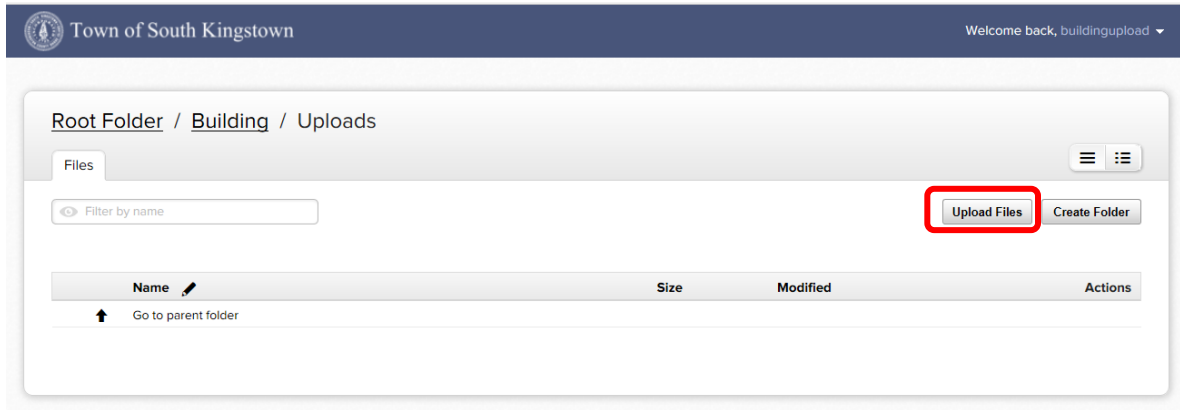
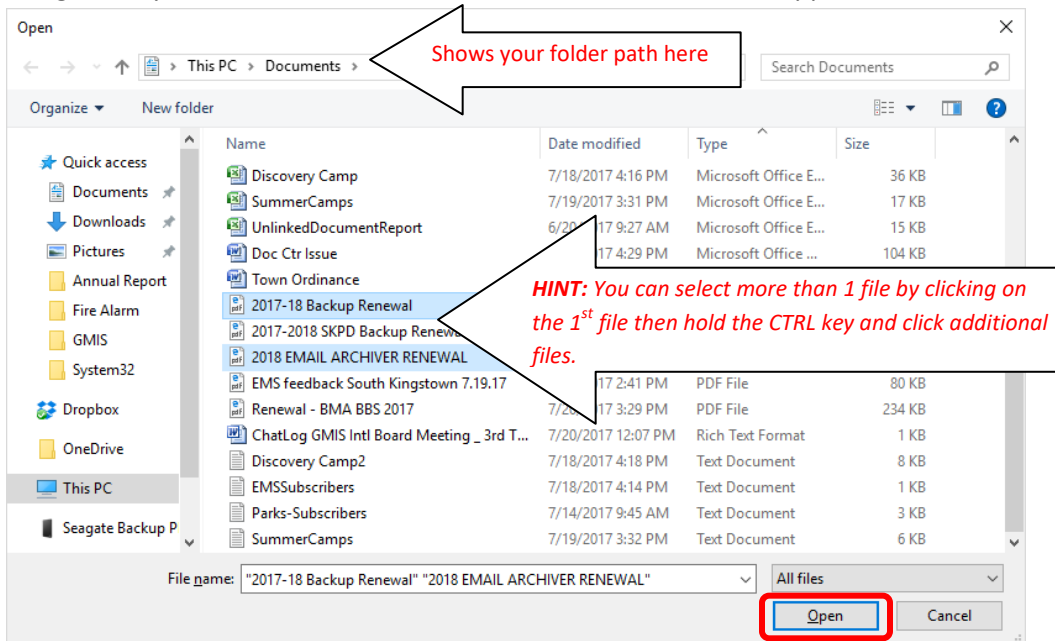


How to upload files to the Town of South Kingstown's document portal

1. Web address is: <https://skri.brickftp.com>
2. Log onto the site using the credentials supplied to you by Town staff.
3. You will land in the Uploads folder.
4. Click the "Upload Files" button.



5. Navigate on your PC to where the files are located and select the applicable files.



6. Click Open. The files will now appear on the site and Town staff will be notified via email.
7. Please logout by clicking the user name in the right hand corner the click on the "logout" option.

