

Step by Step Instructions

1. You must first fill out an application, and obtain your User name and Password.
2. Click on the ftp site from the eReview web page, or put the following in the browser address bar, and hit return.
<https://sftp.miamidade.gov>

3. This security alert will appear. Click the OK button.



4. This alert will appear. Enter your user name and password that you received from eReview. Click OK. If you have trouble logging on, email eReview at eReview@miamidade.gov.

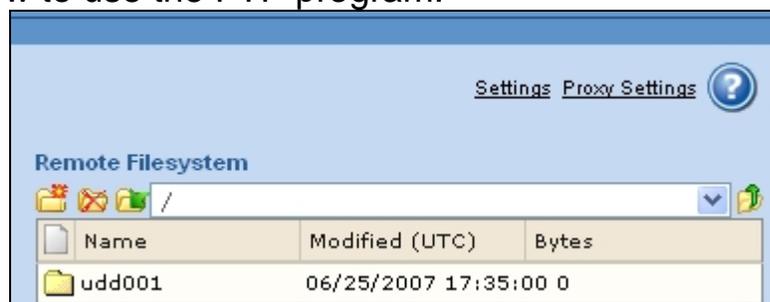


5. This warning will appear. Click the yes button.



6. You are now in the FTP program, and are ready to transfer files.

If you need help with the program, press on the question mark icon to learn how to use the FTP program.



7. After you have transferred your files, email us at eReview@miamidade.gov. Give us your company name, and attach the completed checklist document found on the eReview home page.

Email eReview@miamidade.gov if you have any questions.