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Creating additional FTP users in cPanel

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Overview:

You can create and limit alternative FTP accounts in your cPanel. With this, you can pass limited or full access to a third-party, such as a web developer, to access and manage website files on your behalf. You can also generate an FTP configuration file for CoreFTP or Cyberduck to simplify the connection type.

Prerequisites:

Validate your IP address via the [Micron21 WebAuth](#). For more information, you can review our [WebAuth article here](#).

Method:

1. Log into your cPanel hosting service.
2. Navigate to the "**FTP Accounts**" tool in the files category.
3. Enter the required details for the account.
 1. **Log In:** Enter the username for the account.
 2. **Domain:** Select the domain you would like associated with the account.
(When supplying the login details, the username will be a combination of the two in the form of an email address. The address does not need to exist in the account for the username to allow a connection).
 3. **Password:** Set the password for the account, you can generate a random password using the "**Password Generator**" button.
 4. **Directory:** Set the directory where the account will have top-level access. By default, the directory will be set to your user directory (top level) and as you fill in the username and domain, it will add them as a path. For example: /home/youruser/domainname/username.
 5. **Quota:** Set the data limit for uploads from the FTP user.
4. Click the "**create FTP Account**" button to generate the FTP user.

You can supply users the [Server Hostname or IP](#), Username and Password or [generate an FTP configuration file](#) and supply the file to them.

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