

## How to create a new FTP account?

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- » In CPanel, click on FTP Manager, then click on FTP Accounts.
- » There are four main accounts already created. These cannot be deleted.
- » Click on "Add FTP Account".
- » Enter a new login and password for the account (the password needs to be 6-8 alpha-numeric characters and cannot include your username).
- » Note that the Directory field is automatically pre-filled with /yourlogin. You can change this to something else, or enter a "/" to grant this user access to the entire site.
- » Click Create.