

Sending or Receiving Secure Files with the Department of Revenue

Important: Microsoft Edge is the preferred browser. If your default brower 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.

You're sharing this folder as a Workspace.	
From Taxpayer	3/16/2020
To Taxpayer	3/16/2020

- 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.

Hello Inconcro ⁰¹ @yohop.com,	r <admin@secureftp.wi.gov> Email subject will contain Enterprise SFTP Server</admin@secureftp.wi.gov>
Losoro, Loonord - DOR has shared the following Workspace with	you: Any Taxpayer Inc.
Please use the following URL to access this Workspace:	DOR employee name will be identified
https://dorsftp.wi.gov:443/Any Taxpayer Inc (D	<u>OR)/?pid=6143836c-873f-4bec-8ac6-7f2b7af5435a</u>
Provide files requested by April 30, 2020.	Link to 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.

Web Transfer Client	
Register new account	
Username	
Password	
Confirm Password	
Register	ĺ
English - Already have an account?	

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

R ● Verify your EFT ac	count		
Production MS To: 1	N-PRI DOA/DET Enterprise SFTP Server <admin@secureftp.wi.gov> m</admin@secureftp.wi.gov>	i.	Mon,
Hello Ie Do	o.com,		
Thank you for registering	ng for an EFT account.		
Please use the link belo	w to complete your registration by verifying your account. Once your account is verified, you will be able to log in and view your joined Worl	kspace	£.
https://dorsftp.wi.gov:4/ 7f2b7af5435a/le	43/EFTClient/shadowfax/reg/register.html#/verify/6143836c-873f-4bec-8ac6- 101100140/Any%20Taxpayer%20Inc%20(F01011e%20A%20-%20DOR)		

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.

C My Folders / Taxpayer Name (- DOR)	<u> </u>	🗶 🕂 📋 🛨 🔡 🏭		
□ Name ▲	Size Download	Upload Manager 🍵 Upload		
🗹 🛑 From Taxpayer	3/16/2020	► Completed (0)		
	0// 0/0000	✓ In Progress (0)		
L To Taxpayer	3/16/2020 No uploads in progress			

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

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

T Filter	🌣 Tools	₊۹		Language
1				
/		1 🖬 i	• 🗉 🗄	
	<i></i>	D /		

b. Click on Remove Filter

Filter	
by name:	Match case
by size:	Greater than: Less than: KB
by date:	After: Before:
	NOTE: Any selected files will be deselected when the filter is applied. Cancel Remove Filter Apply Filter