



Natural Resources Board

10 Baldwin Street
Montpelier, VT 05653-3201
<https://nrb.vermont.gov>

Quick Guide

Submit Exhibits via GlobalScape FTP site

Updated January 26, 2021

Contact Information: <https://nrb.vermont.gov/act250-program/district-staff-and-commissions>

Feedback about these instructions: Act250.General@vermont.gov

1. To access the GlobalScape FTP site, navigate to the GlobalScape FTP site (<https://gs.anr.vermont.gov>) and enter the username and password below:


- Username: A250
- Password: Act250P@ssword



Warning! By accessing and using this Government Computer System, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.



Log in



Secure File Transfer Site

Username: Forgot Username

Password: Forgot Password




Note: username and password are case-sensitive

2. Click “Log in.”



Warning! By accessing and using this Government Computer System, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.


Log in



Secure File Transfer Site

Username: [Forgot Username](#)

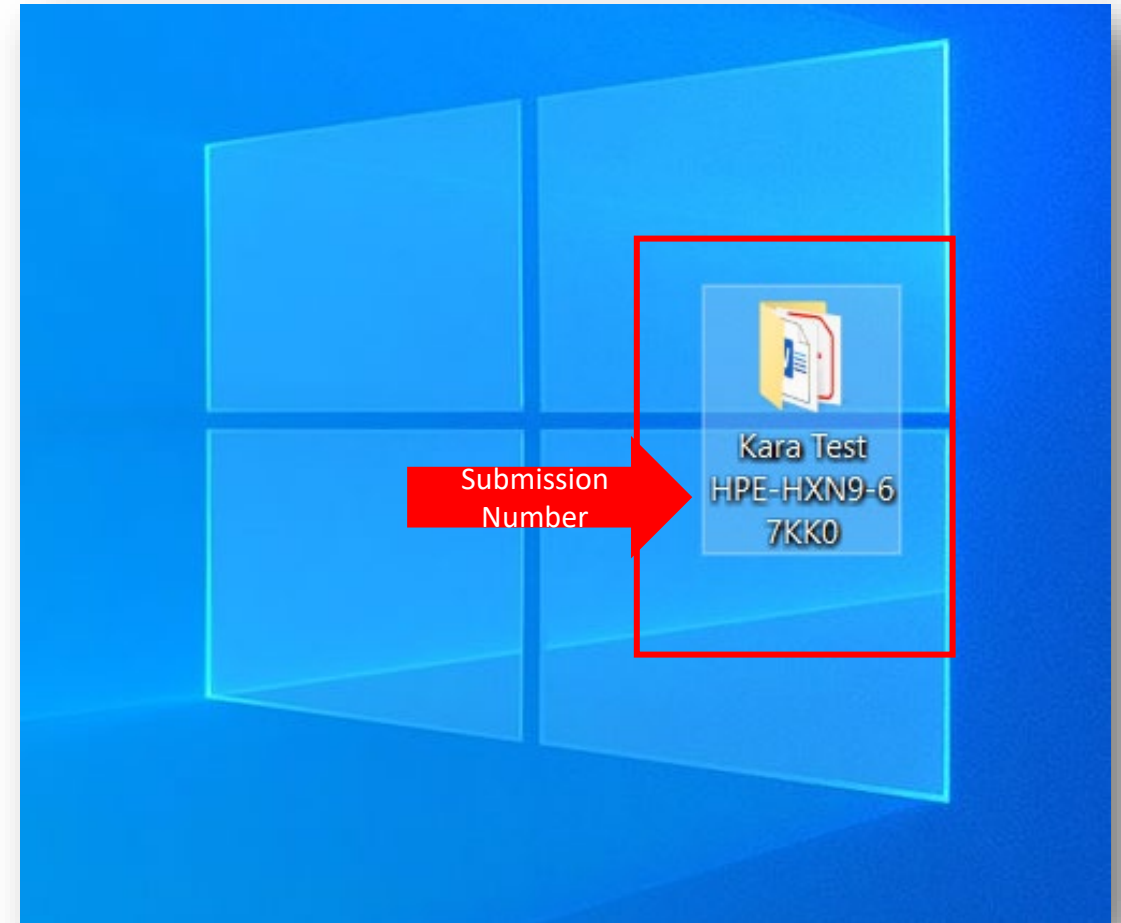
Password: [Forgot Password](#)



3. On your computer, create and save the application files to a folder named with the submission number assigned to your application. The submission number is provided in the submission confirmation email or under “My Submissions” in ANROnline.



Note: If you are submitting supplemental information later in the application review process, name the folder with the assigned land use permit application number provided by the Act 250 District Office (e.g., 4C1234) and the date of submission. The permit number assigned to your project will be provided to you on the Schedule G form.



4. Upload your electronic folder containing the application files from your computer to the GlobalScape FTP site:

a) In GlobalScape, select the “Upload folder” icon.

The screenshot displays the GlobalScape FTP interface. At the top left is the VERMONT logo. Below it is a search bar and a 'Language' dropdown. The main area is divided into a left sidebar for 'My Folders' and a central file list. The file list has columns for 'Name', 'Date', and 'Upload Manager'. A red arrow points to the 'Upload Folder' icon (a folder with an upward arrow) in the top navigation bar.

Name	Date	Upload Manager
<input type="checkbox"/> 1R0257-6 Filing 12.06.21 - VELCO Material Storage Yard Project - Clarendon	1/21/2022 00:20:22	Pending (0) No pending uploads
<input type="checkbox"/> 1R0322-15 Base Camp at Bear Mountain	1/13/2022 00:00:04	
<input type="checkbox"/> 1R0477 - McDonalds Act 250 Amendment	11/5/2021 23:44:02	
<input type="checkbox"/> 1R0479 (Series) MBI&N LLC - Admin Amend App	10/26/2021 12:59:09	
<input type="checkbox"/> 1R0697 Bailey Lot 11 Subdivision, Chittenden	1/13/2022 00:00:04	
<input type="checkbox"/> 1R0844 - Lanyard Hotel, Killington	1/14/2022 00:00:08	
<input type="checkbox"/> 1R0928-5 Application Package	12/2/2021 12:37:32	
<input type="checkbox"/> 1R0968 (Series) Orin Thomas & Sons, Inc. - Admin Amend App	1/19/2022 10:20:37	
<input type="checkbox"/> 1R0980(Altered) Construction Dates Extension Application	1/17/2022 00:00:06	
<input type="checkbox"/> 1R0980(Altered)-A		
<input type="checkbox"/> 2W0359-65 Mt Snow Lifts 12-16-2021		

b) Select your folder using File Explorer.

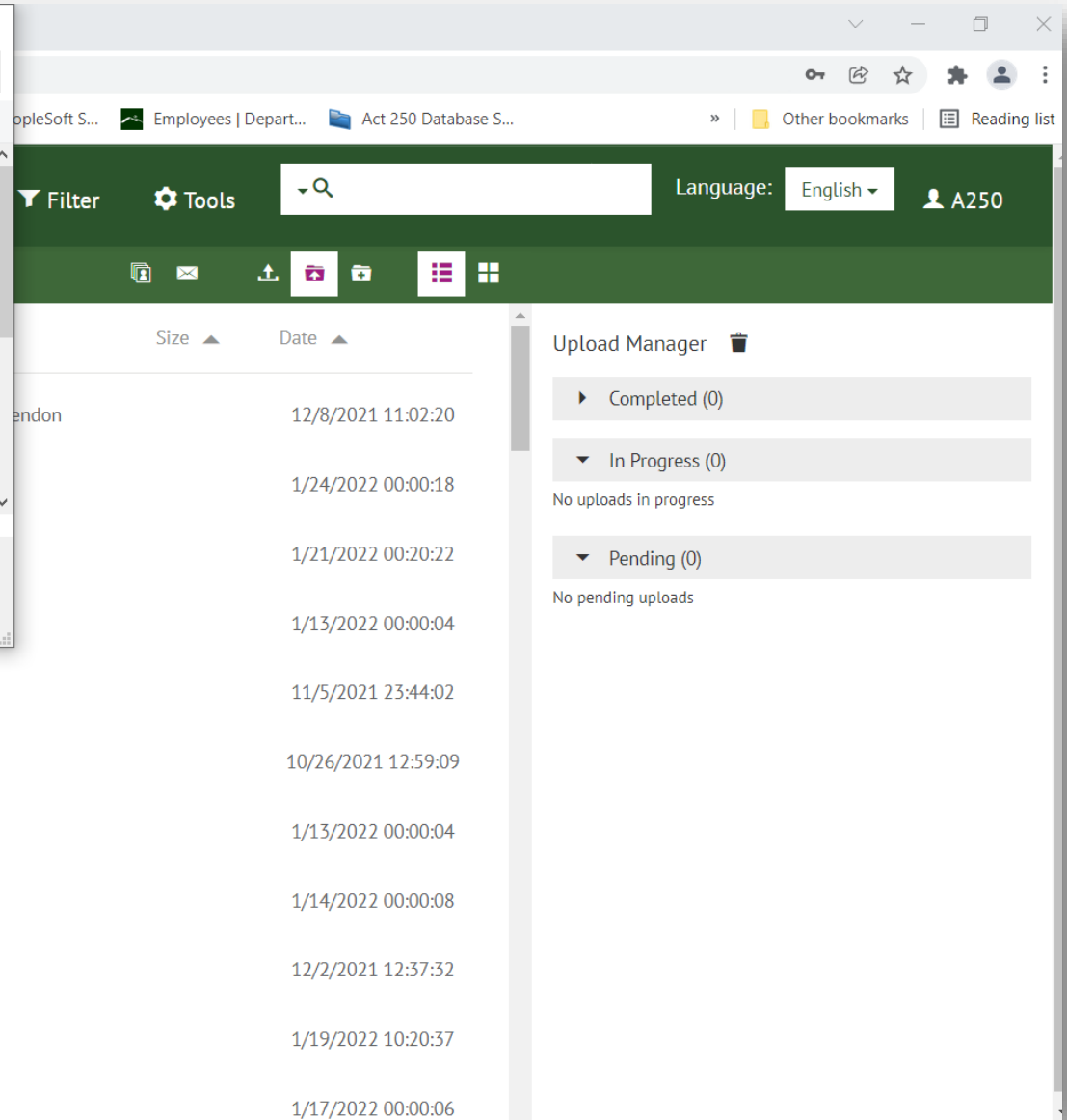
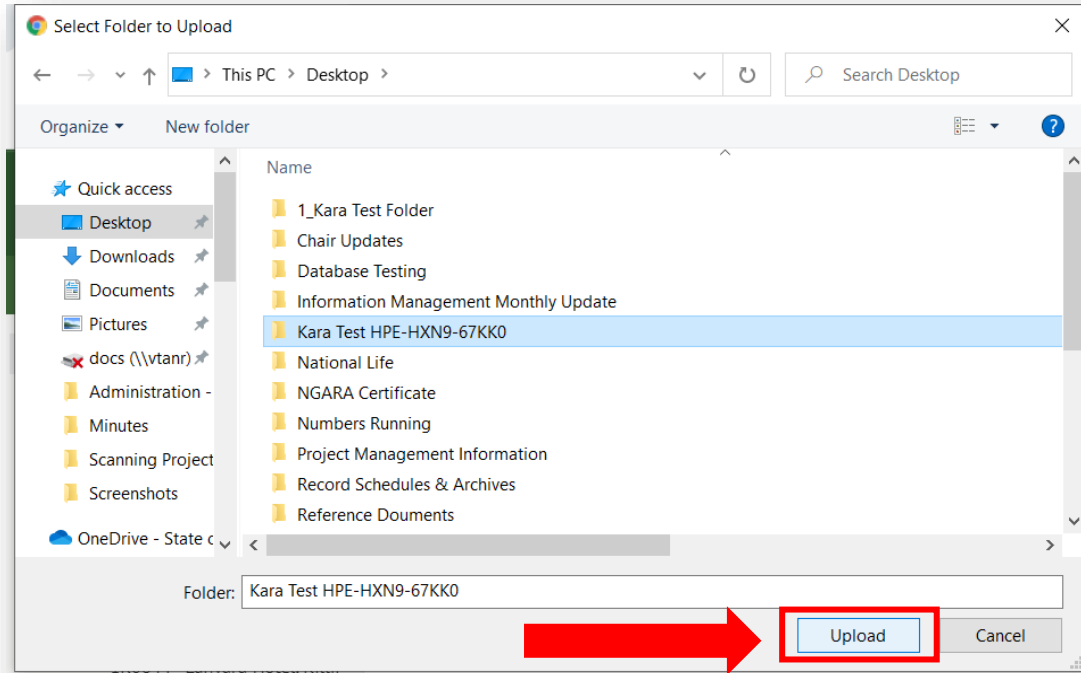
The image shows a web application interface with a File Explorer window overlaid. The File Explorer window is titled "Select Folder to Upload" and shows the Desktop location. The folder "Kara Test HPE-HXN9-67KK0" is selected, and a red arrow points to it. The web application interface includes a navigation bar with "Filter", "Tools", and a search bar. The "Upload Manager" sidebar on the right shows the status of uploads:

Size	Date
endon	12/8/2021 11:02:20
	1/24/2022 00:00:18
	1/21/2022 00:20:22
	1/13/2022 00:00:04
	11/5/2021 23:44:02
	10/26/2021 12:59:09
	1/13/2022 00:00:04
	1/14/2022 00:00:08
	12/2/2021 12:37:32
	1/19/2022 10:20:37
	1/17/2022 00:00:06

The Upload Manager sidebar shows:

- Completed (0)
- In Progress (0)
- Pending (0)

c) Click "Upload."



5. Click Upload again.

The screenshot shows a web browser window with the URL `gs.anr.vermont.gov/#/`. A modal dialog box is centered on the screen, asking for confirmation to upload files. The dialog text reads: "Upload 2 files to this site? This will upload all files from 'Kara Test HPE-HXN9-67KK0'. Only do this if you trust the site." Below the text are two buttons: "Upload" (highlighted with a red arrow) and "Cancel".

The background interface includes a sidebar with "My Folders" containing various project folders, a central table of files, and an "Upload Manager" panel on the right.

Name	Size	Date
1R0257-6 Filing 12.06.21 - VELCO Material Storage Yard Project - Clarendon		12/8/2021 11:02:20
1R0322-15 Base Camp at Bear Mountain		1/24/2022 00:00:18
1R0477 - McDonalds Act 250 Amendment		1/21/2022 00:20:22
1R0479 (Series) MBI&N LLC - Admin Amend App		1/13/2022 00:00:04
1R0697 Bailey Lot 11 Subdivision, Chittenden		11/5/2021 23:44:02
1R0844 - Lanyard Hotel, Killington		10/26/2021 12:59:09
1R0928-5 Application Package		1/13/2022 00:00:04
1R0968 (Series) Orin Thomas & Sons, Inc. - Admin Amend App		1/14/2022 00:00:08
1R0980(Altered) Construction Dates Extension Application		12/2/2021 12:37:32
1R0980(Altered)-A		1/19/2022 10:20:37

6. Click on Act 250 in the upper right-hand corner and then click “Log off” to exit GlobalScape. Then email your [Act 250 District Office](#) to notify them that you uploaded new application files to the GlobalScape site. In your email, be sure to mention the name of the folder (submission number or permit number) that you uploaded to GlobalScape.

The screenshot displays the GlobalScape Vermont Act 250 portal. The top navigation bar includes the Vermont logo, a filter icon, and a user profile section. The user profile section shows the language set to English and the user ID A250. A dropdown menu is open, showing options for 'Password...' and 'Log off'. A red arrow points to the 'Log off' button. The main content area is divided into two sections: 'My Folders' on the left and a table of uploads on the right. The 'My Folders' section lists various folders with their names and dates. The table of uploads shows the date and time of each upload.

Name	Upload Date
1R0257-6 Filing 12.06.21 - VE	1/13/2022 00:00:04
1R0322-15 Base Camp at Be	11/5/2021 23:44:02
1R0477 - McDonalds Act 250	10/26/2021 12:59:09
1R0479 (Series) MBI&N LLC-	1/13/2022 00:00:04
1R0697 Bailey Lot 11 Subdivi	1/14/2022 00:00:08
1R0844 - Lanyard Hotel, Killir	12/2/2021 12:37:32
1R0928-5 Application Packag	1/19/2022 10:20:37
1R0968 (Series) Orin Thomas	1/17/2022 00:00:06
1R0980(Altered) Constructior	
1R0980(Altered)-A	
2W0359-65 Mt. Snow Lifts 12	
2W1214-5_Winhall Partners	
3R0805-2 Filing 10.22.21	
3R0805-2 Filing 11.01.21	
3W0003-8 12-06-21	



Note: Once you have uploaded your documents, you will not be able to delete them from the GlobalScape site; be sure to select the correct folder when uploading. Only Act 250 staff can delete documents from the GlobalScape site. If you need assistance, contact your Act 250 District Office.