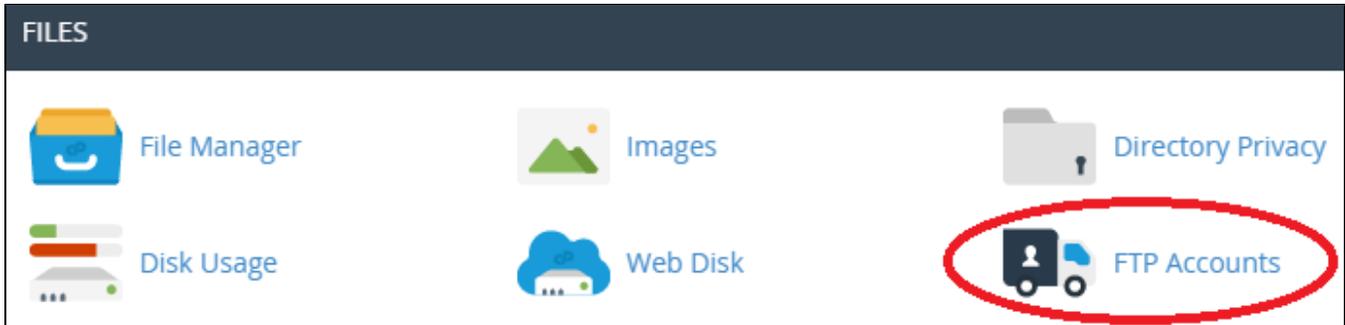


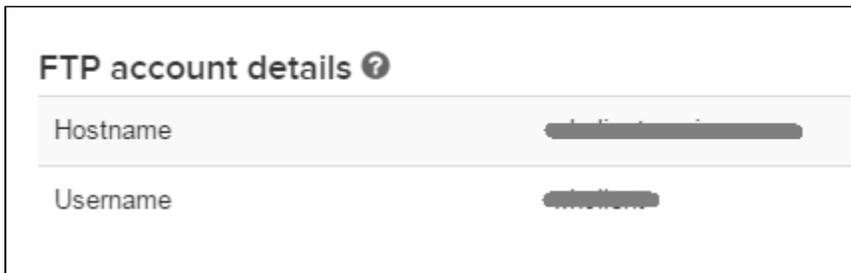
# How To Set Up FTP In cPanel

This article will assist you to setup a FTP account in cPanel for CHI clients.

- 1- [Log into your CHI dashboard](#) at [chi.westhost.com](http://chi.westhost.com).
- 2 - Navigate to your [shared hosting cPanel](#).
- 3 - Under the “Files” section click on “FTP Accounts”.



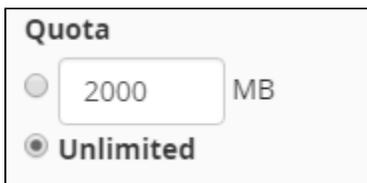
4 - Log In - Enter in your FTP Account Username. This can be found on the Shared Hosting homepage. To locate the homepage select the Shared Hosting icon on the left sidebar, then click on the hosting plan you're working with. The Shared Hosting homepage will appear.



- 5 - Password - Insert your FTP Password. This is the same password as your cPanel password. (Don't remember your cPanel password? [Click Here](#).)
- 6 - Directory - This is where you specify what folder(s) your new account will be able to access and where all of the files will be uploaded to by this user.
  - Specify the directory that this FTP user will have access to upload and overwrite any files to. Remove public\_html and enter a directory name is the suggested method to ensure your website files are not overwritten.



7 - Quota - By inserting a maximum number into the MB Quota section you restrict how much disk space is used within that account. If you do not want to have a limit then select “Unlimited”.



- 8 - Click “Create FTP Account”.
- 9 - You can now scroll down to the “FTP Accounts” heading and see your new FTP account listed and ready to use. You are ready to [upload your files](#).

**i** If you have any further questions regarding this process please feel free to contact our support teams through live chat or by submitting a support ticket from your CHI dashboard.

## Related articles

- [cPanel Error Log List](#)
- [How To Connect To My Webspaces](#)
- [cp.westhost.com Basics](#)
- [Why Can I Not Get Into PHPMyAdmin](#)
- [What Is cp.westhost.com And How Do I Use It](#)