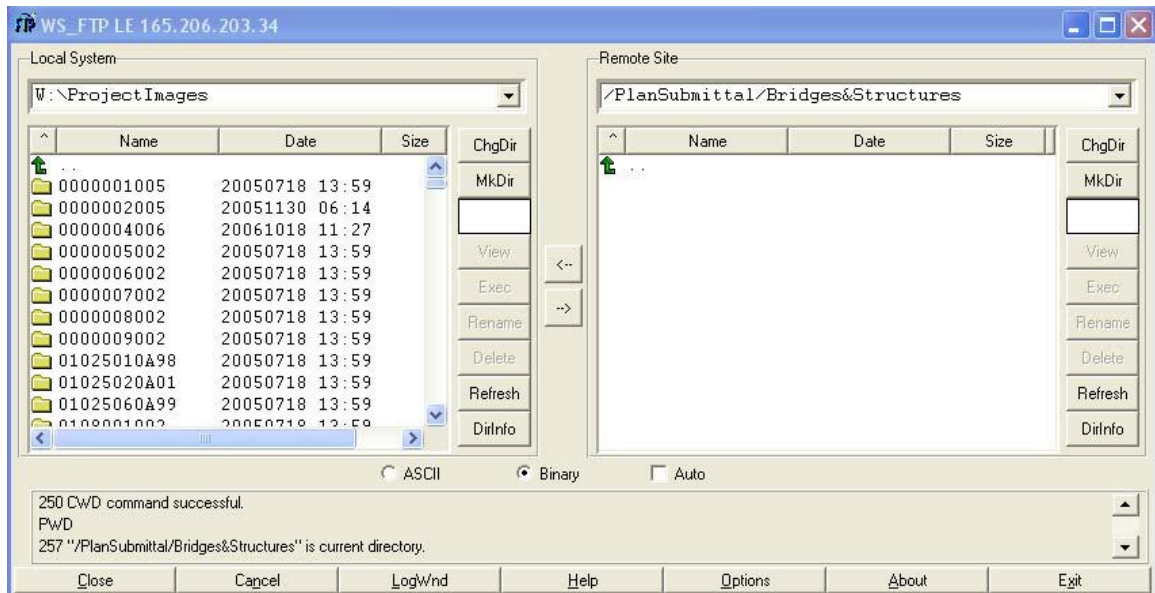
Host Type: Select Microsoft NT

User ID: IDOTPlansub

Password: (password)

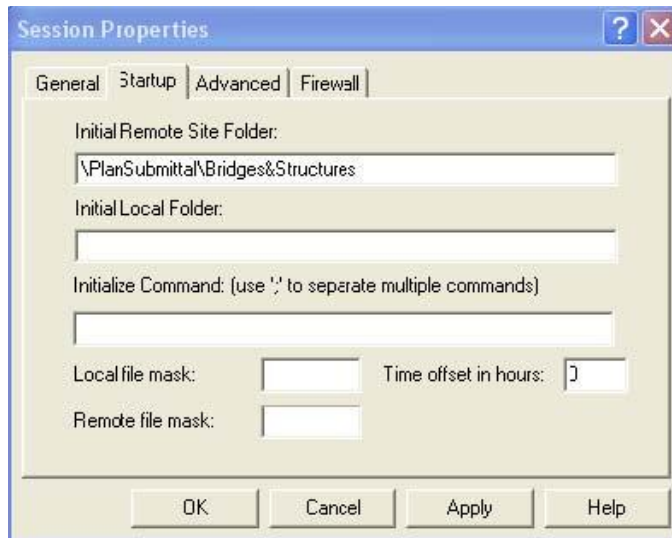
The password will be provided, if you are currently conducting business with the DOT.

2. On the Local System side, navigate to the appropriate directory where the electronic plan files are located.



3. On the Remote Site side, navigate to the appropriate office's subfolder under the PlanSubmittal folder. For example, a Bridge design plan would be sent to PlanSubmittal/Bridges&Structures.

This can be setup as the Initial Remote Site Folder as shown below.



4. Select the plan set(s) (PDF file(s)) you need to transfer.
5. Use the right pointing arrow to transfer the file(s) to the FTP subfolder.

An "Access is denied.!Retrieve of folder listing failed" type of error may display. However, the file will transfer. The submittal is a blind transfer from your Local System to our Remote Site. You will not see the file listed. You should be able to tell by the sound and/or progress window display that the file successfully transferred.

6. Email the DOT contract officer to notify them that the file has been transferred to the DOT FTP folder.