

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:

🔁 FileZilla			
File Edit View Transfer Server Bookmar	ks Help New version available!		
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Host: Username:	Password:	Port: Quickconnect	
Local site: C:\Users\AF712\	Site Manager	×	
B→B AF/12 B→B All Users CON654N B→B Default Default User B→B Public	Select Entry:	General Advanced Transfer Settings Charset Host: Port: Port: Protocol: FTP - File Transfer Protocol	
TEMP TEMP.BOUNDS-L-LAP-1 User User D: (Local Disk)		Encryption: Use explicit FTP over TLS if available	
Filename Filesize Filetype businessobjects File folder File folder		Password:	Permissions Owner/G
colipse c		Background color: None Comments:	
jinc File folder	New Site New Folder New Bookmark Rename Delete Duplicate	· · · · · · · · · · · · · · · · · · ·	
.sdb File folder .swt File folder AppData File folder Application Data File folder		Connect OK Cancel	
File folder	7/18/2016 9:41:11	v	

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.

Site Manager			\times
Select Entry:		General Advanced Transfer Settings Charset	
My Sites		Host:199.139.136.71Port:22Protocol:SFTP - SSH File Transfer Protocol	
		Logon Type: Ask for password User: intprar00 Password: ••••••••• Background color: None ~	~
		Comments:	
New Site	New Folder		^
New Bookmark	Rename		
Delete	Duplicate		\checkmark
		Connect OK Cance	•

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>):

Host	Username:	Password:	Port	Quicko	onnect ·		
Status: Retriev Status: Listing Status: Direct	ving directory listing of "/hom directory /home/intprar00/ii ory listing of "/home/intprar0	ne/intprar00/in" 1 0/in" successful					· · ·
Local site: C:\Use	rs\AF712\			~	Remote site: /home/intprar00/in	 	~
8- 	AF712 All Users con1324n con2130 con2131 Default			^ ~	P→? / Phome P→ intprar00 P→ in P out		
Filename F 	File folder 1/19/20 File folder 1/19/20 File folder 1/2/13/20 File folder 1/24/20 File folder 1/13/20 File folder 9/16/20 File folder 1/13/20	lified 17 17 17 16 17		•	Filena Filesize Filetype Last mod Permis Owner a arch File fol 3/3/2016 drwxr 2094 7		
12 files and 28 dir	ectories. Total size: 13,698,91	8 bytes			1 directory		
Server/Local file	Dire Remote file	Size Prio S	Status				

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.