

## Digital Accountability and Transparency Act (DATA Act)

WinSCP Submission Instructions for the Cloud Drop Box

May 5, 2017

🛃 WinSCP Login			? <u>-</u>
New Site		Session File protocol: SFTP Host name: User name: Save	Port number: 22 - Password: Advanced
Tools 🔻	Manage 🔻	Login 🗸	Close Help

Open WinSCP -> New Site on the left-hand side. See Screenshot:

On the next screen, please enter the following:

File Protocol: click on the dropdown and select SFTP. Host name: 199.139.136.71 Port number: 22 Userid name: intpr\*\*\*\* (Ex. intprar00)

🖥 WinSCP Login			?	<u> </u>
New Site		Session File protocol: SFTP Host name: 199.139.136.71 User name: intprar00 Save	Password:	Port number: 22 -
Tools 🔻	Manage 🔻	Login	Close	Help

After entering the information above, click on Login and enter your password.

Password - intprar00@199.139.136.71
Searching for host
Connecting to host
Authenticating
Using username "intprar00".
Password:
Remember password for this session
OK Cancel Help

The following screen will display after clicking OK:

🔒 intprar00@199.139.136	.71 - WinSCP						- 🗆 ×
Local Mark Files Con	nmands Session Options Re	emote Help					
🕀 🕃 🍃 Synchronize	🗖 🥜 💽 1 🎯 📴 🚳	Queue + Transfer Settings Default	• 189 •				
📮 intprar00@199.139.13	6.71 Sew Session						
1	• 🚰 😨   💠 • 🕪 •   👩	a 🗈 🔂 🥵 😘	intprar00 👻	🖸 🔁		Rind Files	20
Upload 👔 🔐 Edi	t 🗶 🛃 🔯 Properties 😭		Download	r Edit 🗙 🚮 🕻	Properties 🚰 🕞	+	
			/home/intprar00			- 2.1	
Name + Ext	Size Type	Changed	Name + Ext	Size	Changed	Rights	Owner
					3/3/2016 2:13:23 PM	TWXTWX	2094
			in in		2/2/2017 7:55:47 AM	rwxrwx	2094
			0 B of 0 B in 0 of 2				
					<u> </u>	SFTP-3	0:00:23

Click on the in folder. Next, place your file there (/home/intpr<agencycode>/in). <u>\*\*IT'S VERY</u> IMPORTANT THAT THE FILE IS PLACED ON THE "IN" DIRECTORY. IF NOT IN THE CORRECT DIRECTORY, THE FILE WILL NOT BE PICKED UP. \*\*

Close and Done.