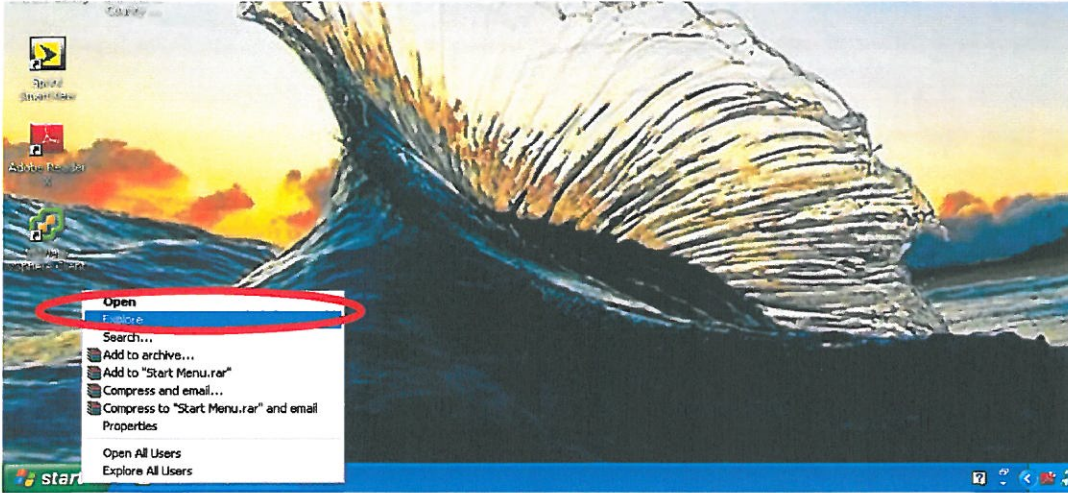
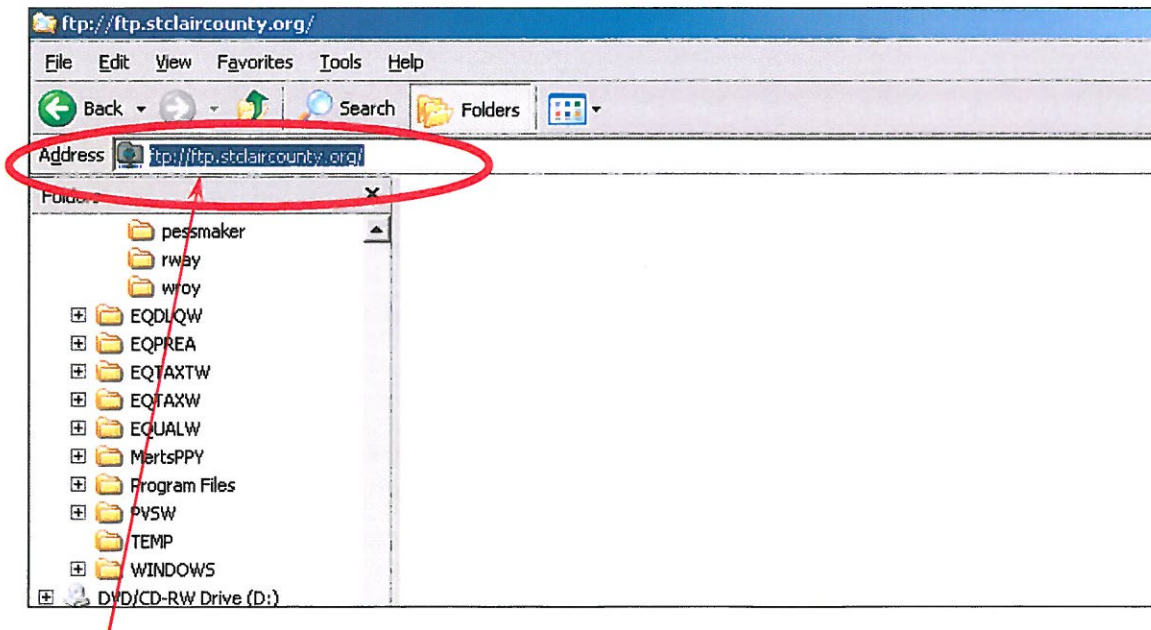


Upload Tax Files to County FTP Site

Right Click on Start button and select Explore

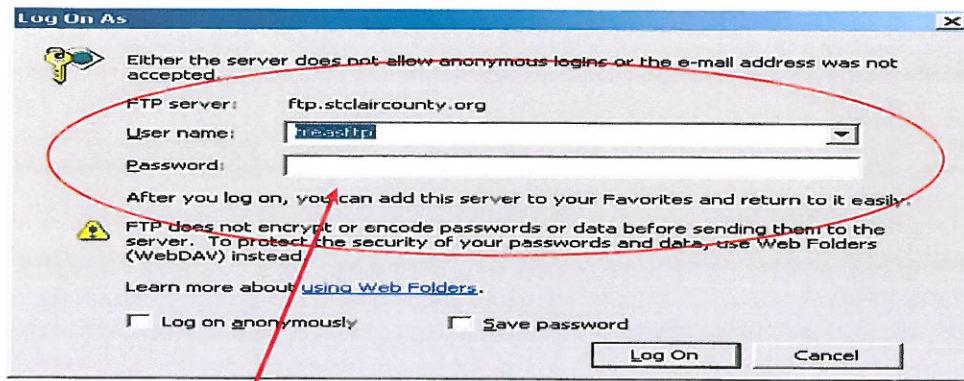


In the Address Bar type <ftp://ftp.stclaircounty.org>



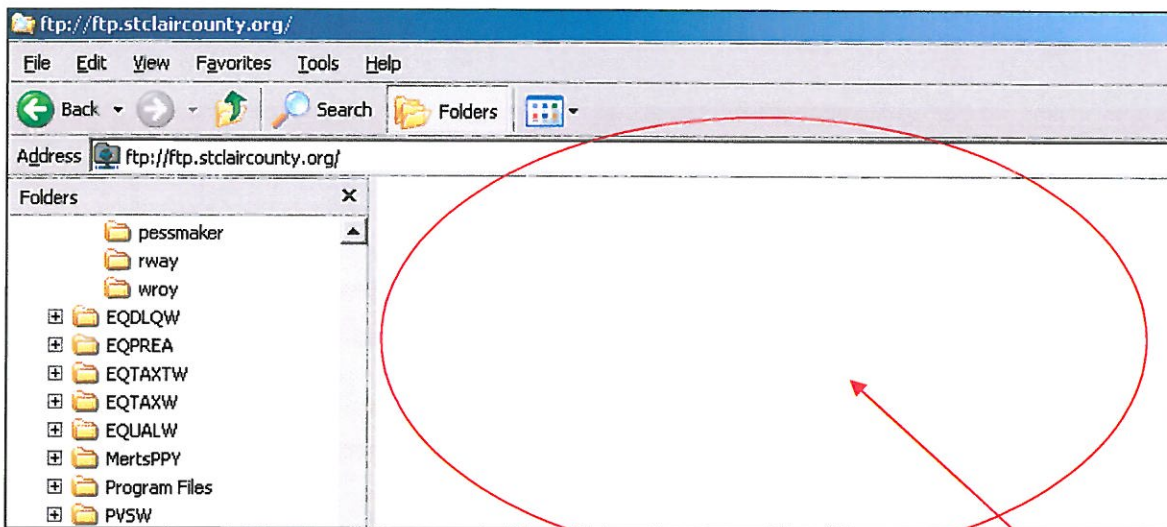
Input the following text on the Address Line: <ftp://ftp.stclaircounty.org>

Click Go or Hit the Enter key and the log-in screen will appear



Sign-on: [treasftp](#)
Password – [sccftp](#)

Click the Log On button and you should then access the site below.



In order to get your file into this site you may either:

1. Copy & Paste the file from the original backup location
2. Drop and drag the file from the right hand side of the “file listing” onto the left hand side

Once you have completed the copy & paste or drop & drag correctly; a copy of the .zip tax file produced from the BS & A system (on your computer) will appear as a folder on the right hand side above. You will see a status dialog during this process. Once a file folder appears on the right hand side with the file name you designated, close the FTP site browser window by clicking on the “X” in upper right hand corner of the window. Please note you may see other unit’s folders in this page as well, and is not a concern as this site is secure.

It is not necessary to contact the Treasurer’s office when you FTP’d your file because we will be automatically be notified of a new file. If you don’t receive a confirmation email or call from our office within 24 hours that your database setup and rates are good, please feel free to call us.

For assistance on creating a [.zip back-up](#) from your tax system, please contact BS & A support at 517-641-8900.