



FTP Accounts

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Goal

FTP stands for File Transfer Protocol, a method of managing the files associated with your website. cPanel comes complete with an FTP server that is pre-configured and easy-to-use. If you are the website owner, your FTP access should already be configured. You can login via FTP using your cPanel account username and password. You can also set up FTP accounts for other users. First, you need to create a user's account. Then, the user will be able to log into your website using an FTP client such as FileZilla or Cyberduck.

Note: When a user tries to log into the FTP site using a client, he or she will need to format their user name as `username@example.com`.

We are dividing the FTP Accounts guide into six sections that are provided below. Going through each section, you will learn how to create FTP accounts on your cPanel server and how they can be managed.

1. Add an FTP Account
2. The FTP Account Management Table
3. Remove an FTP Account
4. Edit an FTP Account's Quota
5. Change an FTP Account's Password
6. Configure an FTP Client

1. Add an FTP Account

Adding an FTP account will allow users to access the domain's folder on the server's hard disk. To create an FTP account, please follow the steps below:

1. Login to cPanel as `IP ADDRESS:2082` using your main cPanel account username and password mentioned at the time of account creation in WHM.
2. Click on [FTP Accounts](#) in the [Files](#) section.



3. There you will find the Add FTP Account section.

The screenshot shows the 'Add FTP Account' form with the following fields and values:

- Login: ftpuser @mhctest.com ✓
- Password: [Empty]
- Password (Again): [Empty]
- Strength (?): Very Weak (0/100) Password Generator
- Directory: /home/mhctest/ public_html/ftpuser ✓
- Quota: 2000 MB ✓ Unlimited
- Button: Create FTP Account

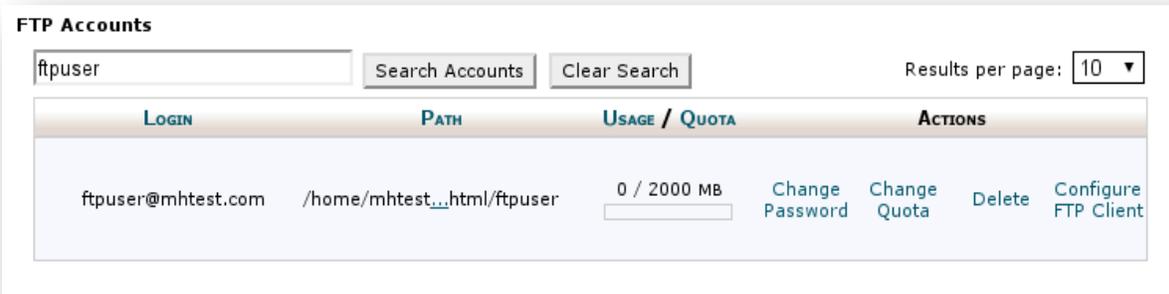
4. Enter a username for login. In the Password box, type the account's password. (For help generating a strong password, click the Password Generator button.)
5. Retype the password in the Password (Again) box.
6. Specify the FTP account's home directory. (You can only specify the directory under your user home directory.)
8. Set the disk space quota. The Quota field determines how much disk space will be allocated to the FTP account.
9. Click Create FTP Account.

Upon creation, the new account should be displayed in the list below. This list contains four functions for existing accounts. You can:

1. Change a password.
2. Adjust a quota.
3. Delete an account.
4. Configure an FTP client.

2. The FTP Account Management Table

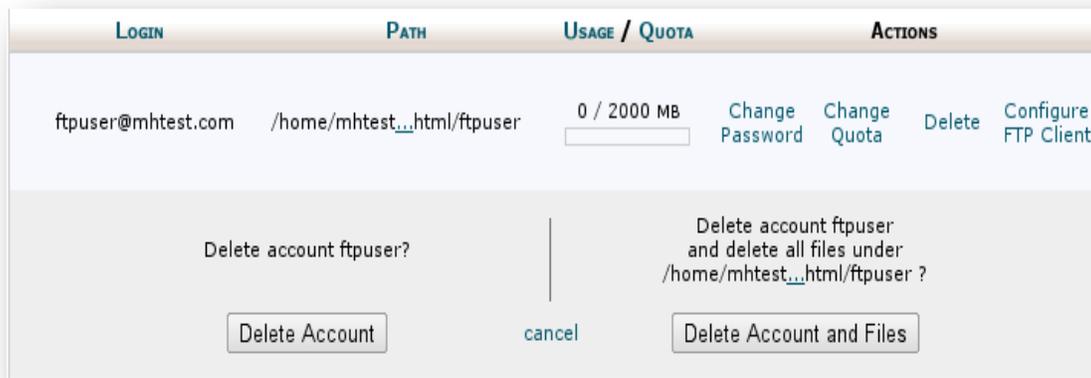
This table allows you to perform several functions on existing FTP accounts. To search for specific accounts, enter a keyword in the box and click Search Accounts. cPanel will show only the accounts that contain the keyword. To view accounts that match your search criteria, click the Clear Search button.



3. Remove an FTP Account

To remove an FTP account, please follow the steps below:

1. Login to cPanel as described above.
2. Go to [FTP Accounts](#) under the [Files](#) section
3. Click [Delete](#) next to the FTP account you wish to remove.
4. Confirm that you wish to delete the FTP account by clicking the [Delete Account](#) icon. Otherwise, you can click the [Delete Account and Files](#) icon; this action will remove the account and all the files under its home directory.



4. Edit an FTP Account's Quota

The account quota limits the amount of data that a user can upload to your server. To change an FTP account's quota, please follow these steps:

1. Click the [Change Quota](#) link for the FTP account whose quota you wish to change.
2. Select the [FTP Quota](#) option and enter the amount of the quota (in megabytes), or click [Unlimited](#).
3. Click [Change Quota](#).

ftpuser@mhctest.com /home/mhctest...html/ftpuser 0 / 2000 MB [Change Password](#) [Change Quota](#) [Delete](#) [Configure FTP Client](#)

FTP Quota: 2000 MB Unlimited

[cancel or](#) [Change Quota](#)

5. Change an FTP Account's Password

To change an existing FTP account's password, please follow the steps below:

1. Click the [Change Password](#) link for the FTP account whose password you wish to change.
2. In the [Password](#) field, enter the new password for the FTP account.
3. Retype the password in the [Password \(again\)](#) field.
4. Click [Change Password](#).

ftpuser@mhctest.com /home/mhctest...html/ftpuser 0 / 2000 MB [Change Password](#) [Change Quota](#) [Delete](#) [Configure FTP Client](#)

Password: ✓

Password (again): ✓

Strength: **Very Strong (100/100)** [Password Generator](#)

[cancel or](#) [Change Password](#)

6. Configure an FTP Client

In order to configure an FTP client on your local machine, please follow the steps below:

1. Click the [Configure FTP Client](#) link for the FTP account whose FTP client you wish to configure.
2. Click on the instructions corresponding to the FTP client software you are using on your local

machine. Then, in the pop-up window, you can see the steps you need to follow in order to configure the FTP clients for your FTP account.



Conclusion

By going through the above steps, you should now be able to create and edit the FTP accounts of a particular cPanel account. If you encountered any issues with this guide, please also note that there is additional information available in our Wiki database at <http://myhosting.com/kb>. Finally, we encourage you to contact our technical support team by email at vps@myhosting.com, or calling us at 1-866-289-5091 with any questions or concerns.