



# INSTRUCTIONS FOR UPLOADING THE DOCUMENTS IN THE FTP SERVICE OF THE PERMANENT PROCESS FOR AREA ALLOCATION

## Introduction

The National Hydrocarbons Agency - ANH, in order to offer a service for the presentation of the information corresponding to the Permanent Process of Allocation of Areas - PPAA, has made available to interested companies an FTP service (*File Transfer Protocol*), intended to receive information of considerable volumes in an agile manner, according to current regulations.

## Entry the FTP Service

Each company must receive an email from the Information Technology Office of the ANH with an attachment in PDF format with a password, where the specific route is indicated in the available FTP space; additionally, user name and password for the respective authentication therein. (The pdf file password will be sent from the Information Technology Office - ITO of the ANH).

You may access through a Windows explorer or an FTP client. The following is to be digitized in the address bar <ftp://190.121.137.227/EMPRESA/> (the word EMPRESA corresponds to the name of the company that will send the information).

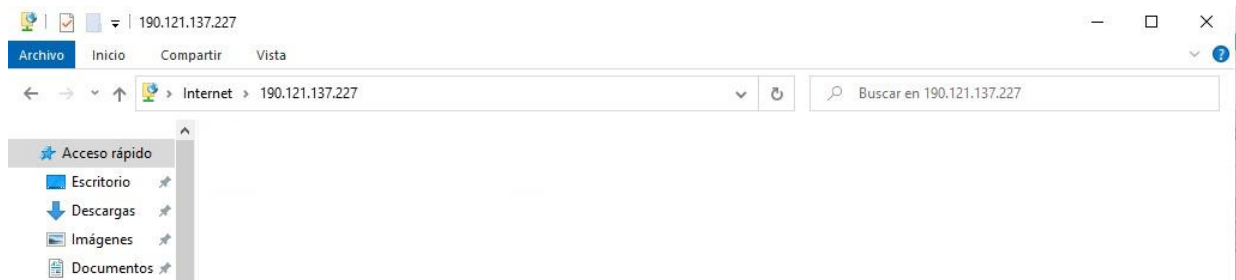


Image 1. Windows explorer

Subsequently, a window will be generated where the user and password sent must be entered, and then click on the **Start Session** button:



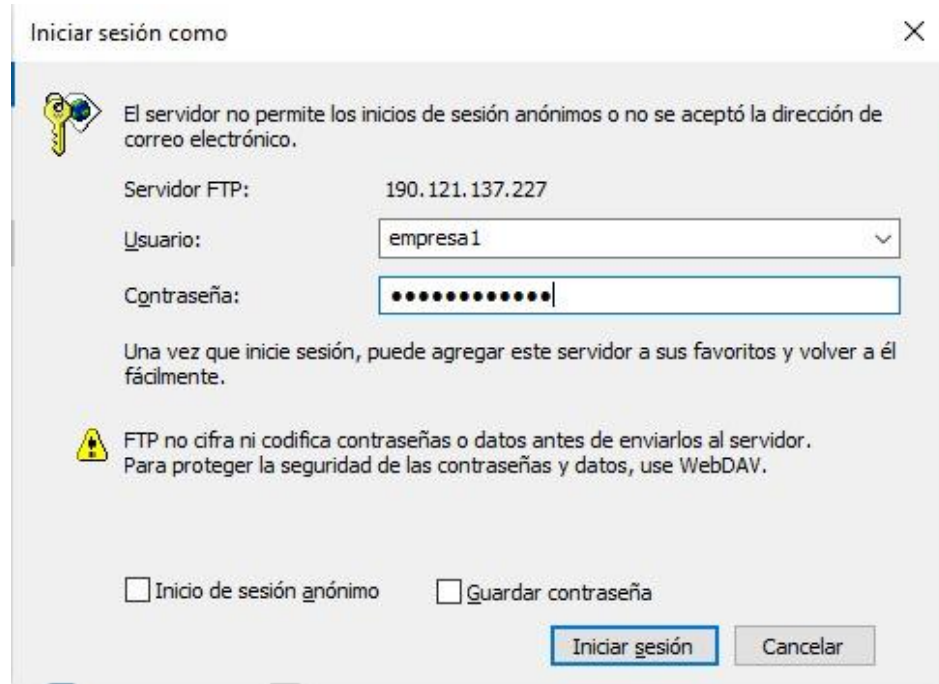


Image 2. FTP Start Session

You now have access to the resource where you can copy the information with the clipboard of the respective Operational System.

### Access from an FTP client

If you do not have a computer with a Windows operating system, you can access this service through an FTP client; next, it is explained how to access with a client called *FileZilla*, which can be downloaded from the official website: <https://filezilla-project.org/>, which can be executed on Linux, Windows or MacOS Operating Systems.

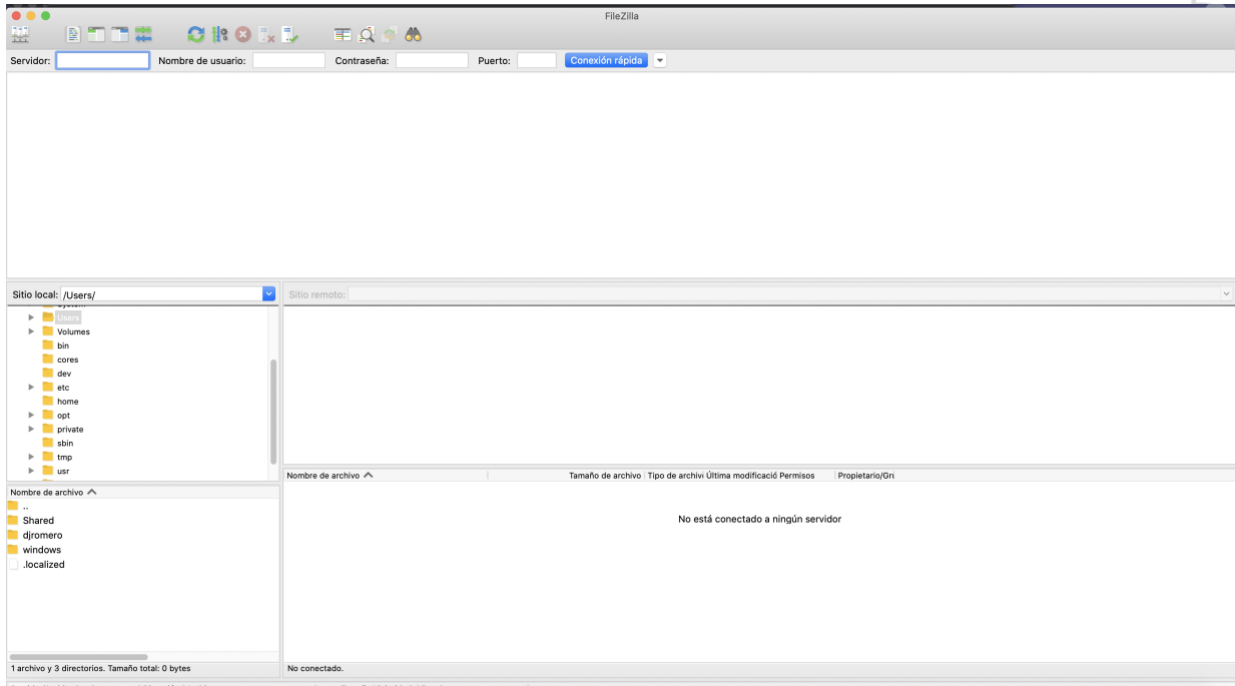


Image 3. Access to client FTP Filezilla

To access the shared folder, you must enter to the Server text box:

<ftp://190.121.137.227/EMPRESA/> (the word EMPRESA corresponds to the name of the company that will send the information). Then, in the text box User Name and Password, you must enter the credential received, the port must be left blank and finally click on connect.



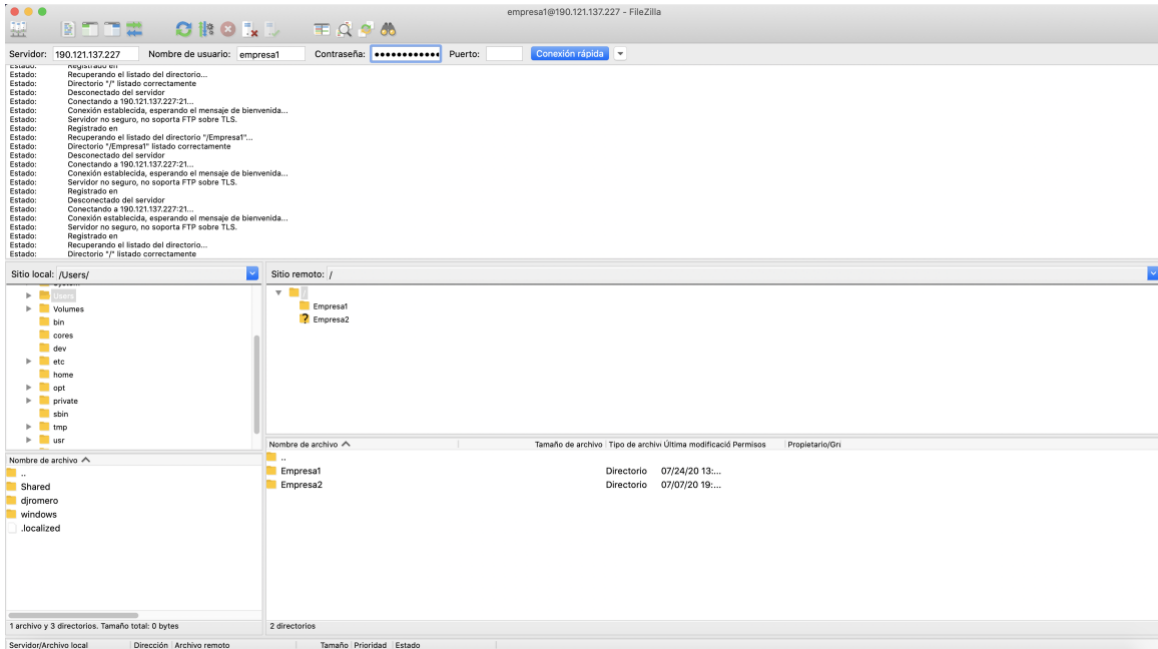


Image 4. FTP connected in client FTP Filezilla

After the successful connection through the FRP client, it is possible to transfer the files to the enabled folder assigned to the company, making sure that in the files window of the remote site, all and each of the required files have been transferred.

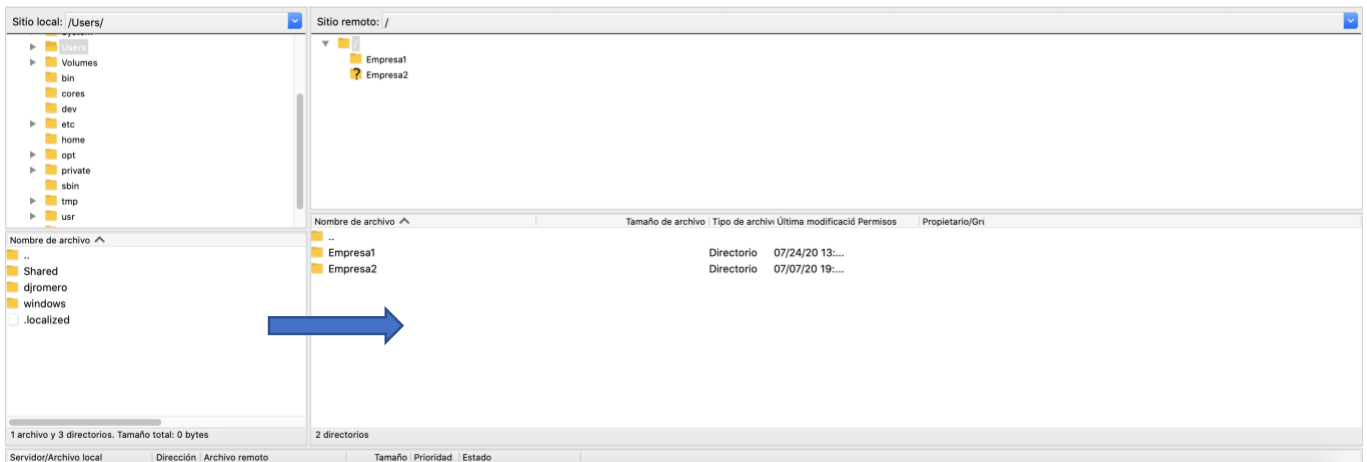


Image 5. Windows of FTP Filezilla client files

The transfer of files can be done by dragging the files from the file window in the local site to the file window in the remote site.

