

TRIP: Using WinSCP to Transfer Confidential Files

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.

Using WinSCP

Introduction

WinSCP enables you to transfer files safely and securely to and from your computer and the Department of Revenue's Secure FTP server. This software can be downloaded at www.winscp.net (BEWARE of download buttons that are advertisements. Instead be sure to use the test download links.)

What is Secure FTP (SFTP)?

Secure FTP provides a safe and secure (encrypted) connection for transferring files between your computer and the Department of Revenue.

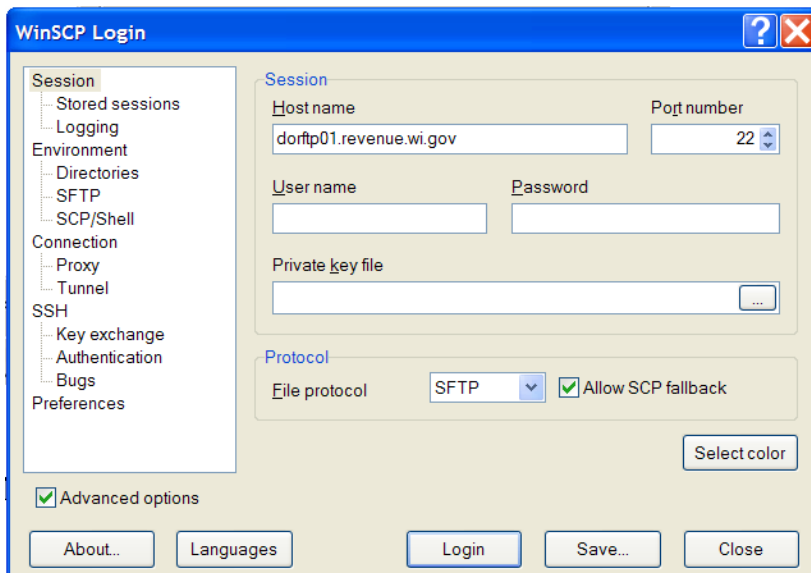
How to connect

If you have not been specifically provided a temporary sFTP id by your Department of Revenue contact, you will need to follow the directions in the document *Conducting Secure File Transfers with the Department of Revenue -Permanent, Regularly Used or Application Based* which includes instructions for both applying for a WAMS id and where to download the WinSCP utility. Your Department of Revenue contact should provide you both documents during your request process.

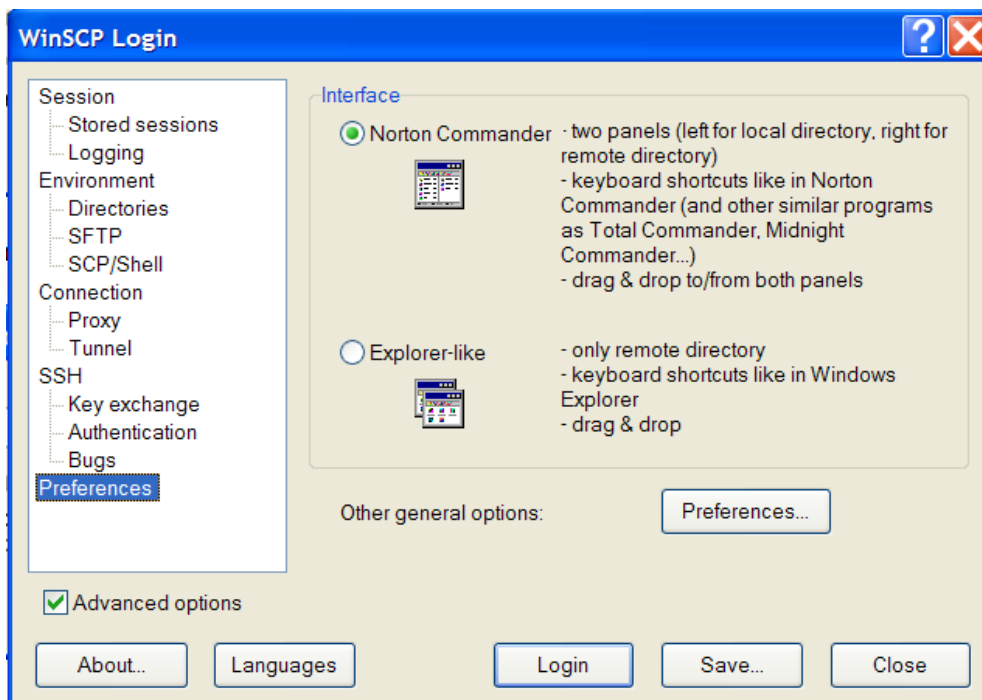
To connect to the server you must first launch the WinSCP client. To do this find the WinSCP icon on your desktop that looks like two computers with a lock and double-click on it. This will launch the application.

For details on installing and using WinSCP, please see the WinSCP official documentation at <http://winscp.net/eng/docs/start>, which includes a helpful Quick Start guide; or use the Help menu within the program.

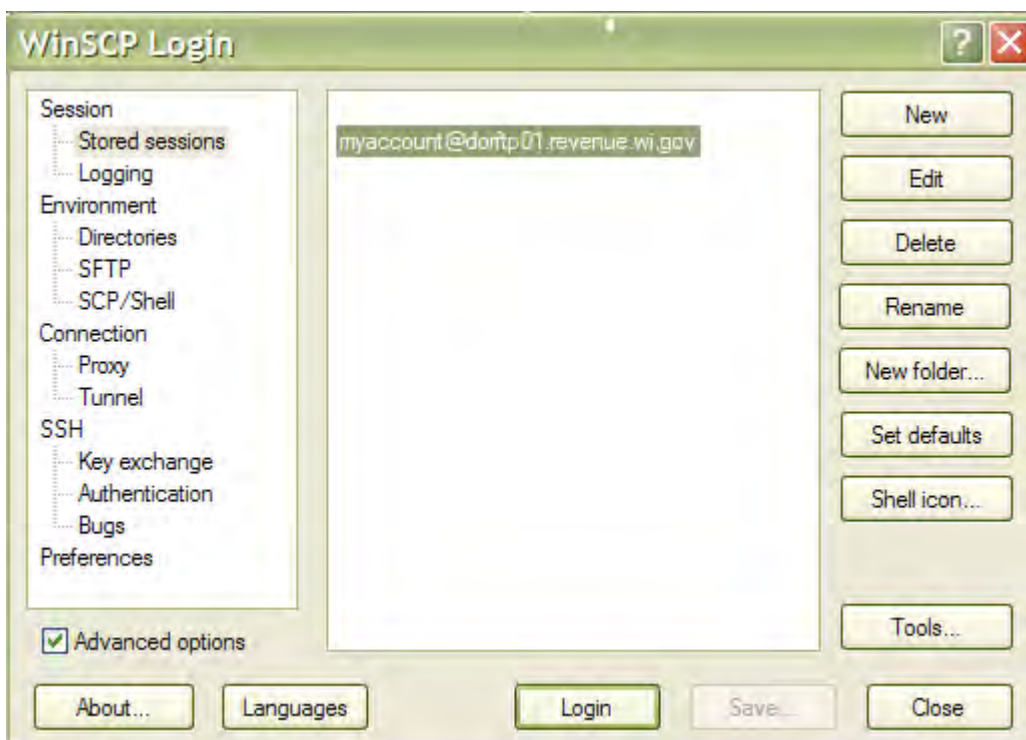
Once the application launches, you will see the WinSCP Login window. Enter *dorftp01.revenue.wi.gov* in the 'Host name' field. In the 'User name' field enter (with the same upper and lower case you created the account with) the Wisconsin User ID that you created at the <http://on.wisconsin.gov> website or the temporary sFTP account provided by your Department of Revenue contact. In the Protocol field select SFTP. Leave all other fields as they are.



You will need to make sure one Preferences change is made. Click on Preferences in the left window and the following screen will appear. Make sure that the “Norton Commander” choice is selected and click Save button.

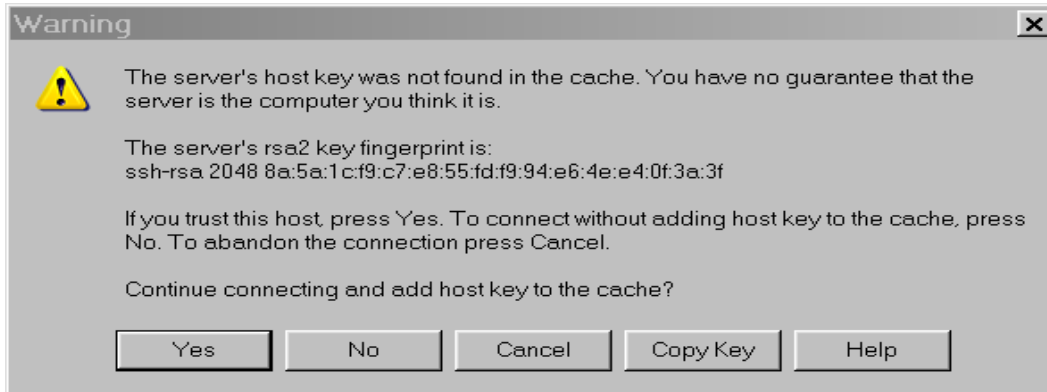


You will then see the main User Login screen. You will see this screen each time you launch WinSCP from now on. Double click on your user name or click it once and click the Login button.

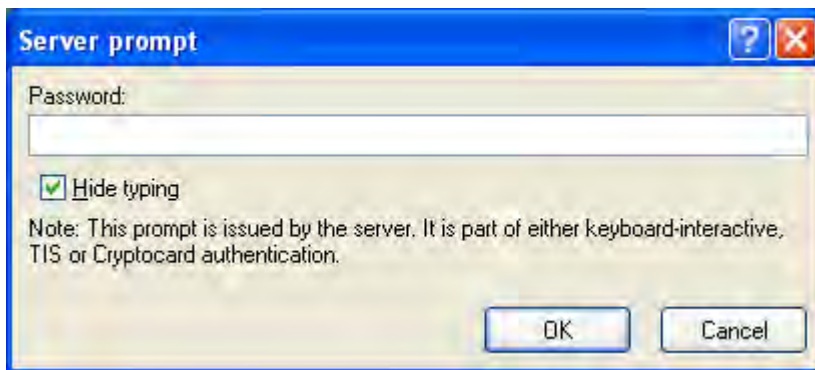


A Warning screen like below will pop up because you currently do not have the server's public key.

You can confirm the below fingerprint with what appears on your screen. These keys should match. Then, click Yes. This will only happen the first time you connect.



You will now be prompted for your password. Once you have entered your password click OK.



You are now connected. The interface is split into two pieces. The left hand box has your filesystem. The right hand box with the heading of just a slash is the filesystem on the Department of Revenue SFTP server.

You are now ready to transfer files from your computer to the Department of Revenue.

Once you have installed and set up the SFTP connection you are ready to transfer files to DOR or receive files from DOR.

- Use the “**dropoff**” directory to send files to DOR.
- Use the “**pickup**” directory to retrieve files from DOR.
- Use the “**testdropoff**” directory to send test files to DOR.
- Use the “**testpickup**” directory to retrieve test files from DOR.

NOTE: When testing with DOR, send an email to trip@revenue.wi.gov when a file is placed on the server. The test process is not set up for automated processing.

TRIP sFTP File Naming Conventions

Sending a File - The name of the data file you send us should be 23 characters long, plus an .xml extension. The file name is comprised of 4 parts, as follows:

1) A file type indicator, 3 characters. See table below:

Indicator	Description
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FME	File Maintenance
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FMR	File Maintenance Response
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CDE	Closed Debt File
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PNO	Posting Notification
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ASU	Agency Summary
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Note: The agency will send DOR the FME file and pick up the FMR, CDE, PNO and ASU files.

2) The agency Federal Employer Identification Number (FEIN), 9 characters.

3) The transmission date, with a 4 digit year and a 3 digit Julian date (YYYYJJJ), 7 characters.

4) A unique alphanumeric string such as time HHMM, 4 characters.

Example: File Maintenance file

EIN = 391234567

Date = April 26, 2010 = 116 Julian (Ordinal) Date

Unique for the day 4 Characters = 1530 (from 3:30 PM)

File name = FME39123456720101161530.xml

The file may be also be compressed into a zip file. The zip file should use the same file name, but with a .zip extension.

WARNING: Improperly named or constructed files will be ignored/quarantined by our system.

Submission ID NOTE: The 20 char string (excluding the leading three char file type indicator and the .xml extension) is used as the Submission ID (9123456720101161530 from file name above) in the TRIPHeader.

Secure FTP – Common Problems Troubleshooting

If you continue to have connection problems after going through the “Using WinSCP” document provided to you by your Department of Revenue contact, please double check the below items.

Are you using the WinSCP utility?

Ensure you are using a Secure FTP download utility. Do not use your internet browser ftp function as it is not using the secure FTP port. The Department of Revenue suggests WinSCP (www.winscp.net). It is free and Department of Revenue employees are familiar with this product to help with settings if necessary.

Did you double check your typing in the WinSCP Login Screen for the Host Name, Port number, User name and Password?

Host name: dorftp01.revenue.wi.gov

Port number: 22

User name: your WAMS ID (exactly as created with same upper and lower case)

Password: your WAMS ID Password

Is your WAMS ID recognized by the Department of Revenue Secure FTP server?

The Department of Revenue Secure FTP server has more restrictive WAMS ID and password requirements. Although it may work in WAMS, the DORFTP01.revenue.wi.gov may not accept the ID or password. Remember, your WAMS ID cannot begin with a number but it can have numbers in it. Your password must be between 7 and 20 characters long **and** must contain a combination of letters and either numbers or special characters (except @). A previously used password may not be accepted. Passwords must be in lower case. If you need to change your WAMS ID, you can choose the “Profile Management” link at <https://on.wisconsin.gov>.

Is your WAMS ID account locked?

If you want to check if your WAMS ID is active, you can choose the “Profile Management” link at <https://on.wisconsin.gov>. If you are able to log in, your account is fine. If your WAMS account is locked you can choose the “Account Recovery” link at <https://on.wisconsin.gov>.

Is your network port 22 open?

The TCP Port 22 is identified as the Secure FTP port on networks. If you are unsure whether port 22 is open, contact your network administrator, or network service provider and request that port 22 be opened for both incoming and outgoing communication.