

Conducting Secure File Transfers with the Department of Revenue Permanent, Regularly Used or Application Based

Steps to obtain the authority to conduct secure file transfers

1. Go to <http://on.wisconsin.gov> and click on “self registration.”
2. Read the Wisconsin Web Access Management System User Acceptance Agreement and if you agree, click on “accept.”
3. Fill out the user information. **NOTE:** 1) You must have an accessible and unique e-mail address to complete the self-registration process. 2) Your WAMS ID should not begin with a number (but it can have numbers within it).
4. Submit your contact and account information. You will be sent a confirmation e-mail immediately containing a web link to the Account Activation Page.
5. Click on the web link in your confirmation e-mail. You must respond to this e-mail within four days.
6. Log in using your WAMS ID and password to activate your WAMS account.
7. Email you new WAMS ID (without the password) to your DOR contact.
8. Once you have heard back from your DOR contact, you can proceed on to the next section.

Steps to access the secure FTP site

1. You will need to download and install a copy of the WinSCP software. This software can be downloaded from www.winscp.net. (BEWARE of download buttons that are advertisements. Instead be sure to use the test download links.) Your Department of Revenue contact should have provided you with a second document titled *Using WinSCP*, which will give you more detailed setup instructions.
2. Launch the application. Enter **dorftp01.revenue.wi.gov** in the 'Host name' field. In the 'User name' field enter your Wisconsin User ID (WAMS ID) that you created previously, (use the same upper and lower case you did when you created the account). In the Protocol field select SFTP. Leave all other fields as they are and click 'Save'. Name the session with a name of your choice in the 'Save As' window.
3. Highlight the session name and click login to proceed.

The first time you log in, a warning screen will pop up because you currently do not have the server's public key. Click 'Yes' to add the host key. This will only happen the first time you connect.

4. Once you are logged in, you can begin transferring files to the Department of Revenue. If you have come to the secure FTP site to drop off files you should put them in the “**dropoff**” directory. If you have come to this secure FTP site to pick-up files you will find any available files in the “**pickup**” directory.