

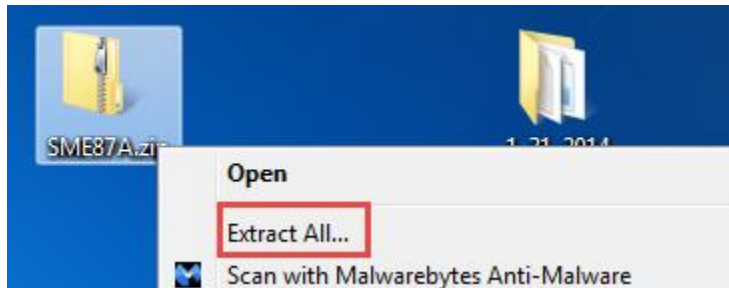
# SME87A User Guide

Version 1.0

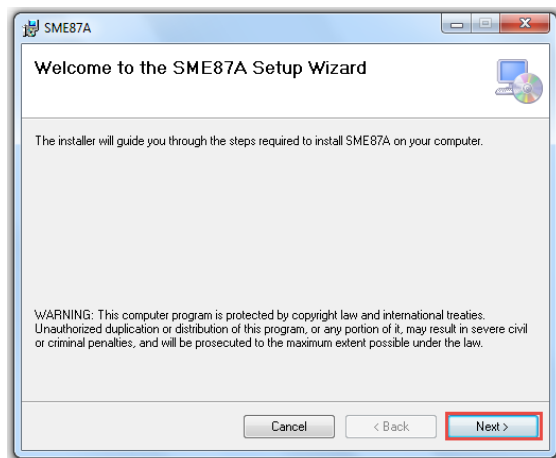
## ***Downloading and Installation***

Download SME-87A.zip from the Division of Mine Reclamation Electronic forms website,  
<http://dmre.ky.gov/Pages/DMREElectronicForms.aspx>.

Navigate to the location you saved the compressed (zipped) file too. Right mouse click the zipped file and select “Extract All” from the menu. Once extracted (unzipped) two files will be displayed, setup.exe and SME87A.msi. To install the SME87A to your computer double-click the “setup.exe” file.



During the installation, click “Next” to accept all the defaults. The SME87A will be installed on your local C drive by default. To change the location in which the SME87A is installed click on the “Browse” button and navigate to the location (local computer or server) in which you want to install it.



In addition to saving the application to the C:\KYDNR\SME87A folder a short-cut is also added to your desktop.



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## *Layout & Navigating the SME87A*

Entity  
Information  
(Required)

The screenshot shows the SME87A application window. The title bar reads 'SME87A - SME87A.mdb'. The main window has a header section with the title 'SME-87A - Application for Permanent Program Bond Release' and subtitle 'Division of Mine Reclamation and Enforcement September 22, 2014 - Version 1.0'. To the right of the header are input fields for 'Entity Number', 'Permit Number', 'Display Type', and 'Region'. Below the header is a row of function buttons: 'Save a Copy', 'Reset Data', 'Import Data', 'View Section', 'Save As PDF', 'Print', 'Analysis', and 'Submit to MRE'. The main content area is divided into three sections. On the left is a 'Main Menu' with four options: 'SME87A', 'Company/Contact Information', 'Increments', and 'Correspondence'. The central 'Viewing Section' displays the title 'Application for Permanent Program Bond Release' and 'SME-87A Released September 22, 2014 Version 1.0'. On the right is an 'Attachments' section with a 'Attachment Section' label and buttons for 'Insert Attachments', 'Delete All Attachments', and 'Extract All Attachments'. A yellow box labeled 'Entity Information (Required)' points to the input fields at the top right. A yellow box labeled 'Function Buttons' points to the row of buttons below the header. A yellow box labeled 'Main Menu' points to the left sidebar. A yellow box labeled 'Attachment Section' points to the right sidebar. A yellow box labeled 'Viewing Section' points to the central content area.

## MAIN MENU

There are 4 main sections of the SME87A, including

Company/Contact Information – add both company and contact information which is required for the FTP cover page creation

Increments – ability to add multiple increments

Correspondence - used to attach documents to the Application.

Once you click on the button corresponding to the section you need to view, the section will display in the viewing section.

Entity Information

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All of the following fields must be completed. They are used to identify the application but also are used during the FTP upload to DMRE.

<b>Entity Number</b>	123456
<b>Permit Number</b>	999-9999
<b>Display Type</b>	ORIGINAL <input type="button" value="v"/> 01
<b>Region</b>	Madisonville <input type="button" value="v"/>

## FUNCTION BUTTONS

<b>Save a Copy</b>	<b>Reset Data</b>	<b>Import Data</b>	<b>View Section</b>	<b>Save As PDF</b>	<b>Print</b>	<b>Submit to MRE</b>
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**Save A Copy** – Save's a COPY of the application to the location you specify. It's recommended that once you save the application, close the current application and navigate to your saved copy.

**Reset Data** – will delete all the data (including attachments) in your application. Remember that this button will delete EVERYTHING from the application. When you click the button you will receive a warning and once you confirm everything is deleted.

**Import Date** – Used to import data from another copy of the SME87A.

**View Section** – will allow you to view/print the active section. It will only allow you to view the section that is displaying in the Viewing Section. To print press the Control and P buttons.

**Save As PDF** – Saves the entire application to the location you specified as a PDF document

**Print** – Brings up a print window where you can choose what sections to print

**Submit to MRE** – Will automatically submit your completed SME87A to the designated regional office. (See below for more detail and instructions)

In order to be able to use the FTP button you must complete the Entity information of the application and the following fields from the main menu.

The Permit Number and Display Type are used to create the folder structure on the FTP site.

The Region is used to determine which Regional Office to submit your application.

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<b>Entity Number</b>	123456
<b>Permit Number</b>	999-9999
<b>Display Type</b>	ORIGINAL <input type="button" value="v"/> 01
<b>Region</b>	Madisonville <input type="button" value="v"/>

The information in section 1 is used to create the FTP cover letter and create the folder structure for the FTP site.

For a Step-by-Step tutorial on how to submit your application using the FTP button see the section, submitting the SME87A to the FTP Site.

## Company/Contact Information

All the fields highlighted yellow are required fields. Once you enter the company name you can click the tab key on your keyboard to complete the data.

Clicking on the button, “Copy from Above” will copy the Company Telephone, Address, City, State, Zip and email address to the corresponding Contact fields.

The diagram illustrates the navigation and data flow between the application sections. On the left, a sidebar contains four tabs: **SME87A**, **Company/Contact Information**, **Increments**, and **Correspondence**. A red arrow points from the **Company/Contact Information** tab to the main form area on the right. The main form area is titled **1. Company and Contact Information** and contains two sections: **Company Information** and **Contact Information**. The **Company Information** section includes fields for Company Name, Telephone, Address, City, State, Zip, and E-Mail Address. The **Contact Information** section includes fields for Contact Name, Telephone, Address, City, State, Zip, and E-Mail Address. A button labeled **Copy from Above** is located between the two sections, indicating that data from the Company Information section can be copied to the Contact Information section.

## Increments

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The screenshot shows the SME87A application interface. On the left is a sidebar with four menu items: **SME87A**, **Company/Contact Information**, **Increments**, and **Correspondence**. A red double-headed arrow points from the **Increments** menu item to the main form area. The main form area has a green background and contains the following sections:

- Increment** field with buttons: **New**, **Del**, **Prev Increment**, **Next Increment**
- Application for Permanent Program Bond Release**
  - Phase: ☐ I ☐ II ☐ III ☐ Administrative:
  - County(ies):
- Surface/Underground Acres**
  - Surface Acres Permitted:
  - Surface Acres Bonded:
  - Surface Acres Disturbed:
  - Surface Acres Undisturbed/Reduced:
  - Acres Overlying Underground Works:
- If the above permit or increment has been succeeded or re-permitted, indicate new:**
  - Company Name:
  - Permit Number:
  - Increment No(s):
- For Phase II release, indicate date of final augmented seeding**

A vertical scroll bar is located on the right side of the main form area, with a yellow box labeled **Scroll bar** and an upward-pointing arrow next to it.

Use the scroll bar to display the rest of the form

This screenshot shows the 'For Phase II release, indicate date of final augmented seeding' section of the SME87A application. It contains the following fields and sections:

- Date:**
- Bond Type**
  - Bond Membership Number:  ☐ Full Cost Bonding
  - A. Cash Amount:  \$0.00
  - B. Certificate of Deposit Certificate No.: 
    - Amount:  \$0.00
    - Bank Name:
    - Bank Address:
    - City:  State:  Zip:
  - C. Line of Credit Letter No.:
  - D. Surety
    - Surety No:
    - Company:
    - Address:
    - City:  State:  Zip:
    - Agent:
    - Address:
    - City:  State:  Zip:
    - Other:
    - Comments:
- New/Old Bond Forms**

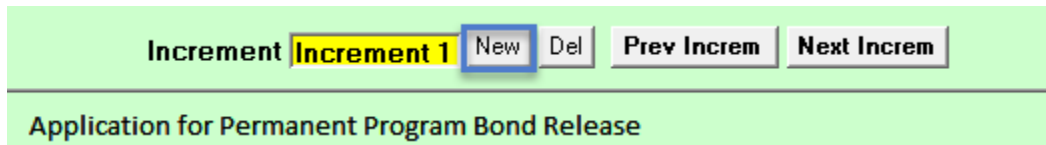
The following button will open a Microsoft Excel document. Once you complete the form with all the increments you will need to save the Excel file and attach it to the this application.

To start adding increments click in the Increment field and type the name of your increment. Once you have entered your first increment, to enter another increment click on the “new” button.

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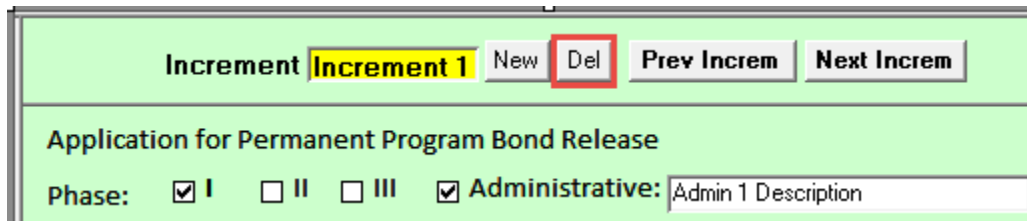
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Increment **Increment 1** New Del Prev Increm Next Increm

Application for Permanent Program Bond Release

To delete an increment use the Prev/New Increment buttons to navigate to the increment you will delete and press the “Del” button.

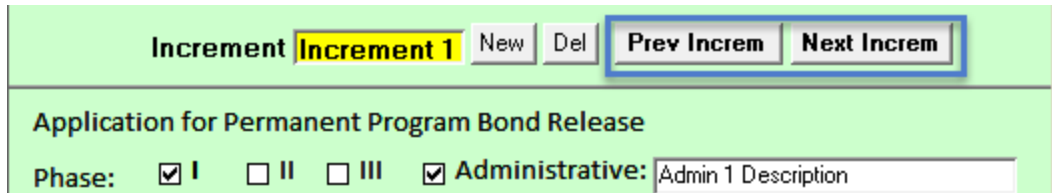


Increment **Increment 1** New Del Prev Increm Next Increm

Application for Permanent Program Bond Release

Phase: ☒ I ☐ II ☐ III ☒ Administrative: Admin 1 Description

Use the Previous and Next to move to multiple increments



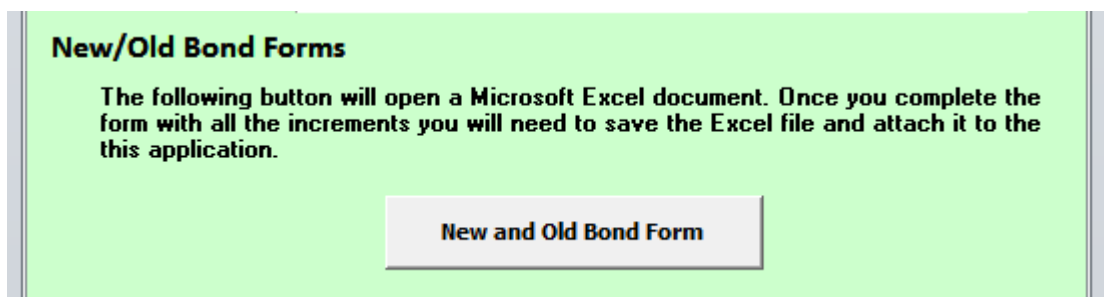
Increment **Increment 1** New Del Prev Increm Next Increm

Application for Permanent Program Bond Release

Phase: ☒ I ☐ II ☐ III ☒ Administrative: Admin 1 Description

## New/Old Bonding Form

On the bottom of the Increments form there is a section called New/Old Bond Forms. Clicking on the button will display a Microsoft Excel Spreadsheet similar to the one on the next page.



**New/Old Bond Forms**

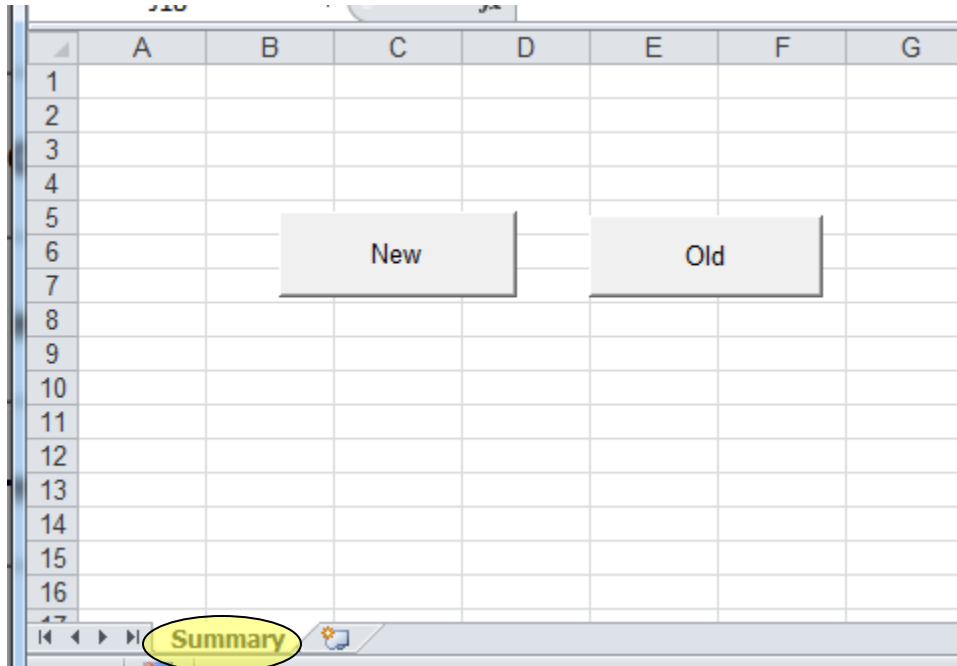
The following button will open a Microsoft Excel document. Once you complete the form with all the increments you will need to save the Excel file and attach it to the this application.

New and Old Bond Form

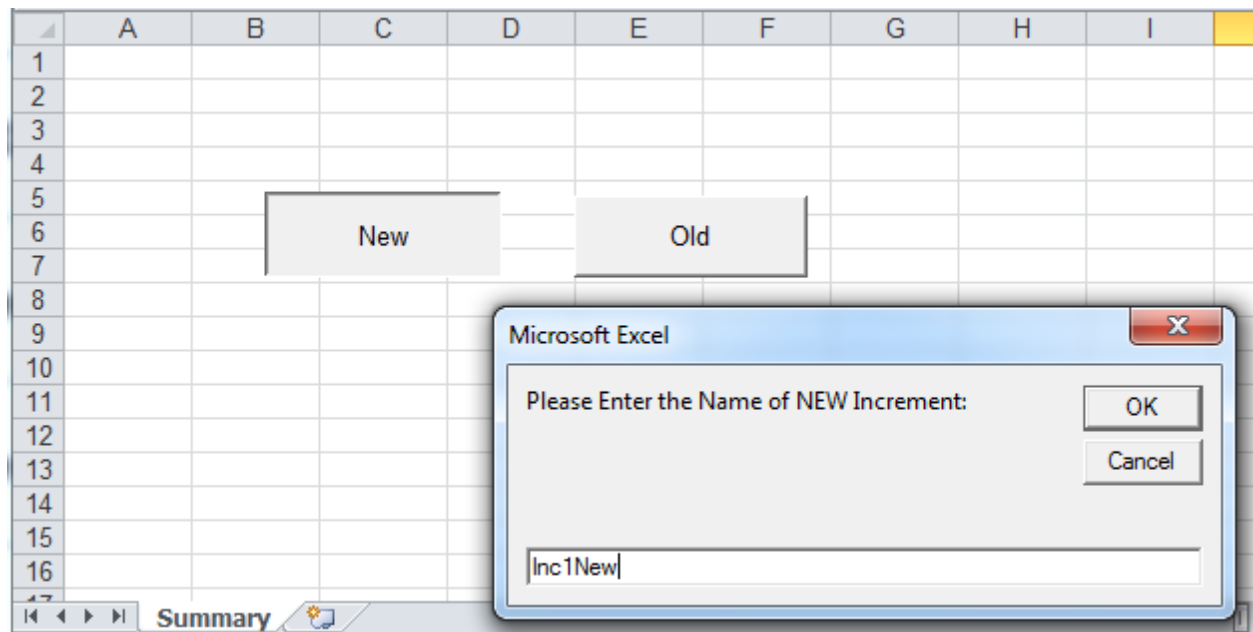
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The Summary sheet will display two buttons corresponding to either the New Bonding Form or the Old Bonding Form.



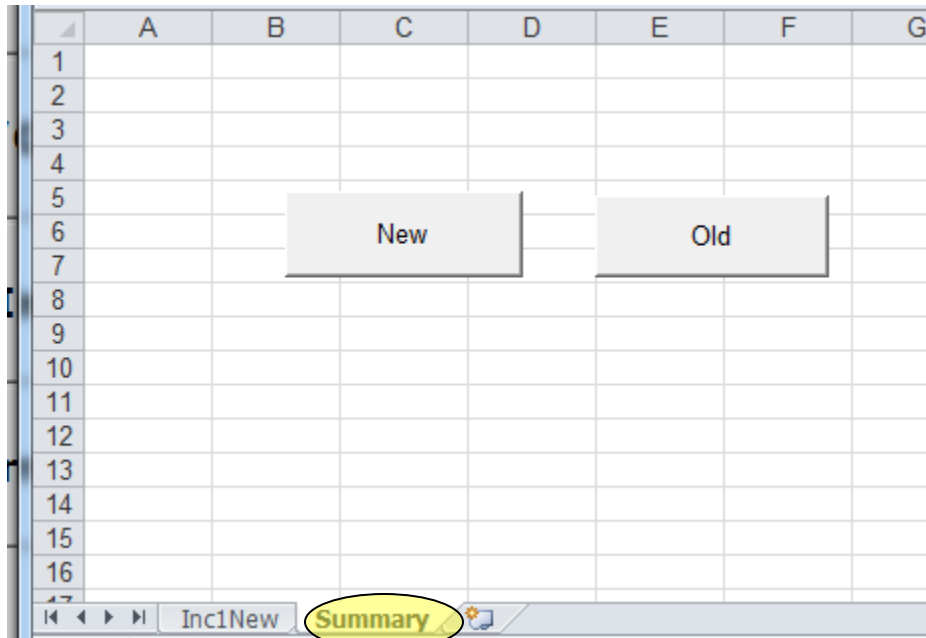
To add an increment to a new bonding form, click on the “New” button. A window will appear for you to enter the name of the increment. In this example this increment (Inc1) uses both a new and old form. In



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Clicking “OK” will create the new bonding form and name it Inc1New. It can be found next to the summary tab. Clicking on the Inc1New tab will display the New Form



Bond Release Acreage Values for RAM 155 BONDS						
COMPANY NAME:						
PERMIT NUMBER:			INCREMENT NUMBER:			
RELEASE TYPE REQUESTED:						
A. INITIAL ACREAGE INPUT		ACRES				
TOTAL PERMIT AREA		0.00				
UNDERGROUND OR AUGER OPERATION AREA		0.00				
TOTAL SURFACE DISTURBANCE		0.00				
B. MINE AREA ACREAGE INPUTS		PERMITTED	DISTURBED	UNDISTURBED	OVERLAPPED	TOTAL
ROAD, MGT AREAS & SED. CORRIDORS		0.00	0.00	0.00	0.00	0.00
TEMPORARY		0.00	0.00	0.00	0.00	0.00
PERMANENT		0.00	0.00	0.00	0.00	0.00
OFF BENCH SILT CONTROL AREAS		0.00	0.00	0.00	0.00	0.00
TEMPORARY		0.00	0.00	0.00	0.00	0.00
PERMANENT		0.00	0.00	0.00	0.00	0.00
REFUSE DISPOSAL AREAS		0.00	0.00	0.00	0.00	0.00
PRE-LAW MINED AREAS		0.00	0.00	0.00	0.00	0.00
UG FACEUP & ASSOCIATED SPOIL STORAGE		0.00	0.00	0.00	0.00	0.00
RESULTING SURFACE AREA		0.00	0.00	0.00	0.00	0.00
ALTERNATE TOPSOIL AREAS		0.00	0.00	0.00	0.00	0.00
PRIME FARMLAND		0.00	0.00	0.00	0.00	0.00
STREAM CHANNEL ALTERATION		0.00	0.00	0.00	0.00	0.00
CHECK ACREAGE INPUTS		YES				
C. MINE AREA BOND CALCULATIONS		BONDS				
TOTAL BOND HELD		\$0				
LONG TERM TREATMENT		\$0				
DEMOLITION COSTS		\$0				
REMAINING BOND APPLICABLE FOR MINE AREA		\$0				



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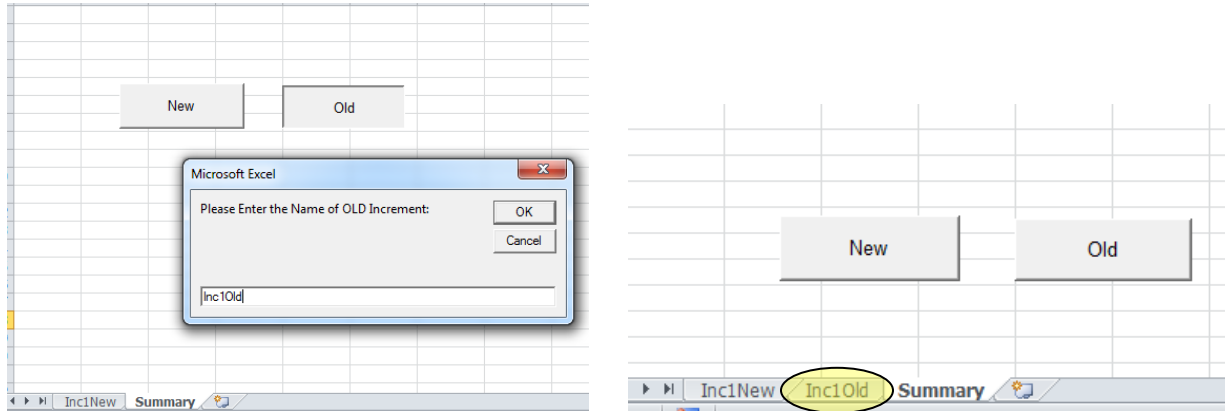
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D.1 OFF-BENCH SEDIMENT CONTROL INPUT- TEMPORARY	TEMPORARY OFF-BENCH SEDIMENT CONTROL		
	ID	ACRES	STATUS
	D.2 OFF-BENCH SEDIMENT CONTROL INPUT- PERMANENT	PERMANENT OFF-BENCH SEDIMENT CONTROL	
ID		ACRES	STATUS
CHECK STRUCTURES (YES/NO)			
<div> <div>YES</div> <div></div> </div>			
<div> <div>TEMPORARY STRUCTURES OK</div> <div>PERMANENT STRUCTURES OK</div> </div>			

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To add an Old Bonding Form click on the button labeled "Old."



<b>Bond Release Acreage Values</b>					
for PRE-RAM 155 BONDS					
COMPANY NAME:					
PERMIT NUMBER:		INCREMENT NUMBER:			
RELEASE TYPE REQUESTED:					
A. MINE AREA BOND CALCULATIONS	BONDS				
TOTAL BOND ORIGINALLY POSTED	\$0				
BONDS CURRENTLY HELD	\$0				
A. INITIAL ACREAGE INPUT	ACRES				
TOTAL PERMIT AREA	0.00				
UNDERGROUND OR AUGER OPERATION AREA	0.00				
TOTAL SURFACE PERMIT AREA	0.00				
B. SURFACE MINE AREA ACREAGES	BONDED	DISTURBED	UNDISTURBED	OVERLAPPED	TOTAL
MINE ACRES BONDED	0.00	0.00	0.00	0.00	0.00
C. ACCESS ROAD ACREAGES	PERMITTED	DISTURBED	UNDISTURBED	OVERLAPPED	TOTAL
TEMPORARY	0.00	0.00	0.00	0.00	0.00
PERMANENT	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00
D. SEDIMENT CONTROL - # OF STRUCTURES	PERMITTED	DISTURBED	UNDISTURBED	OVERLAPPED	TOTAL
TEMPORARY IMPOUNDMENTS	0	0	0	0	0
PERMANENT IMPOUNDMENTS	0	0	0	0	0
DUGOUTS	0	0	0	0	0
TOTAL # OF STRUCTURES	0	0	0	0	0
E. PRE-LAW MINE AREAS	PERMITTED	DISTURBED	UNDISTURBED	OVERLAPPED	TOTAL
PRE-LAW MINE ACRES	0.00	0.00	0.00	0.00	0.00
CHECK ACREAGE INPUTS	YES				

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After adding all your increments click on Save. The default name is SME87ABonding but you can change this. Once you save the Excel document import it into your application.

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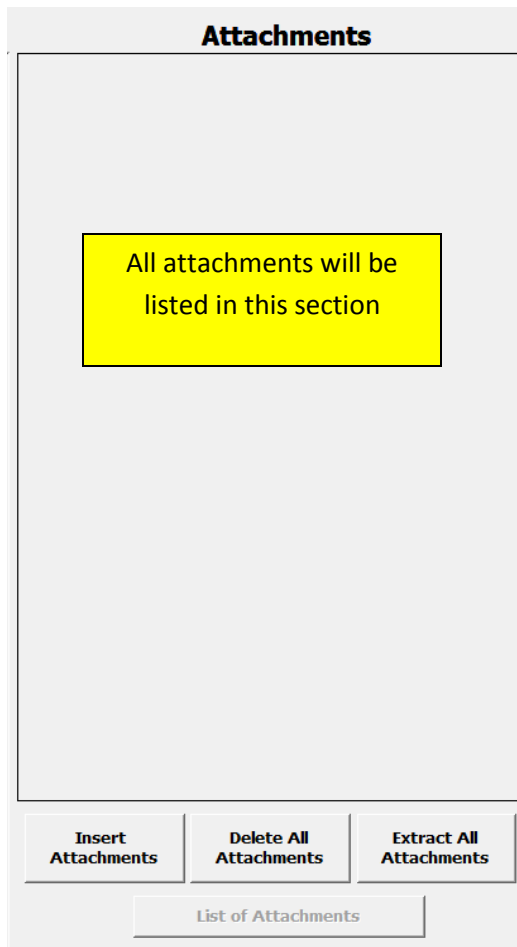
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## Correspondence

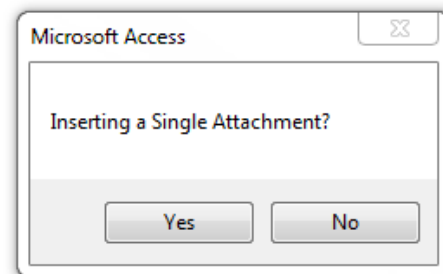


This section is used for attachments



Once you click on the "Insert Attachments" button a dialog box will display asking if you want to insert a single or multiple attachments.

Clicking "Yes" will display a window that will allow you to navigate to the file you want to attach. Choose the file and then press "OK." The attachment will be added to the Correspondence folder.



Clicking "No" indicates that you have multiple attachments you wish to insert to the application. Once you click "No" you will be prompted to browse and select the folder in which all the attachments are located. Once you select the folder and click "OK" all the documents (PDF, Word, or Excel) will attach to this section.

For more detailed directions on adding and deleting attachments see the ATTACHMENT SECTION.

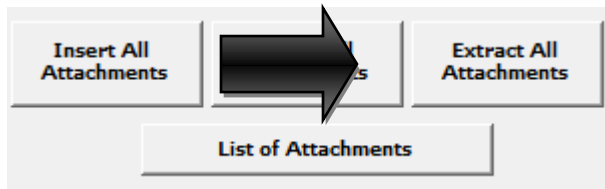
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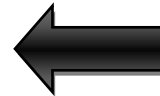
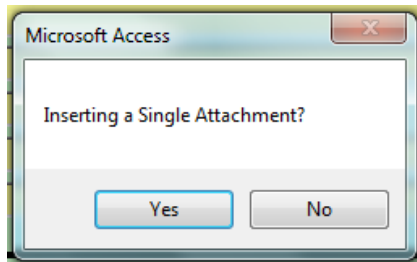
## ATTACHMENTS

### Adding Attachments

To add one or more attachments to the SMP-04 click on the button labeled “Insert All Attachments.”



You will be prompted if you wish to insert a signal attachment or multiple attachments. Choosing “No” in the following display box indicates that you have multiple attachments to add simultaneously.



### Adding a Single Attachment

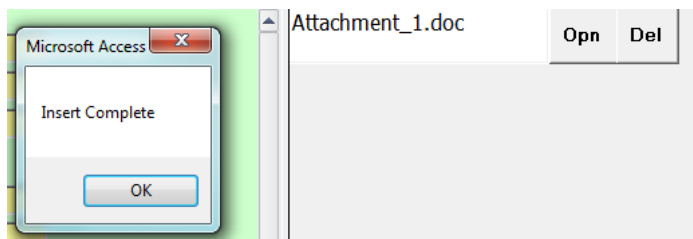
Choose Yes in the dialog box indication that you wish to attach a single document.

Navigate to the location where the attachment is located. Click on the document and select "OK."

A message box will display indicating the insert was completed. The Attachment will display in the Attachments section of the SMP-04.

To view the attachment click on the “Opn” button next to the attachment you want to view. Note: In order to open an attachment you must have the program installed on your computer.

To delete a single attachment, click the “Del” button next to the attachment you wish to delete.



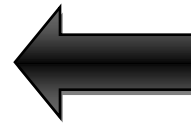
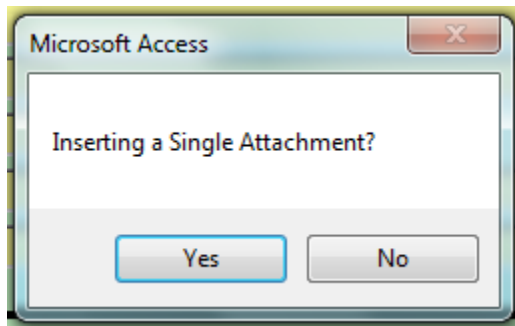
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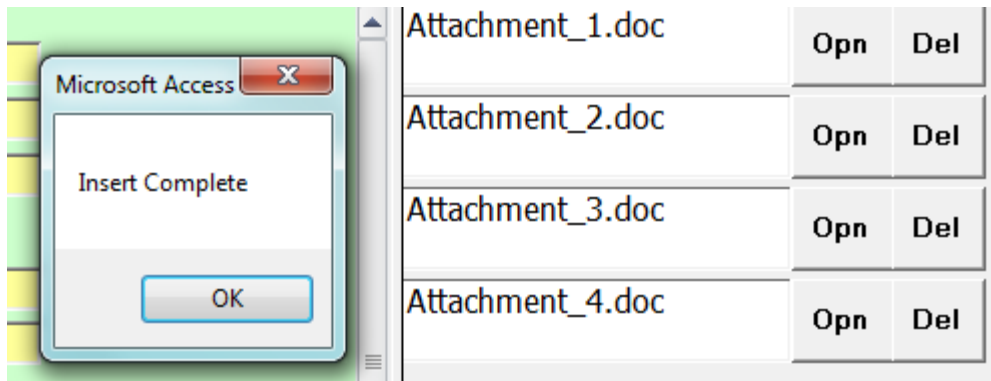
## Adding Multiple Attachments

Save all your attachments to a single folder. All documents in that folder will be attached to the SMP-04.

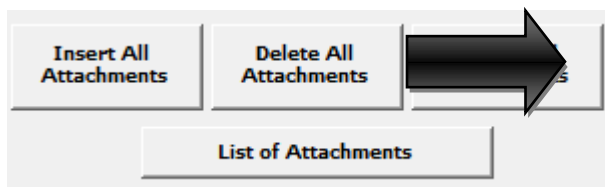
Click the “Insert All Attachment” button on the bottom right of the SMP-04. A dialog box will display asking if you want to insert a single attachment. Clicking “No” indicates that you want to insert multiple attachments simultaneously.



Navigate to the folder where you saved all your documents. Note: When you select the folder you will not see the individual documents saved to the folder however all of them are selected automatically.



Use the “Opn” button to open the individual document. You can attach any type of document however in order to open a document, image, etc. you must have the program on your computer. For instance, in order to open a Microsoft Word document you must have Microsoft Word



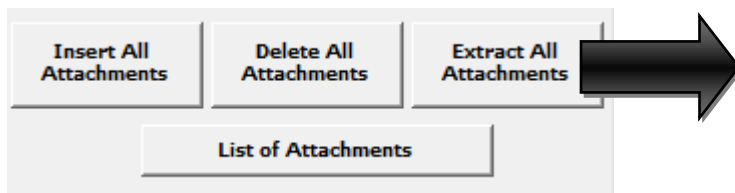
## Deleting Attachments

Clicking on the “Delete All Attachments button will delete ALL the attachments in the SMP04, regardless of section.

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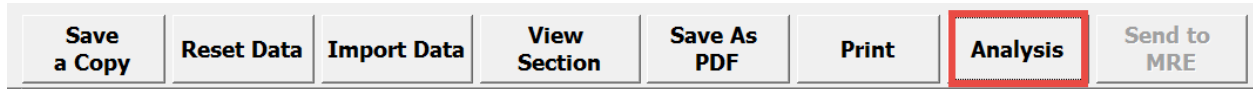
## Extracting Attachments

Clicking on the “Extract All Attachments button will save ALL the attachments in the SMP04, to the directory you choose.

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## *FTP – Automatic Upload using the “Send to MRE” button*

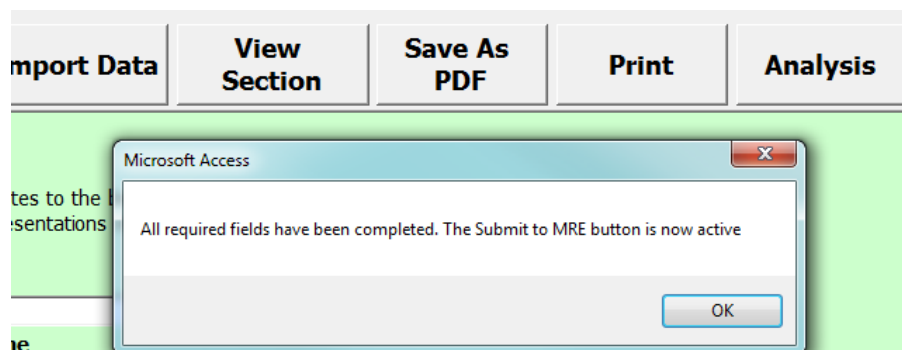


In order to use this feature your application must include all required information. Once you're ready to submit your application to the appropriate Regional Office click on the “Analysis” button.

If any issues are found a report will be generated and displayed showing the section, questions number and the issue

SME-87A Analysis		
The following are potential errors that should be fixed before submitting the application. If issues are in red they are required and must be completed prior to using the FTP button since the information is needed for the ftp cover page		
Section	Question #	Description
Main		Permit Number is missing from the Main Page
General	1.1	Company City in General Information is missing
General	1.1	Company State in General Information is missing
General	1.1	Company Zip Code in General Information is missing
General	1.2	Contact Name in General Information is missing
General	1.2	Contact Address in General Information is missing
General	1.2	Contact Phone in General Information is missing

Until these issues are resolved the FTP button (“Send to MRE”) will not be available. You can still submit your application using the manual FTP procedures described on page &&).



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Save a Copy	Reset Data	Import Data	View Section	Save As PDF	Print	Analysis	Send to MRE
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Important: If you change the Region from one office to another please close the application reopen so the correct Regional Office will be loaded correctly.

In order to be able to use the “Submit to MRE” button to submit your SME87A to the appropriate Regional Office you must select the Regional Office from the drop down box.

Entity Number	123456	
Permit Number	999-9999	
Display Type	ORIGINAL	01
Region	Madisonville	



Click on the button, “Submit to MRE.”

Save a Copy	Reset Data	Import Data	View Section	Save As PDF	Print	Analysis	Submit to MRE
-------------	------------	-------------	--------------	-------------	-------	----------	---------------

If you attempt to submit the SMP-04 without choose a Regional Office from the dropdown you will receive the following message and the upload will be stopped.

Microsoft Access

You must choose a region from the dropdown

OK

County Name:

FRANKLIN

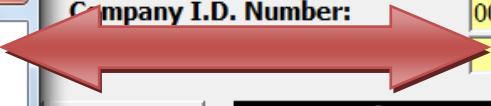
Company I.D. Number:

0000000

Submit to MRE

November 15, 2013 Version 1

Attachments

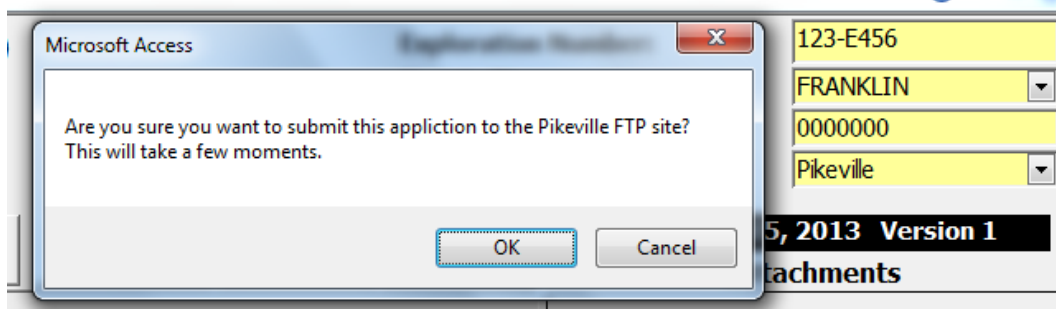


Once the Regional Office is selected click on the “Submit to MRE” button. You will receive a prompt asking you to verify that you want to upload to the Regional Office selected from the drop down



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A folder will be created on the FTP site for the chosen Regional Office. The folder structure is taken from the Exploration Number and Status Type. For example, in our above example a folder will be created on the Pikeville FTP site called "123E456\_Submittal\_1."

In addition, a cover page (ftpcover.pdf) will automatically be saved to this folder

## FTP Cover

11/28/2013

File Name	Size
ftpCover.pdf	
123E456 Submittal 1	2 MB

Company Name: Coal Company  
Contact Person: John Doe  
Phone Number: 5025642320  
Exploration Number: 123E456

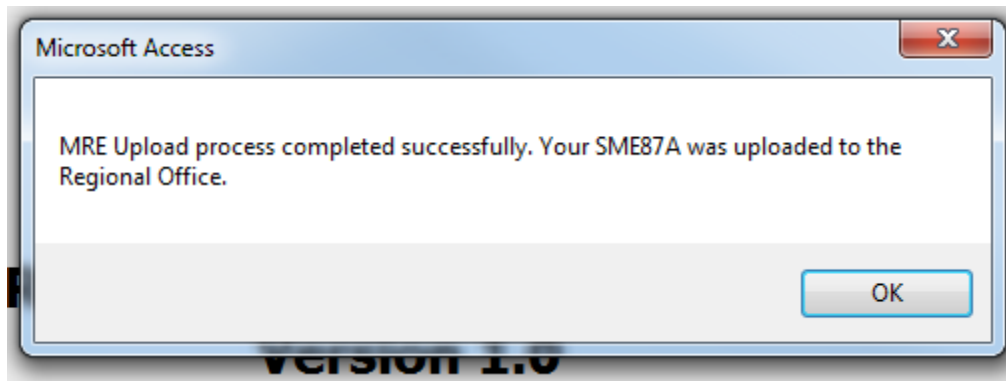
Once you confirm the Regional office it can take several minutes to upload your application. A RED message will display on top of the application (The SME87A FTP Upload in Progress) until it's complete. If you see this message please do not interrupt the upload process.

<b>SME-87A - Application for Permanent Program Bond Release</b>						Entity Number	
Division of Mine Reclamation and Enforcement						Permit Number	
September 22, 2014 - Version 1.0						Display Type	
<b>SME87A FTP Upload in Progress...</b>						Region	
Save a Copy	Reset Data	Import Data	View Section	Save As PDF	Print	Analysis	Submit to MRE

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Once the upload is complete you will receive confirmation:



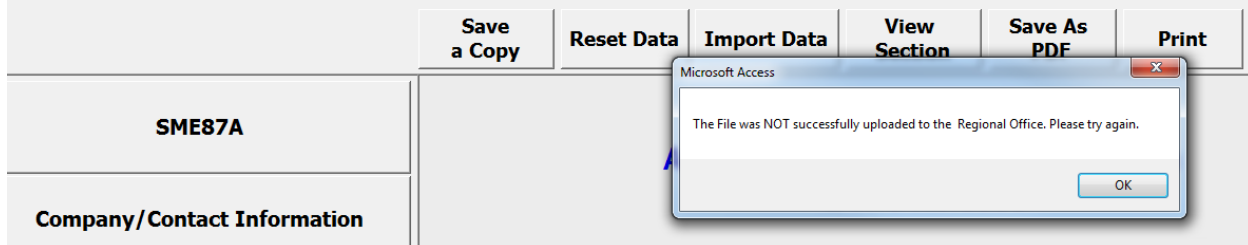
If the Application does not upload correctly a message indicating that the upload failed will display both on top of the application and a popup will display. The “Send to MRE” button is dependent on the resources of your computer. It is strongly recommended that when uploading you shouldn’t work on other task that may use your computer resources.

## SME-87A - Application for Permanent Program Bond Release

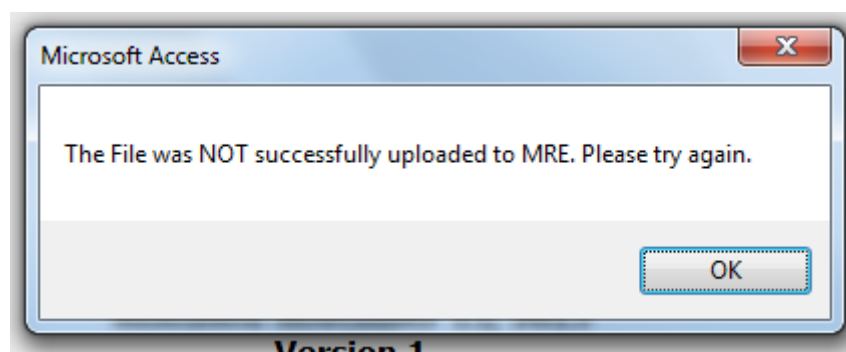
Division of Mine Reclamation and Enforcement

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**SME87A FTP Upload FAILED!!!!**



If for any reason you are unable to upload using the “Send to MRE” button you can upload your application using the manual upload process described in the next few pages.



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## **Manually Submitting the SME87A Using Filezilla**

As an alternative to the button (“Send to MRE”) you can use FTP software, Filezilla to upload your files to the appropriate Regional Office. Directions on how to setup and use FTP software please read directions on how to setup in the preceeding pages.

For directions on how to manually submit your application using Filezilla consult the DMRE Electronic Submission guide:

<http://dmre.ky.gov/Forms/Electronic%20Submission%20Guide%20-%20Revised%2010-8-13.doc>

## ***MANAUAL FTP Upload***

The Department for Natural Resources has established a FTP site for receiving electronic submissions. This section will describe how to establish that interface, plus various standards and protocols.

## ***SOFTWARE REQUIREMENTS***

The free version of FTP Commander we previously recommended does not work with the new FTP site due to the requirement of setting a default directory. The Commonwealth Office of Technology recommended FileZilla which can be down loaded from: <http://filezilla-project.org/download.php> . If you want to continue to use FTP Commander you will need to purchase an upgrade to at least the Pro version. See the section on how to upload on page 4 for configuration settings for the new FTP site.

## ***WHAT TO UPLOAD***

The Department will only accept the submittal file, within the defined folder, and a file called “FTPCover.” The FTP Cover sheet will include the following information:

- Name the file(s) being uploaded and their size.
- E-mail address of the person to receive confirmation that the Department received the electronic submission.
- E-mail address of the person to receive information from the Department as the electronic submission is processed. Where applicable, this will include receiving letters through email, automatic notifications of where the electronic submittal is in the process, etc.

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## MINOR FIELD REVISIONS

### ELECTRONIC BOND RELEASE - SMP- 87A and SMP-23

#### ***FOLDER NAMING SPECIFICATION***

The Department requires that everyone place their file(s) into a folder and then upload that folder to the FTP site. This ensures we have everything grouped together that is submitted since there are many people uploading information to the FTP site. Below are the naming conventions for the folder names:

#### **MINOR FIELD REVISIONS**

PermitNumber\_Phase \_87A\_Bond\_Release where

Permit Number is the number of the application/permit number being submitted.

Phase is one of the following: I, II or III

Example: 8980000\_II\_04\_11\_2013\_87A\_Bond\_Release

#### **Importing Configuration File**

To reduce keying errors we have provided xml files for each office that will configure the FTP settings needed to upload files. Right click on the configuration file that matches your location and save it to your desktop.

To download the configuration file that matches your location click on the following website  
[http://minepermits.ky.gov/Pages/epermitting\\_Support.aspx](http://minepermits.ky.gov/Pages/epermitting_Support.aspx)

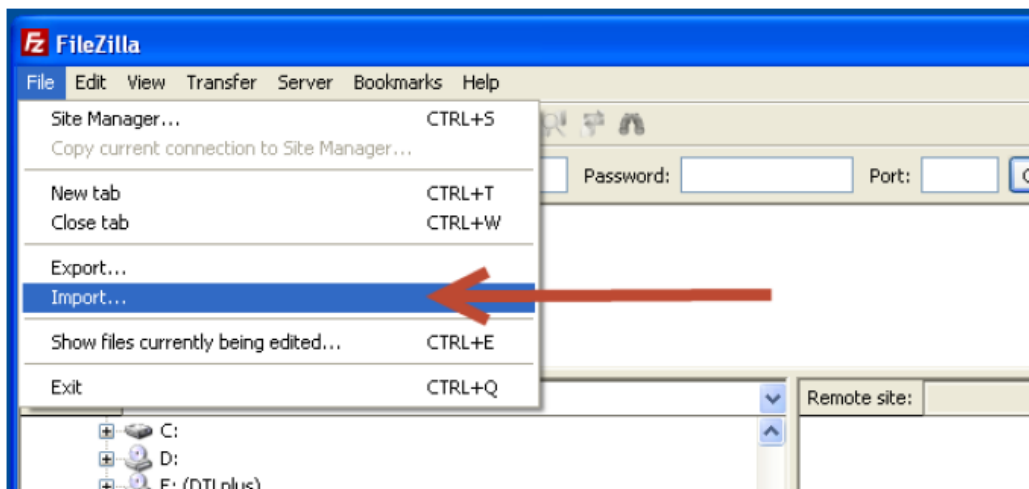
Configuration files are available for:

<a href="#">LONDON</a>	<a href="#">MADISONVILLE</a>	<a href="#">MIDDLESBORO</a>	<a href="#">MRE FRANKFORT</a>
<a href="#">PERMITS</a>	<a href="#">PIKEVILLE</a>	<a href="#">PRESTONSBURG</a>	

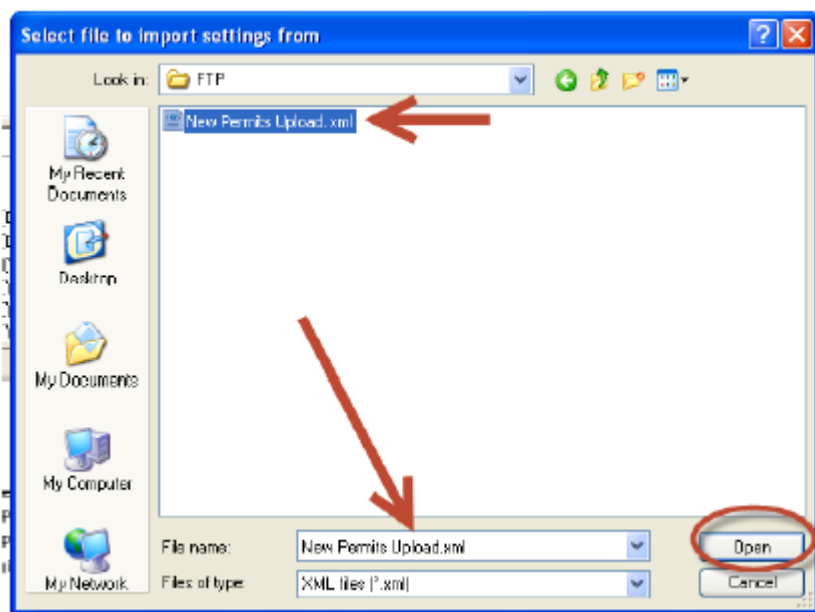
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Once you have downloaded and installed Filezilla, open the program. Click File > Import



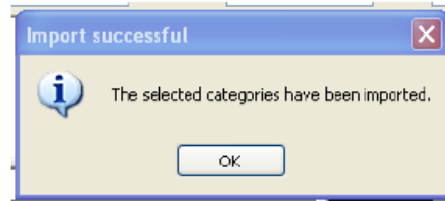
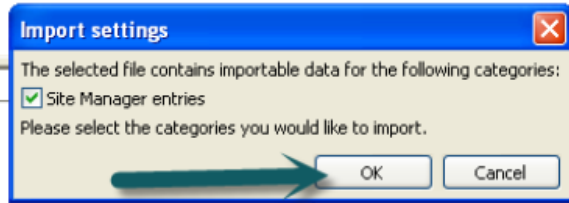
Navigate to the location where you saved the FTP xml file. Click to highlight the xml file you downloaded and click “Open.”



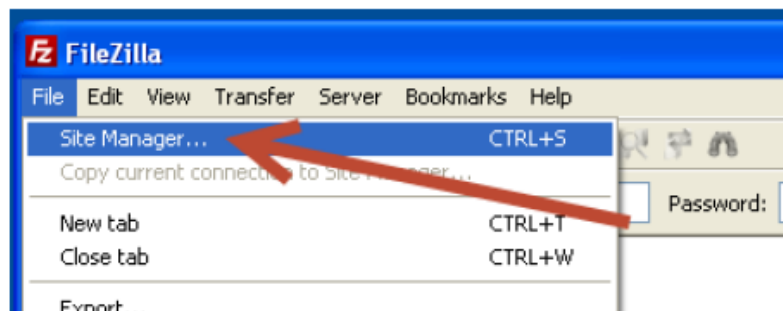
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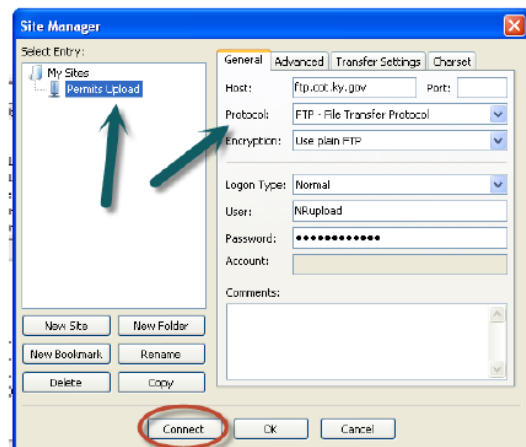
Click “OK” to verify the import settings. A window will display when the settings have been imported



Click on File > Site Manager



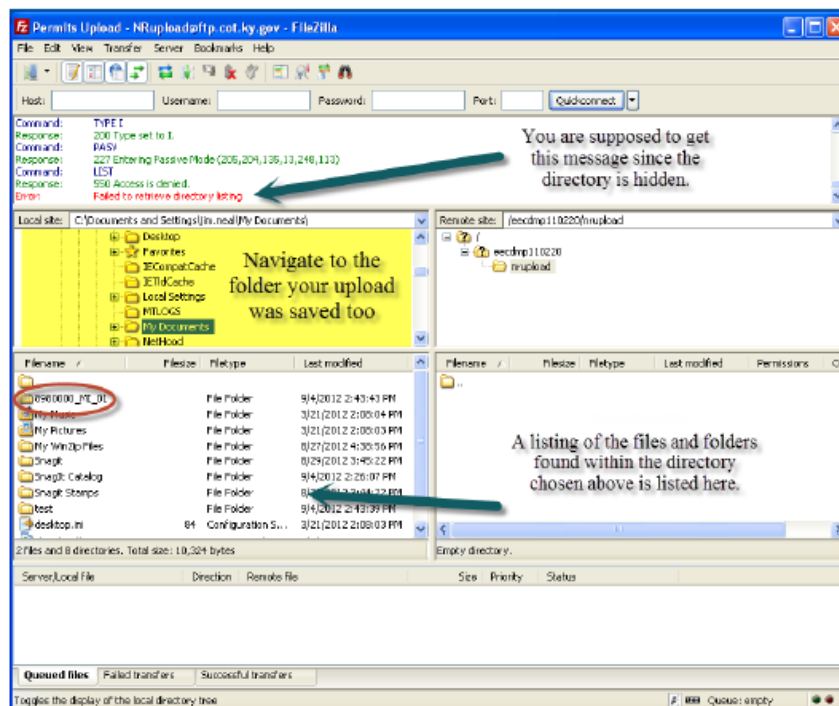
The file you imported will display under “My Sites.” Click on the Upload link and the different FTP settings will display on the right. Click the “Connect” button at the bottom of the window



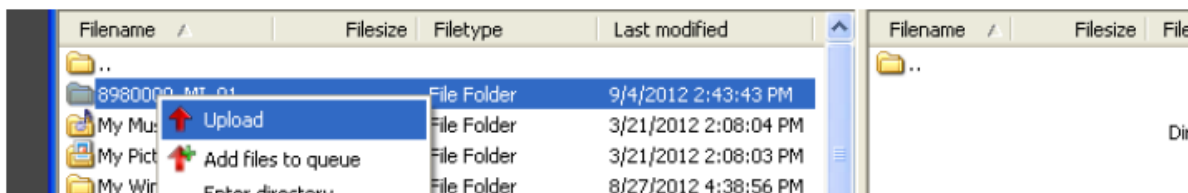
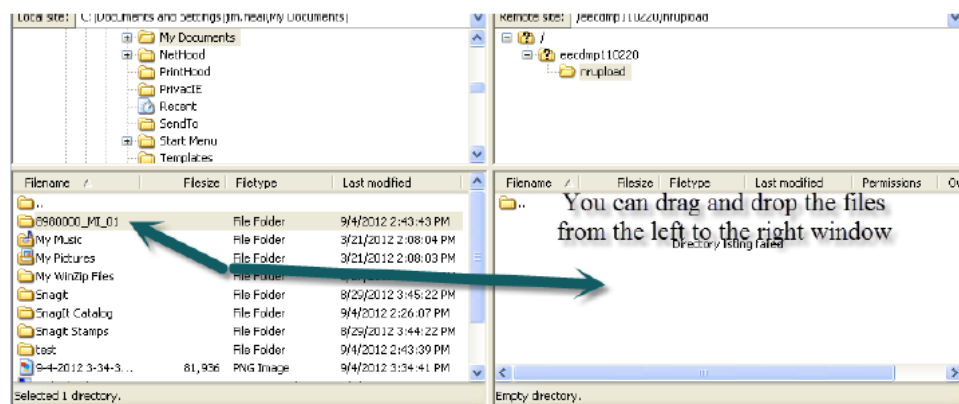
Navigate and click on the directory where you saved the data you intent to upload. The contents of that directory will be listed under the directory listing.

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You can drag and drop the files from the listing on the right to the window on the right. Alternatively, you can also right click the folder and choose upload.



You will receive a confirmation email within an hour that we have received your upload.

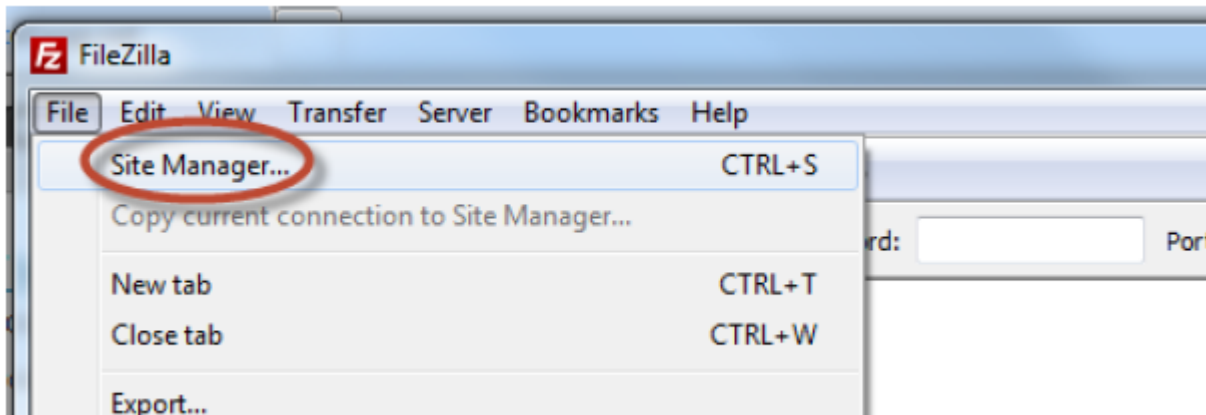
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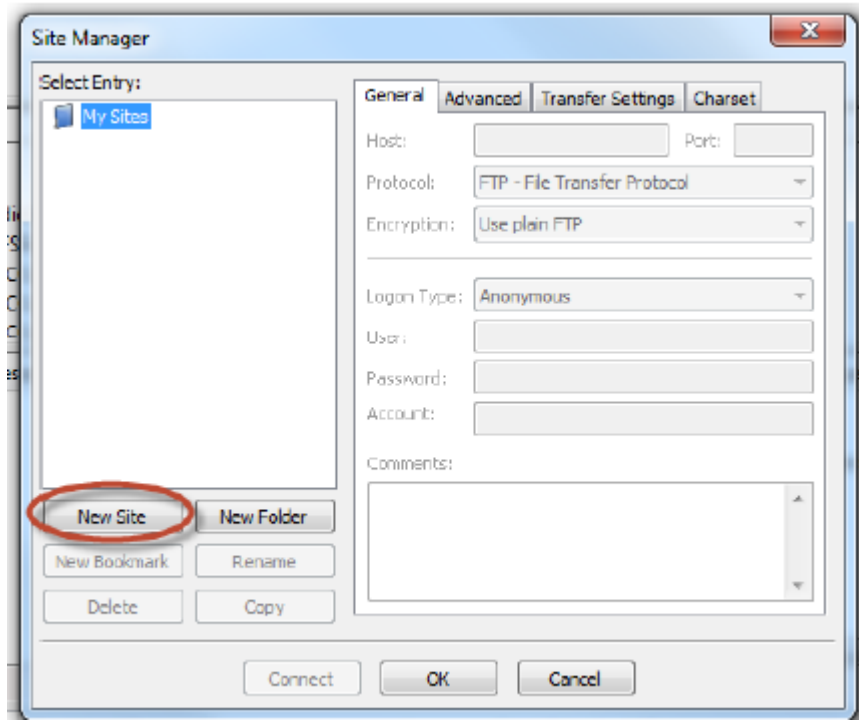
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## MANUALLY CONFIGURING FTP

The first time you use FileZilla you will want to create a new Site.  
Open the FileZilla Client. On the File menu select "Site manager"



Select the "New Site" button.

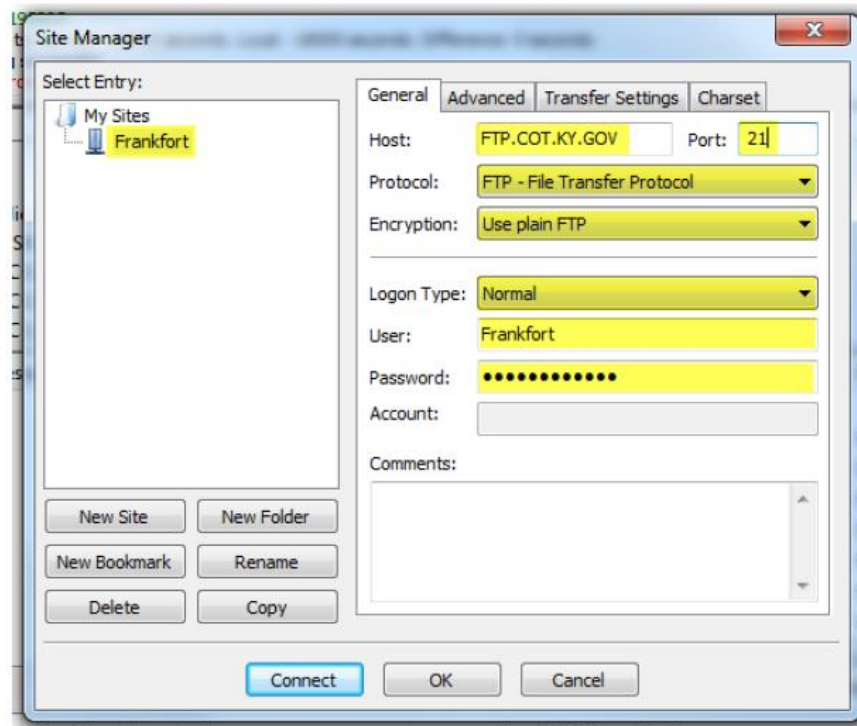




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Rename your site with your location. For instance my location is Frankfort. Add the following Information:



There is a username for various types of uploads. The username and password are case sensitive. Below is the list of usernames and what they mean:

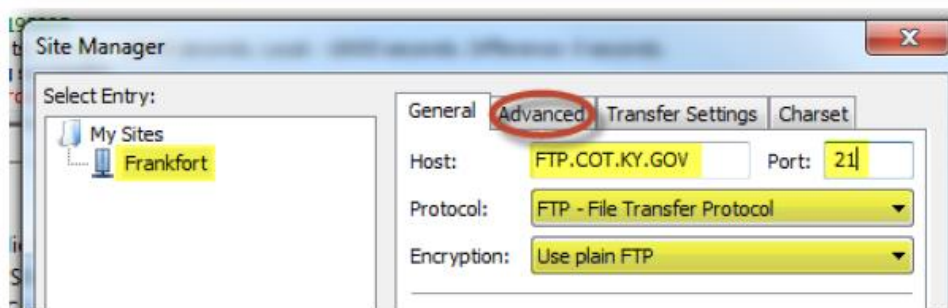
USERNAME	DEFAULT REMOTE DIRECTORY	MEANING
Frankfort	/EECDMP110220/frankfort	Upload files to the Frankfort DMRE office
London	/EECDMP110220/london	Upload files to the London field office
Madisonv	/EECDMP110220/madisonv	Upload files to the Madisonville field office
Middlesb	/EECDMP110220/middlesb	Upload files to the Middlesboro field office
NRupload	/EECDMP110220/nrupload	Upload files to the Frankfort DMP office
Pikeville	/EECDMP110220/pikeville	Upload files to the Pikeville field office
Prestonb	/EECDMP110220/prestonb	Upload files to the Prestonsburg field office

All usernames will have the same password of UJM<ki87^YHN

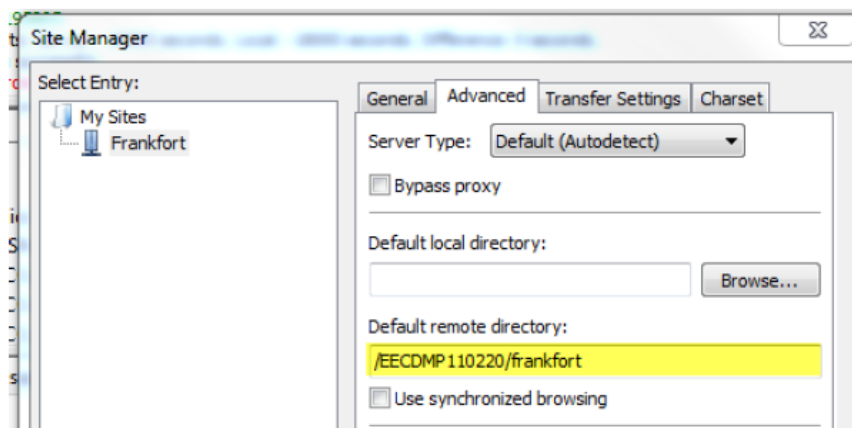
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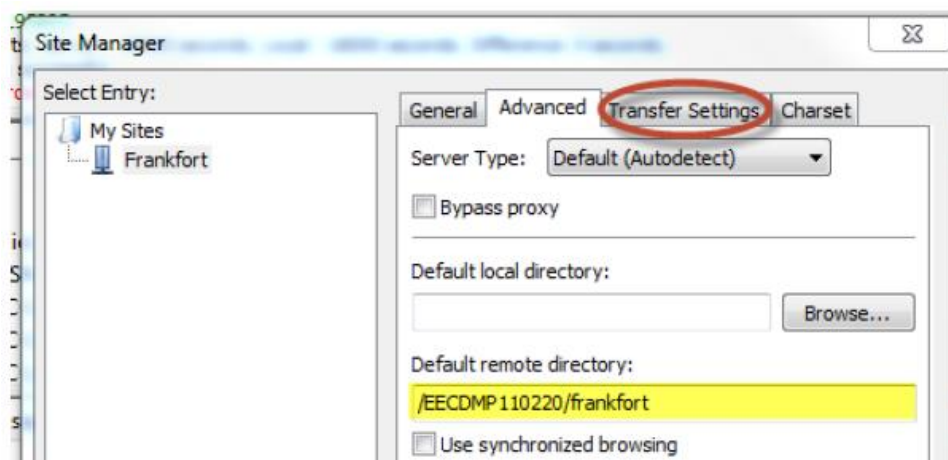
Click on the “Advanced” tab



Change the default directory to the proper default directory for the user name as referenced earlier:



Click on the “Transfer Settings” tab

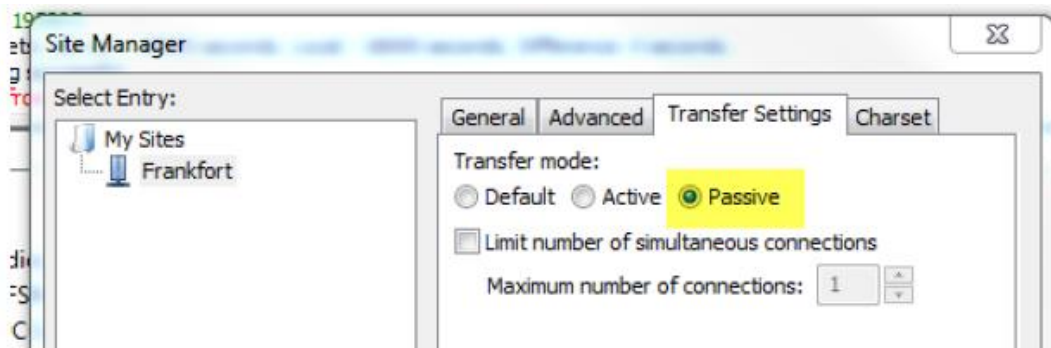


Select the “Passive” radio button

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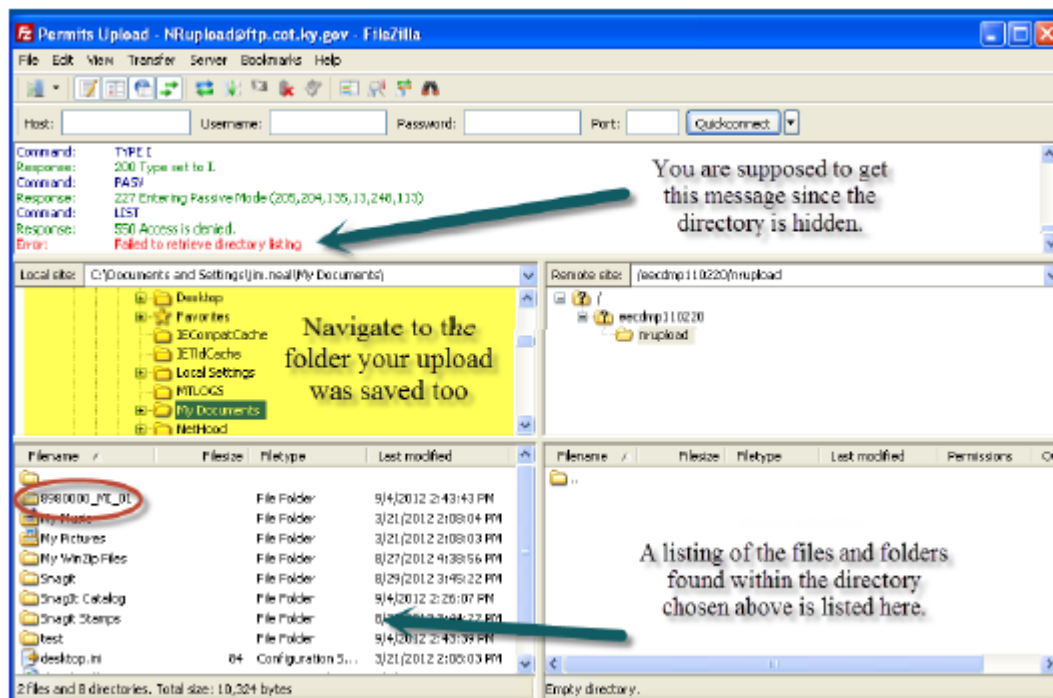
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Click “OK”

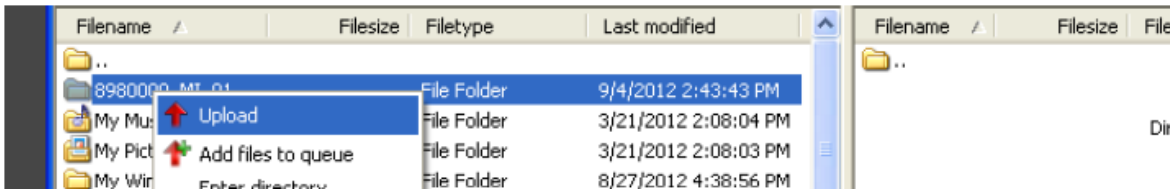
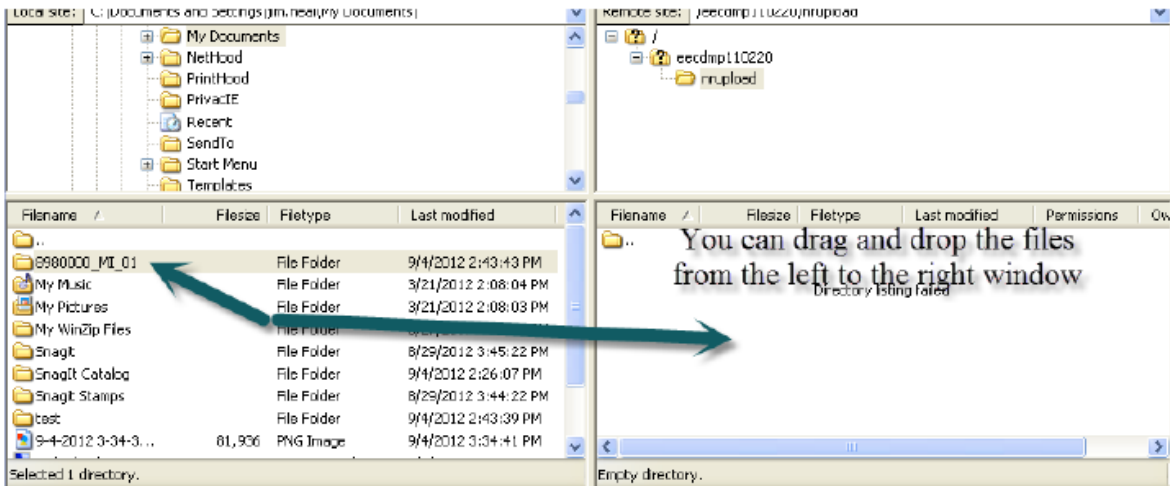
Navigate and click on the directory where you saved the data you intent to upload. The contents of that directory will be listed under the directory listing.



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You will receive a confirmation email within an hour that we have received your upload.

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## Appendix – Common Short cuts in Microsoft Access

Ctrl C	Copy highlighted area into memory
Ctrl V	Paste what has been placed into memory where your cursor is located
Ctrl X	Cut highlighted area and place into memory
Ctrl P	Print the displayed area – used when viewing reports in Microsoft Access
Ctrl -	Control minus will delete records
Ctrl ENTER	Start a new line in a memo (comments) field
Shift F9 or F5	Refresh