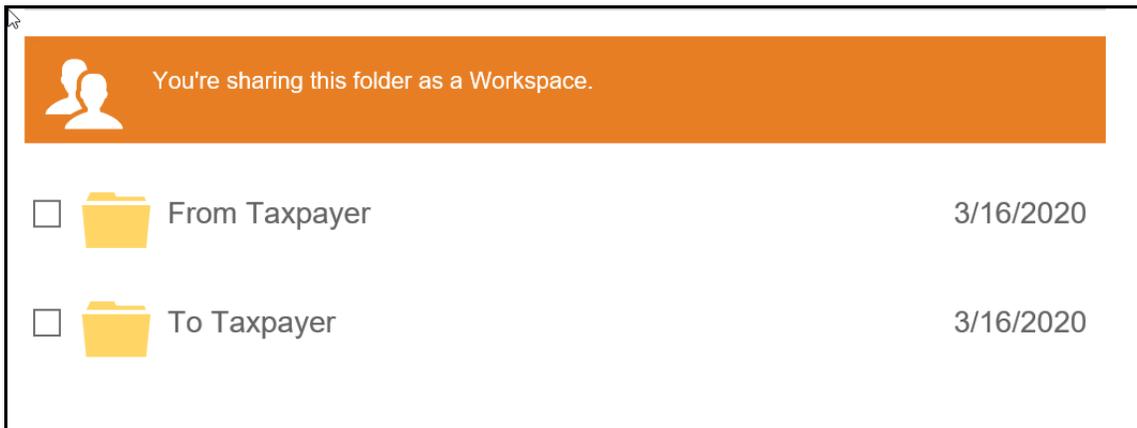


Sending or Receiving Secure Files with the Department of Revenue

Important: Microsoft Edge is the preferred browser. If your default browser is Chrome and are unable to see uploaded files, go to Step 8 at the end of these instructions.

1. The Department of Revenue (DOR) creates two folders in its secure file transfer protocol (SFTP) service:
 - From Taxpayer – Files the taxpayer sends to DOR.
 - To Taxpayer – Files DOR sends to the taxpayer.



2. An e-mail from DOA/DET Enterprise SFTP Server contains a link to the folders.
 - DOR notifies the recipient by phone or email before sending the link to prevent it being mistaken as phishing.
 - If the link is not received in a timely manner, check your spam folder.



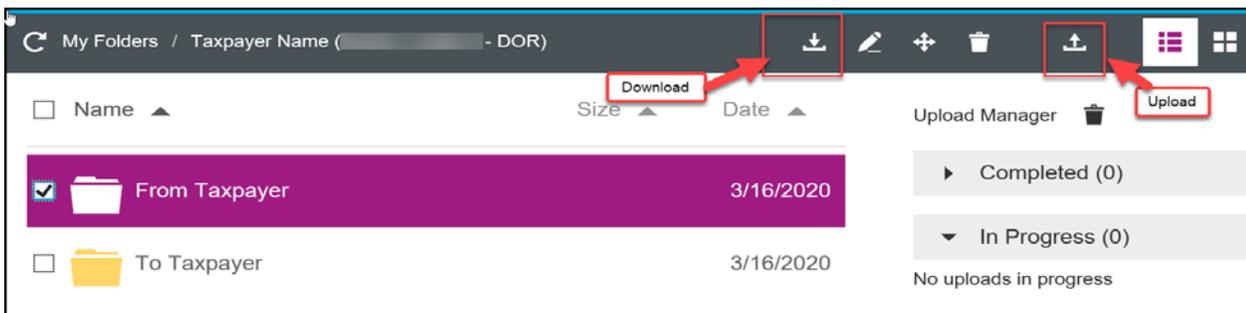
3. Register account and create a password within 24 hours of receiving link. The link expires within 24 hours. If expired, contact the auditor to resend the link.

The screenshot shows the 'Web Transfer Client' registration interface. At the top, it says 'Web Transfer Client' with a blue atomic logo. Below the logo is the text 'Register new account'. There are three input fields: 'Username', 'Password', and 'Confirm Password'. A 'Register' button is located below these fields. At the bottom left, there is a language dropdown menu set to 'English'. At the bottom right, there is a link that says 'Already have an account?'.

4. Second email will generate to verify account. Click the link to verify account.



5. After your account is verified, you are directed to the shared folders. Choose the folder to upload (From Taxpayer) or download (To Taxpayer) files. Use the upload/download icon in the toolbar or drag and drop the files to the correct folder or your computer desktop.

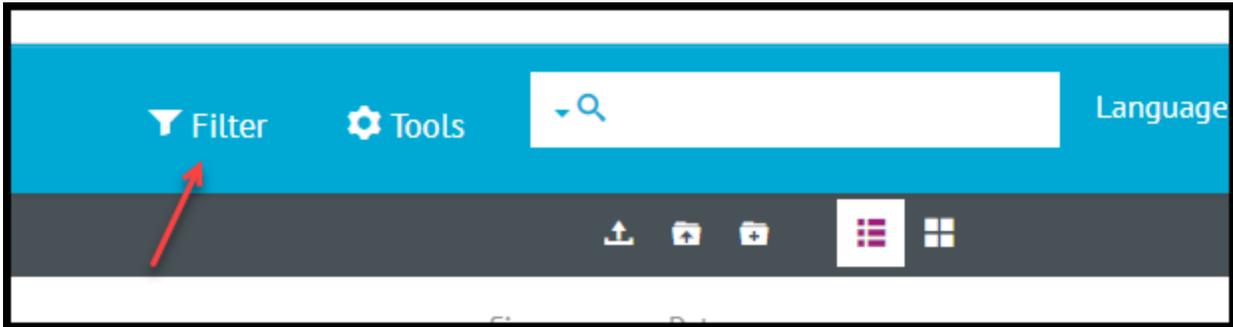


6. DOR is notified by email when you upload or download files.
7. The URL for the DOR file share site is: <https://dorsftpgs.wi.gov>.

8. Chrome Users Only

If your default browser is Chrome, a filter may automatically be placed on the shared folders preventing display of some uploaded documents. Check your filters by following the steps below. After checking filters, if you are still unable to see the files, contact the auditor.

- a. Click on the filter icon at the top of the screen



- b. Click on Remove Filter

