Steps for Setting up FTP Accounts

FTP (File Transfer Protocol) accounts are set up for sending and receiving digital data. Due to the size of some digital files the Railroad Commission (RRC) does not accept digital data via email, only via FTP.

The following steps are required in order to obtain an FTP account:

1. The Pipeline Operator must send an email requesting an FTP account and password to **tpms@rrc.state.tx.us**

   The email should contain the following:

   FTP Request
   Contact Person and Title
   Company Name
   Address
   Phone number

   Below is an example of an FTP request:

   > Dear Mr./Ms.
   >
   > This is a formal request for an FTP account and password for pipeline operator ABC Pipeline Company.
   >
   > Contact Information is listed below:
   >
   > John Doe
   > Sr. GIS Analyst
   > ABC Pipeline Company
   > 0000 W. 15th St. Suite 900
   > Houston, TX 00000
   >
   > Telephone contact:
   > 713-000-0000 (office), ext. 123
   >
   >   Email address: jdoe@abc.com
   >
   > Please let me know if you need anything else for this request.
   >
   > Regards,
   > John Doe
   > Sr. GIS Analyst

2. FTP requests are then forwarded and processed.
3. Instructions and an FTP password will be emailed to the Pipeline Operator.

Once an operator receives the instructions and password, they are ready to submit and receive digital data via FTP.

*RRC's FTP site <u>requires</u> a user name, password and FTP software,
the site is <u>NOT</u> web browser accessible.*