

## Using WinSCP to Transfer Confidential Files

### Authority for Secure File Transfers

1. Go to <http://on.wisconsin.gov> and click on "self-registration."
2. Read the Wisconsin Web Access Management System (WAMS) User Acceptance Agreement and, if you agree, click "accept."
3. Fill out the user information. **Note:** a) You must have a valid and unique e-mail address to complete the self-registration process, and b) Your user ID (WAMS ID) should not begin with a number but can have numbers within it.
4. Submit your contact and account information. A confirmation e-mail is immediately sent with 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 your new WAMS ID (without the password) to your DOR contact.
8. Wait for a response from your DOR contact before proceeding to the next section.

### Access Secure FTP Site

1. Download and install a copy of the WinSCP software from [www.winscp.net](http://www.winscp.net). Choose the "Commander" user interface style in the user installation settings. BEWARE of download buttons that are advertisements. Use the test download links only. Your Department of Revenue (department) contact should have sent you a document titled *Using WinSCP*, which gives 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 WAMS ID and enter your password using the same upper and lower case letters you entered when you self-registered. In the Protocol field, confirm "SFTP" is selected. Leave all other fields as they are and click "Save."

**Note:** The first time you log in, a warning screen pops up because you do not have the server's public key. Click "Yes" to add the host key.

3. Once logged in, you can transfer files to the department. To send files to the department, put them in the "**dropoff**" directory. Files the department sends to you are in the "**pickup**" directory.

# Using WinSCP

## Introduction

WinSCP allows you to transfer files safely and securely between your computer and the Department of Revenue's secure FTP server. Download this software at [www.winscp.net](http://www.winscp.net). Beware of download buttons that are advertisements. Use the test download links only.

## What is Secure FTP (SFTP)?

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

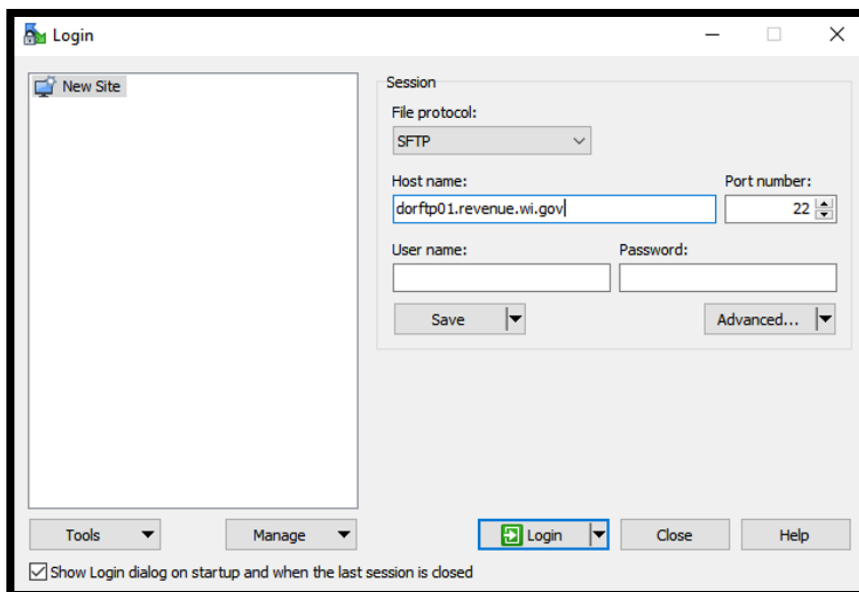
## How to connect

If you did not receive a temporary SFTP ID from your department contact, follow the instructions in the document provided by your contact titled *Conducting Secure File Transfers with the Department of Revenue -Permanent, Regularly Used or Application Based* to apply for a WAMS ID and download the WinSCP utility.

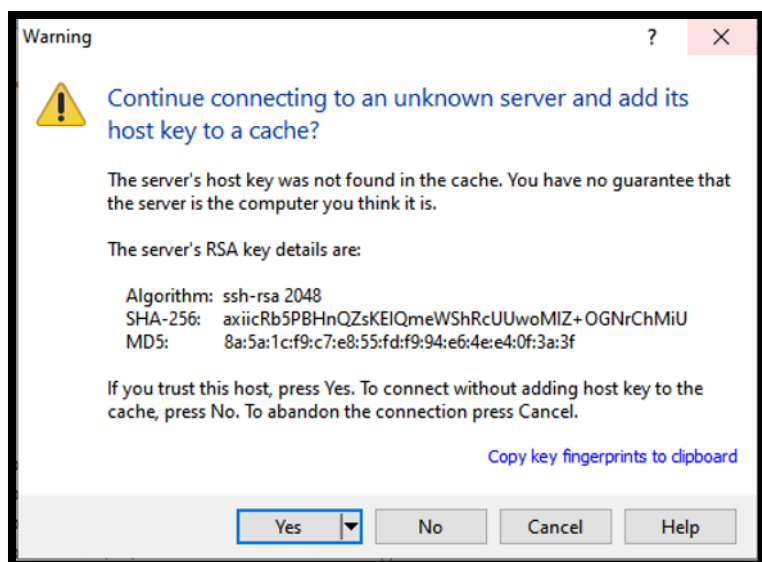
To connect to the server, you must first launch the WinSCP client. To launch it, find the WinSCP icon on your desktop that looks like two computers with a lock and double-click on it.

For details on installing and using WinSCP, refer to 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.

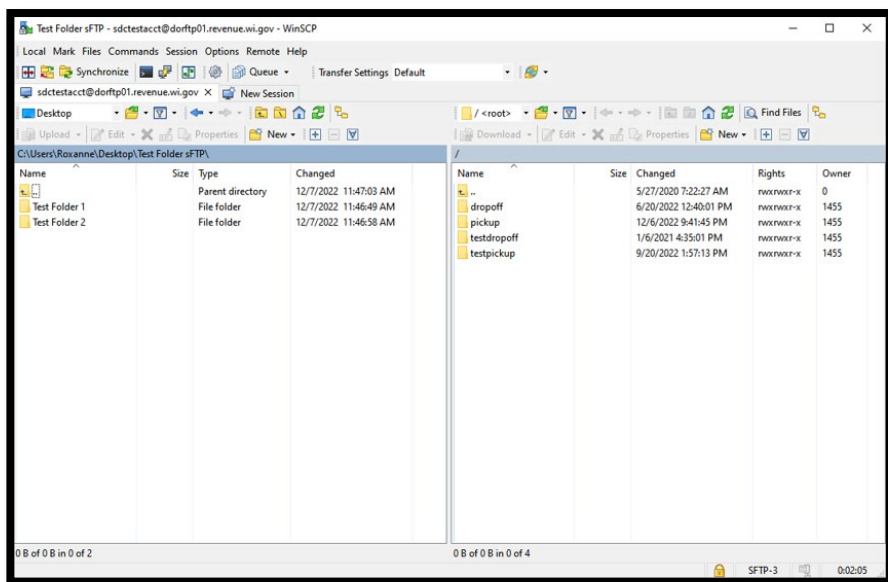
After the application launches, you will see the WinSCP login window. Enter *dorftp01.revenue.wi.gov* in the "Host name" field. In the "User name" field, enter the WAMS ID and enter your password using the same upper and lower case letters you (1) entered when you self-registered at <http://on.wisconsin.gov>, or (2) received from your department contact. In the Protocol field, confirm "SFTP" is selected. Leave all other fields as they are.



The following Warning screen pops up because you do not have the server's public key. The fingerprint below should match what appears on your screen. Click "Yes." This screen only pops up the first time you connect.



You are connected. The interface has two boxes. The left box has your file system. The right box with a slash heading is the file system on the department's SFTP server.



You are now ready to transfer files between your computer and the department. Use the:

- **"dropoff"** directory to send files to the department
- **"pickup"** directory to retrieve files from the department
- **"testdropoff"** directory to send test files to the department
- **"testpickup"** directory to retrieve test files from the department.

**Note:** When testing tax refund intercept (TRIP) file transfers, send an email to [trip@revenue.wi.gov](mailto:trip@revenue.wi.gov) when a file dropped off. The test process is not automated.

### TRIP SFTP File Naming Conventions

The name of the file sent to the department must be 23 characters long with an .xml extension. The file name has the following four parts:

1. File type indicator, 3 characters:

Indicator	Description
FME	File Maintenance
FMR	File Maintenance Response
CDE	Closed Debt File
PNO	Posting Notification
ASU	Agency Summary

**Note:** You drop off the FME file and pick up the FMR, CDE, PNO, and ASU files.

2. Your Federal Employer Identification Number (FEIN), 9 characters.
3. Transmission date with four-digit year and three-digit Julian date (YYYYJJJ), 7 characters.
4. Unique alphanumeric string such as time HHMM, 4 characters.

**Example:** The file name for file maintenance sent by FEIN 39-1234567 on April 26, 2022, at 3:30 pm is FME39123456720221161530.xml

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

**Caution:** Improperly named or constructed files are ignored/quarantined by the department's system.

**Submission ID:** A 20-character string (above name excluding file type indicator and .xml extension) is used in the TRIP Header. Using the name above, the submission ID is 39123456720221161530.

## Secure FTP – Common Problems Troubleshooting

If you continue to have connection problems after using the "Using WinSCP" instructions from your Department of Revenue (department) contact, verify the following.

### **Are you using the WinSCP utility?**

Ensure you are using a Secure FTP download utility. Do not use your internet browser FTP function because it is not using the secure FTP port. The department suggests WinSCP ([www.winscp.net](http://www.winscp.net)). It is free and department employees understand the settings if help is necessary.

### **Did you type the WinSCP login screen host name, port number, user name and password correctly?**

- Host name: dorftp01.revenue.wi.gov
- Port number: 22
- Username: Your WAMS ID with the lower- and upper-case letters (1) entered when you self-registered or (2) received by your department contact
- Password: Your WAMS ID Password

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

Although your WAMS ID and password may work in other agency applications, the DORFTP01.revenue.wi.gov requires the following:

- WAMS ID cannot begin with a number, but it can have numbers in it.
- Password must be between 7 and 20 characters **and** must contain a combination of letters and either numbers or special characters (except @).
- Passwords must be all lower case.

To change your WAMS ID, choose the "Profile Management" link at <https://on.wisconsin.gov>.

### **Is your WAMS ID account locked?**

To check if your WAMS ID is active, choose the "Profile Management" link at <https://on.wisconsin.gov>. If you can log in, your account is active. If your WAMS account is locked, 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 most networks. If you are unsure whether port 22 is open on your network, contact your network administrator or network service provider and request that port 22 be opened for both incoming and outgoing communications.