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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