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

Note: username and password are case-sensitive

2. Click "Log in."

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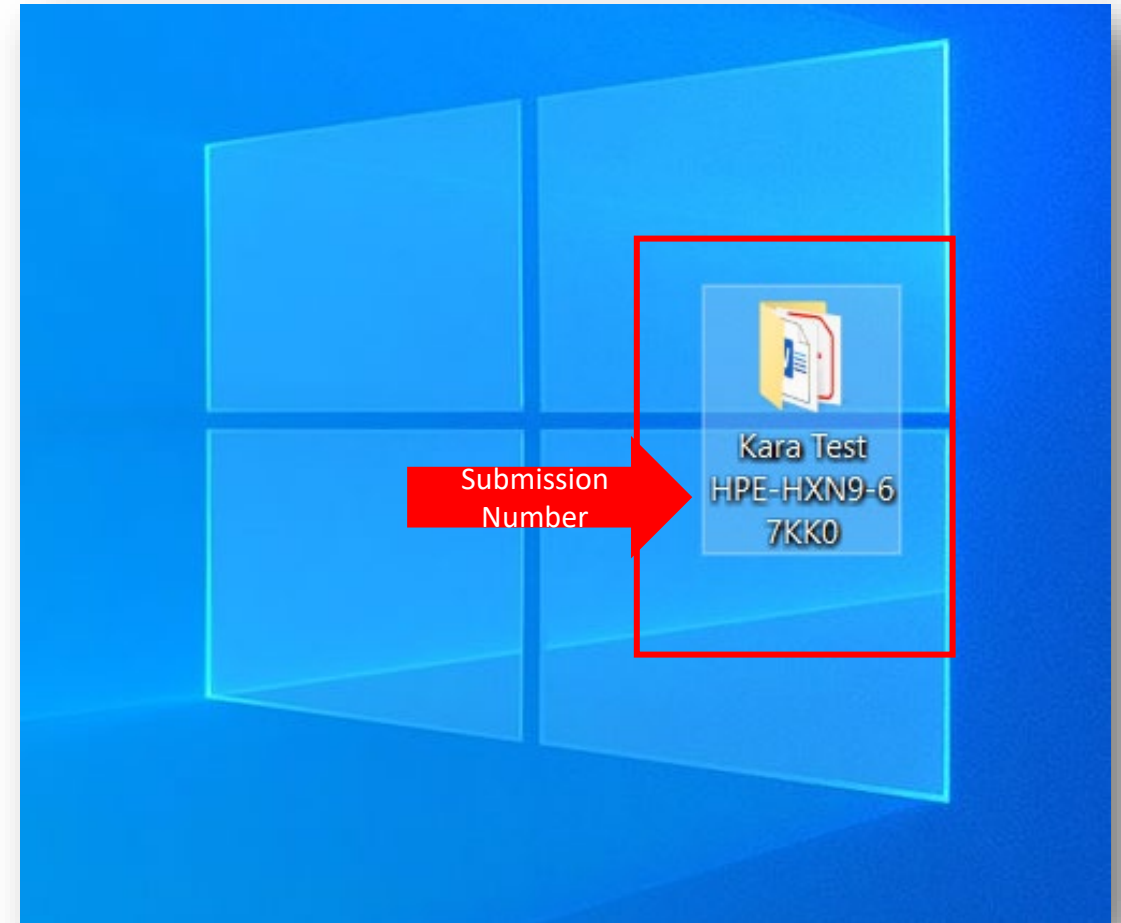
4. Upload your electronic folder containing the application files from your computer to the GlobalScape FTP site:

a) In GlobalScape, select the "Upload folder" icon.

b) Select your folder using File Explorer.

c) Click "Upload."

5. Click Upload again.

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.

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.