




Maricopa County

Environmental Services Department

Instructions for downloading files to the Web Transfer Client site

1. Google Chrome is the preferred browser.
2. Please **click** on the following link to access the site:
<https://mcsftp.maricopa.gov/Web/Account/Login.htm#/>
3. You will use the following info to access the cloud:
 - i. **User Name:** EHPlans
 - ii. **Password:** \$End.Doc5! (please copy and paste password)
4. You can drag and drop or use the  Upload icon to upload individual file(s); a folder may not be recognized by the system.
5. Please name the file(s) by **business name** (and address if submitting for multiple locations).
6. Please **avoid** any special characters when naming files (e.g. /, -, !, *, #, etc.) as the program will not recognize them.
7. If you upload an incorrect file or have questions, please contact us at (602) 506-6824 or by email at esplanreview@maricopa.gov.
8. Do not upload applications to the site; applications must be submitted electronically or by email to esplanreview@maricopa.gov.