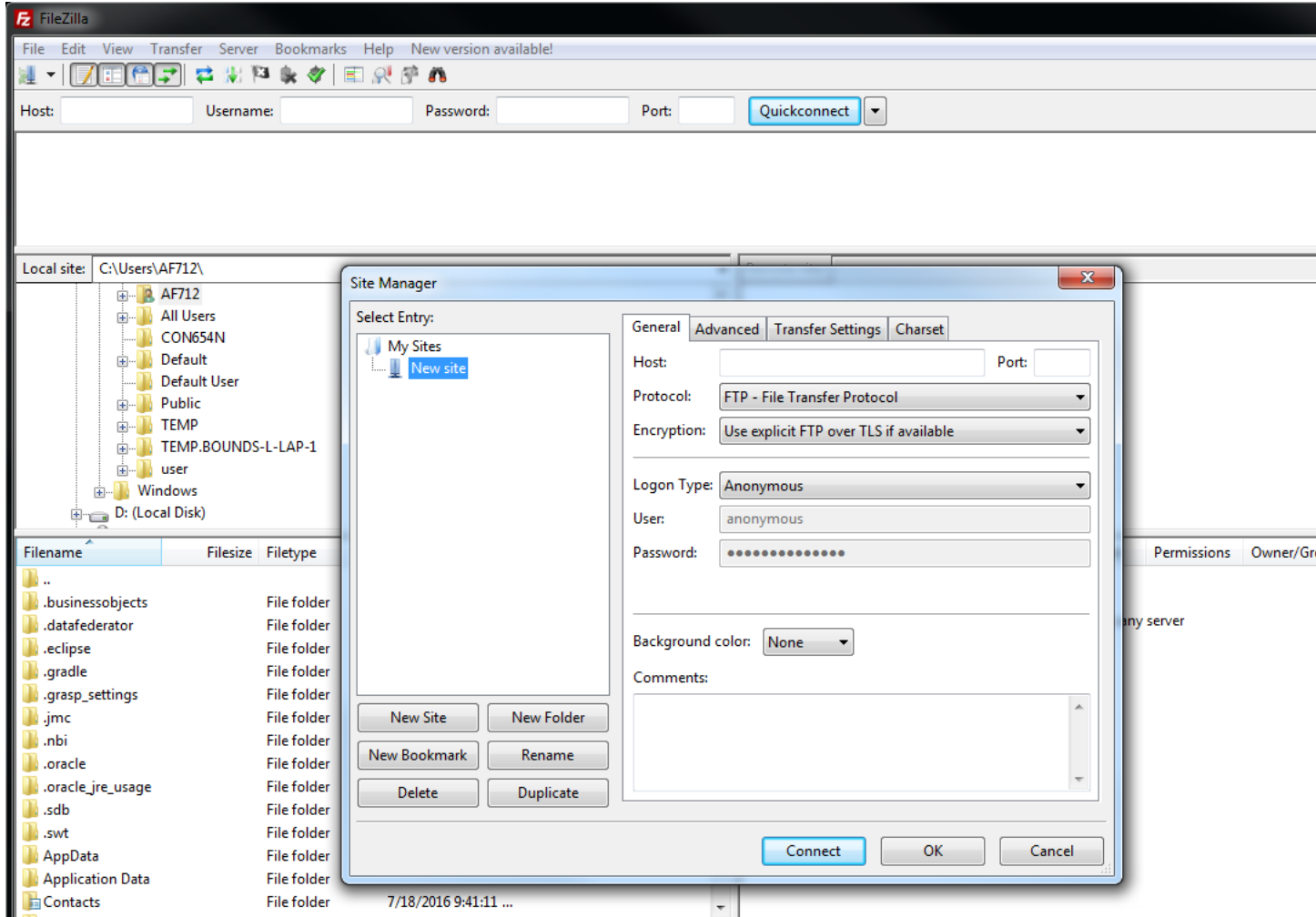# Digital Accountability and Transparency Act (DATA Act)

FileZilla Submission Instructions to the Cloud Drop Box

May 5, 2017

Open FileZilla-> click on File-> Site Manager-> New Site. See Screenshot:

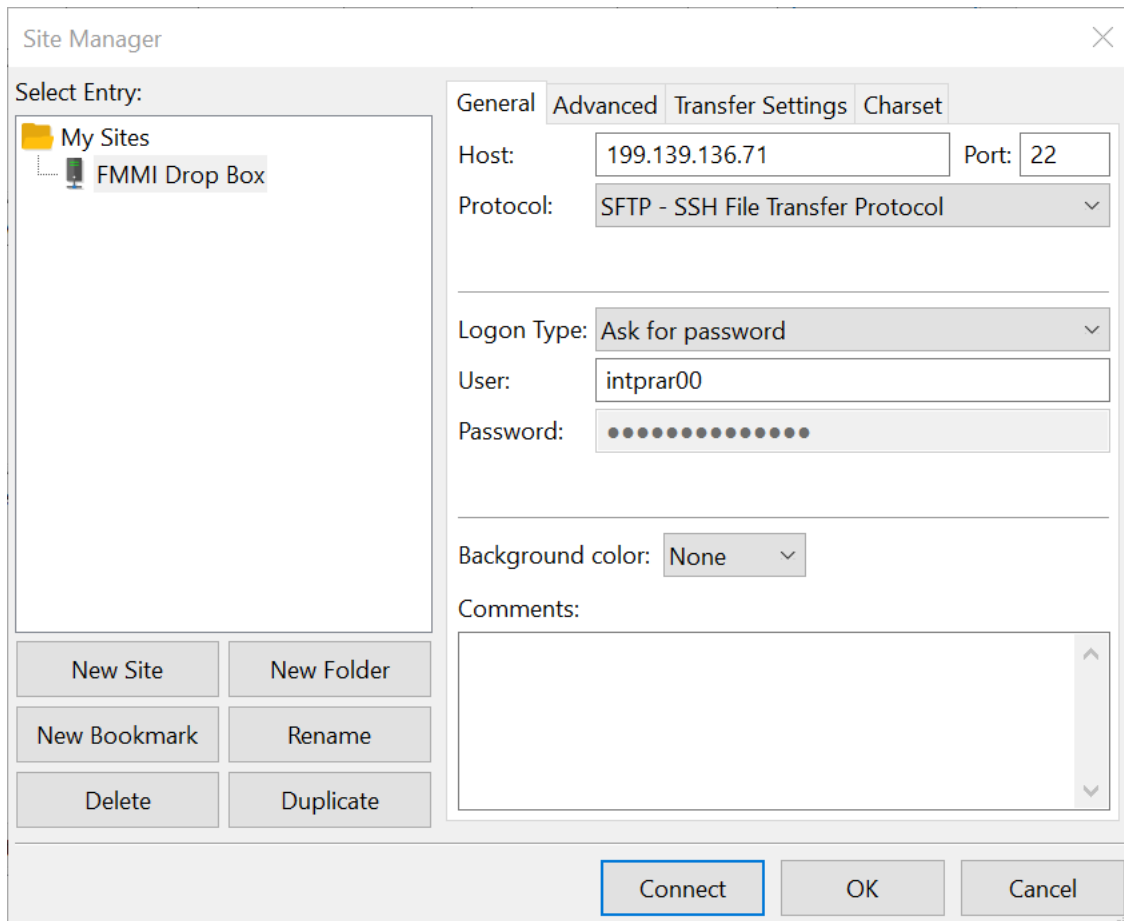On the next screen, please enter the following:

Host: 199.139.136.71
Port: 22
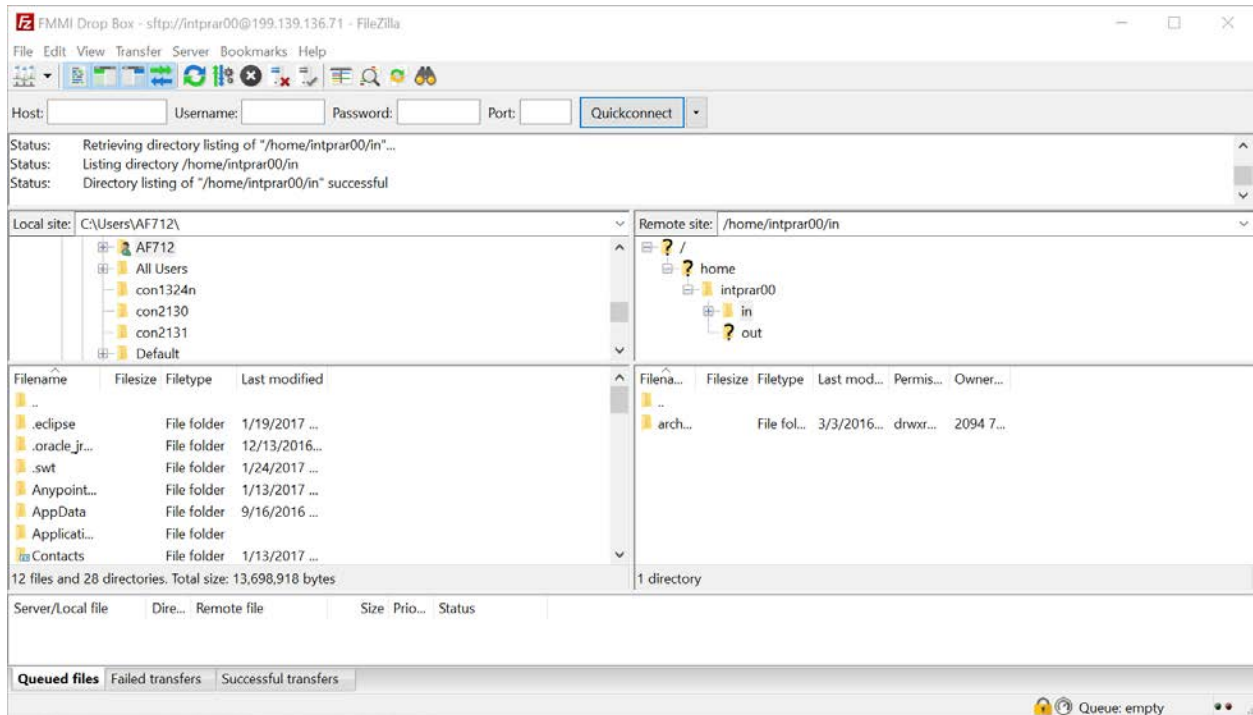**Protocol:** click on the dropdown and select "SFTP – SSH File Transfer Protocol"
Login Type: click on the dropdown and select "Ask for password"
Userid Name: (intpr****) ex: intprcf00

In this example, please note, I used agency ARS's production id, which is intprar00. Please use your agency production id.

After entering the information, click Connect and enter your password. Screenshot below should appear (This is the location for intprar00. You won't see this unless you're employed by agency ARS. You'll see your agency folder intpr<agencycode>):

First, click on your intpr**** folder, then click on the in folder. Once this is done, place your agency file here (intpr<agencycode>/in). **IT'S VERY IMPORTANT TO PLACE THE FILE IN THE "IN" DIRECTORY. IF NOT IN THE CORRECT DIRECTORY THE FILE WILL NOT BE PICKED UP.**

Close and Done.