

How to use Cope CMMC FTP Site

Logging In

Open <https://cmmc.copeplastics.com> in your Internet browser. You should have received your login and password in a secured email. Make sure you read the statement and check the box, then click Sign In.

This computer system is the property of Cope Plastics, Inc. It is for authorized use only. The information contained on this system is considered CUI (Controlled Unclassified Information) and should be handled with care. Unauthorized or improper use of this system, or unauthorized sharing/dissemination of the CUI contained on this system, may result in administrative disciplinary action, civil charges/criminal penalties, and/or other sanctions. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

I have read and agree to the above terms and conditions.

[Forgot your password?](#)

[Request an Account](#)

Choose your security questions and answers.

Security Questions for auser@copeplastics.com
Please select and answer two security questions for your account. You will be asked these questions if you ever need to reset your account password.

Security Question #1

Question #1: [Dropdown menu]
Answer #1: [Text input field with placeholder: Enter a new answer here (old answer not shown)]

Security Question #2

Question #2: [Dropdown menu]
Answer #2: [Text input field with placeholder: Enter a new answer here (old answer not shown)]

Once logged in you will see the folders you have permissions for. **IN** for files you want to send to Cope, **OUT** for files you need to download from Cope.

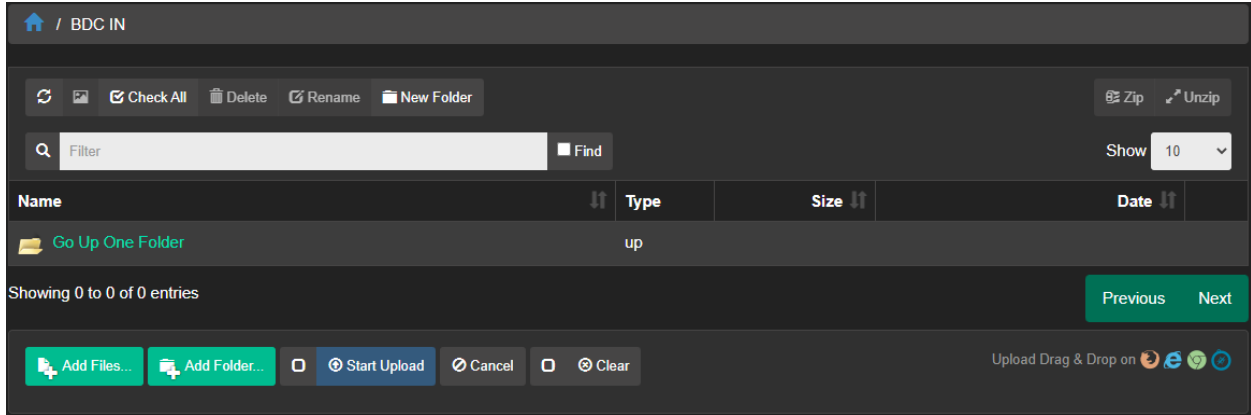
Name	Type	Size	Date
BDC IN	folder		3/13/2023 2:47 PM
BDC OUT	folder		3/13/2023 3:48 PM

Showing 1 to 2 of 2 entries

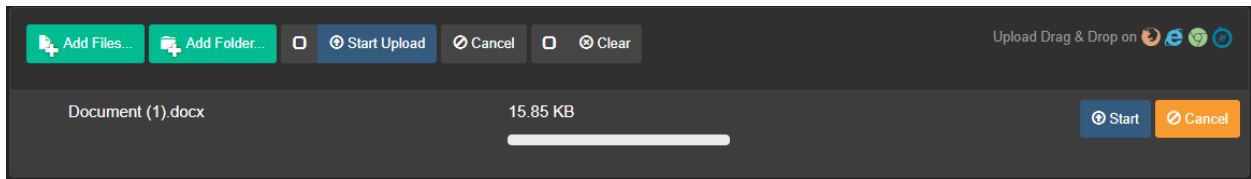
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Uploading Files (IN)

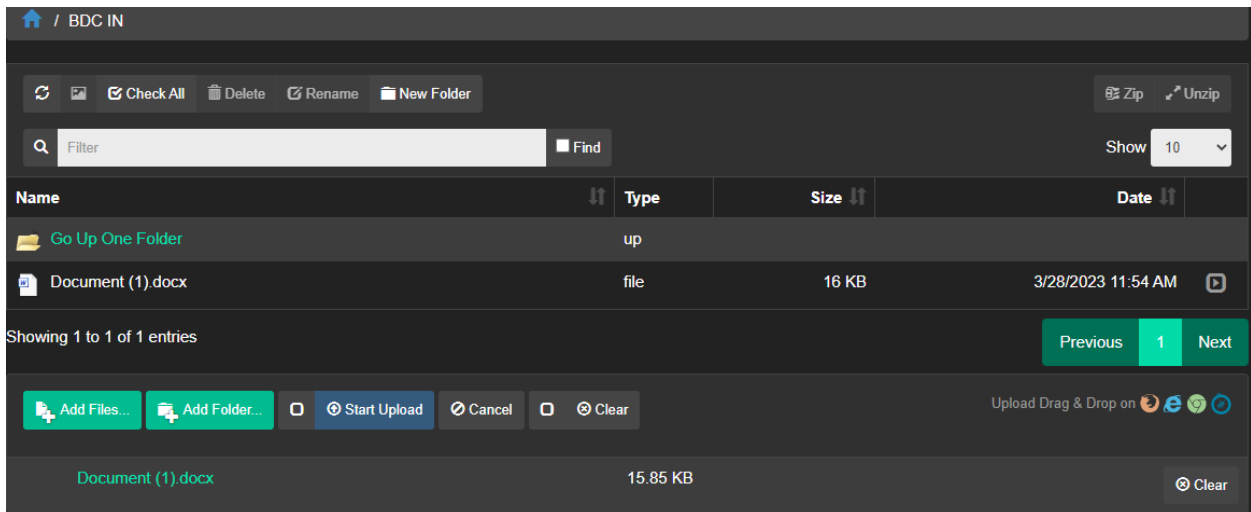
If you click on **IN** you will see this screen. Click Add Files and you will see a browse window. Choose the file(s) on your computer that you want to send to Cope. You can also upload an entire folder by choosing 'Add Folder' instead.



Once you have chosen your file(s) or folder click Start to begin the upload.



Once the upload is complete it will appear in the folder. If you have no more files to upload, you are finished and can log out. If you have more files to upload, you can repeat the steps above.



Downloading Files (OUT)

You will only see files in the Out when you request them from a Cope representative.

To download files from the FTP site, click on the **OUT** folder in the main screen. You should see the file(s) available to you. Click the Expand button on the far right, as seen below. After that you can click Download to save the file to your computer.

