



# Secure File Transfer System (SFTS) User Guide



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## **1. Secure File Transfer System Overview**

The NDIT Secure File Transfer System (SFTS) web application allows agencies to perform encrypted file transfer functions with their customers without the need to utilize a traditional service such as an FTP Server. The file transfers are secure in the nature that the transmission of the data between the client and the application are encrypted via SSL.

The web application allows agencies to upload files to the application which can then be downloaded by their customers. The agencies can notify customers via email when files are available to download. When using this method, customers do not have to be authenticated to download the files. The email they receive contains a link which when clicked on, will take them to the application so they can download the file(s).

Agencies can also set up what is called a Service Area. Service Areas permit an agency to authorize customers that have State of North Dakota login ids to upload files which the agency can then download for their use.

NOTE: All files uploaded to the NDIT Secure File Transfer System web application are checked for viruses. If any are detected, the file is not stored.

## 2. Secure File Transfer System URL

The URL for the Secure File Transfer System follows:

<https://secure.intranetapps.nd.gov/itd/filetransfer/admin/fileList.htm>

Clicking on the URL will present the individual with the login page of the ‘Administrative’ portion of the web application. The page image follows:

The screenshot shows the login page for the State of North Dakota File Transfer System. At the top, there is a header with the North Dakota logo, the text "North Dakota nd.gov Official Portal for North Dakota State Government", and the slogan "North Dakota LEGENDARY". Below the header is the State of North Dakota seal and the text "State of North Dakota File Transfer System". The main content area has a blue "Login" header. Below it, the text "Login" is displayed, followed by "You are entering the Online File Transfer System." A note in a grey box states: "Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application." Below the note, the user is prompted to "Enter your Login ID and password". There are two input fields: "Login ID:" and "Password:". A blue "Login" button is located below the input fields. At the bottom of the page, there is a footer with links for "Contact", "Disclaimer", "Privacy Policy", "Security Policy", "W3C WAIAA", "W3C CSS", and "W3C XHTML". Below the footer, there is a security notice: "We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected." and "Copyright 2007. All Rights Reserved. The State of North Dakota."

The individual is prompted for an NDGOV USERID and password. If the NDGOV USERID and password are valid, the individual will be presented with the application’s main menu screen.

### 3. Agency Administration Functions

The 'Administrative' portion of the Secure File Transfer System has two sections to it. The first section is called a Service Area which allows agencies to set up areas to allow authenticated public customers to send files to the agency's areas. The public customers are authenticated with a State of North Dakota login id. The Service Area section will appear if the NDGOV login id is a member of the NDGOV group NDITAPPSGRP-FILETRANSFER-ADMIN. Access to this group can be requested via the WMS Windows Domain USERID request form.

The second section is the File List section which can be used by agencies to either:  
a) invite an unauthenticated individual to send a file to the agency or  
b) upload files to the web application and to then invite unauthenticated individual(s) to download the supplied files.

Unauthenticated Individual means the individuals are not required to enter a Userid/Password when they upload/download files when invited by agency personnel

Main Menu screen without a Service Area section follows:

The screenshot shows the main menu of the State of North Dakota File Transfer System. At the top, there is a header with the North Dakota logo, the text "North Dakota nd.gov Official Portal for North Dakota State Government", and the "North Dakota LEGENDARY" logo. Below the header is the State of North Dakota seal and the text "State of North Dakota File Transfer System". A navigation bar contains "Search Transfers" and "User: Admin SecureFTP | Logout". The main content area is titled "File List" and includes links for "Add A New Service Area" and "Outstanding Invitations". There are two tables: "Invitations" with columns for Name, Email Address, Date/Time Sent, Invitation Expiration, and Action; and "Files Available to Send" with columns for File, Description, Date/Time Uploaded, File Expiration, Users Invited to Download, and Action. A footer contains links for "Contact", "Disclaimer", "Privacy Policy", "Security Policy", "W3C WAI AA", "W3C CSS", and "W3C XHTML". A security notice states: "We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected. Will open a new window (pop-up). Copyright 2007. All Rights Reserved. The State of North Dakota."

## Invite Customer to Send a File

If you want to invite an individual to send you a file, you would:

- 1) Click on the “**Invite User To Send A File**” link
- 2) You should receive the following screen:
- 3) Fill in fields and click **SAVE**. If you want to send the invitation to a number of additional email addresses, you can click on the **CARBON COPY** button and the screen will be changed to include up to 10 additional email addresses for recipients.

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government 

 **State of North Dakota**  
File Transfer System

[File List](#) [Search Transfers](#) User: Admin SecureFTP | [Logout](#)

### Invite User to Send A File

\*First Name:

\*Last Name:

\*Email:

\*Confirm Email:

Invitation Text: Admin SecureFTP from the Information Technology Department has invited you to send a file.  
You can send your file using the following link:  
<https://secure.appstest.nd.gov/itd/filetransfer/uploadByInvitation.htm>.

Additional Email Comments:

Notify Me Via Email When User Sends a File:  Yes  No

\*Invitation will Expire In:

\*Required

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)

 We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
 Will open a new window (pop-up).  
Copyright 2007. All Rights Reserved. The State of North Dakota.

The recipient of the invitation will receive an email from [itdsecur@nd.gov](mailto:itdsecur@nd.gov) with a subject line of 'Invitation to send a file'

If the recipient opens the email, they will see an message similar to:

Al C. Veit from the Information Technology Department has invited you to send a file.

You can send your file using the following link:  
<http://www.nd.gov/link/07a8d37be86d54d118ea14ed797aa6cb>.

Test of inviting individual to send file

When they click on the link in the email, they will be taken to the web application that will display the following page:

The screenshot shows the 'State of North Dakota File Transfer System' web application. At the top, there is a header with the North Dakota logo, the text 'North Dakota nd.gov Official Portal for North Dakota State Government', and the 'North Dakota LEGISLATURE' logo. Below the header is a blue bar with the text 'File Transfer - Information Technology Department'. The main content area contains instructions: 'To transfer the file, enter the Description of the File, click the Browse button to locate the file, and click the Submit button. Files transferred will be subjected to an anti-virus scan before they are available to the state agency. If the file contains a virus, an email notification will be sent to the sender. The file to be transferred may not exceed 2000 MB.' Below the instructions is a 'Contact Information' section with fields for Name (Admin SecureFTP), Agency (Information Technology Department), Telephone, and Email. The 'File Information' section contains a form with a '\*File Description:' label and a text input field, a '\*File Location:' label, a text input field, a 'Browse...' button, and a '(2000 MB maximum file size)' note. A 'Submit' button is located at the bottom left of the form. Below the form, there is a note: 'If you have trouble transferring your file, you may contact the [State of North Dakota](#).' At the bottom of the page, there is a footer with '\*Required' and a navigation bar containing links for 'Contact', 'Disclaimer', 'Privacy Policy', 'Security Policy', 'W3C WAIAA', 'W3C CSS', and 'W3C XHTML'. Below the navigation bar, there is a security notice: 'We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.' and a copyright notice: 'Copyright 2007. All Rights Reserved. The State of North Dakota.'

They would then enter a description of the file, browse to and select actual file to send, and then click on the SUBMIT button. If upload is successful, they will receive a status page informing them file was transferred successfully.



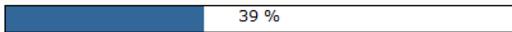
### File Transfer - Information Technology Department

To transfer the file, enter the Description of the File, click the Browse button to locate the file, and click the Submit button. Files transferred will be subjected to an anti-virus scan before they are available to the state agency. If the file contains a virus, an email notification will be sent to the sender. The file to be transferred may not exceed 2000 MB.

#### Contact Information

Name: Admin SecureFTP  
Agency: Information Technology Department  
Telephone:  
Email:

#### File Upload Status



Step 1 of 2: File upload  
Est. time: 00:00:01 (at 5488.46kb/sec) 5.27 MB / 13.57 MB ( 39.0% )

If you have trouble transferring your file, you may contact the [State of North Dakota](#).

\*Required

The progress bar will show the estimate time remaining to complete the file upload.



### File Transfer - Confirmation

The file has been successfully transferred.

File Name: grants.txt

Description: Recipient responding to invitation to send file

Size: 13571792

### Contact Information

Name: Admin SecureFTP

Agency: Information Technology Department

Telephone:

Email:

You may now close your browser or click the Return button below to transfer another file.

[Return](#)

If the invitation was sent out and you requested to be notified when the recipient uploaded a file, you will receive an email from [itdsecur@nd.gov](mailto:itdsecur@nd.gov) with a subject line of **'File Transfer System - File Received From Invitation'**

If you open the email, you will see a message similar to:

A file has been received from an invitation you sent to Al Veit. You can logon to the system and download the file using the following link: <http://www.nd.gov/link/093af355e7a560862c1a8026d3117e9d>.

File uploaded by invitee will then be available to the requestor under the heading:  
**Files Received from Invitations**


**State of North Dakota**  
File Transfer System

[Search Transfers](#)

 User: Admin SecureFTP | [Logout](#)
**File List**
[Add A New Service Area](#)
**Outstanding Invitations**

| Name  | Email Address | Date/Time Sent | Invitation Expiration | Action |
|---|---------------|----------------|-----------------------|--------|
| <a href="#">Invite User to Send A File</a>   <a href="#">Search Invitations</a> |               |                |                       |        |

**Files Received from Invitations**

| Name           | Email Address   | File Received              | File Size | File Expiration | Date/Time Received | Action                      |
|----------------|-----------------|----------------------------|-----------|-----------------|--------------------|-----------------------------|
| Elijah Cornell | ecornell@nd.gov | <a href="#">grants.txt</a> | 12 MB     | 04/18/08 14:43  | 03/19/08 14:43     | <a href="#">Delete File</a> |

**Files Available to Send**

| File                             | Description | Date/Time Uploaded | File Expiration | Users Invited to Download | Action |
|----------------------------------|-------------|--------------------|-----------------|---------------------------|--------|
| <a href="#">Add File To Send</a> |             |                    |                 |                           |        |

 Directions to [download a file](#).

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)
 We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

 Will open a new window (pop-up).

Copyright 2007. All Rights Reserved. The State of North Dakota.

The requestor may then click on the file link under the column **File Received** and then save to some drive location. When file has been saved and no longer needed in the application, the requestor can click on the **Delete File** link to remove the file.

## Invite Customer to Receive a File

If you want to invite an individual to download a file that you have made available to them, you would:

- 1) Click on the “Add File To Send” link
- 2) You should receive the following screen:

The screenshot shows the 'Add File' interface of the North Dakota State of North Dakota File Transfer System. At the top, there is a header with the North Dakota logo, 'nd.gov Official Portal for North Dakota State Government', and the 'North Dakota LEGISLATURE' logo. Below the header, the page title is 'State of North Dakota File Transfer System'. A navigation bar contains links for 'File List' and 'Search Transfers', and a user status 'User: Al C. Veit | Logout'. The main content area is titled 'Add File' and contains the following text: 'Enter a File Description and Browse to find the file to transfer. Click the Submit button below to transfer the file. The file is subjected to a virus scan before it is available to send to a User. An email notification will be sent via email if the file contains a virus. The file to be transferred may not exceed 2000 MB.' Below this text are two required fields: '\*File Description:' with a text input box and '\*File Location:' with a text input box and a 'Browse...' button. At the bottom of the form are 'Cancel' and 'Submit' buttons. A note at the bottom left states '\*Required'. The footer contains links for 'Contact', 'Disclaimer', 'Privacy Policy', 'Security Policy', 'W3C WAI A A', 'W3C CSS', and 'W3C XHTML'. A small icon indicates 'We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.' and another icon indicates 'Will open a new window (pop-up)'. The footer also includes the text 'Copyright 2007. All Rights Reserved. The State of North Dakota.'

You would then enter a description of the file, browse to and select actual file to make available for downloading, then click on the SUBMIT button. If upload is successful, you will receive a status page informing you file was transferred successfully. File specified is now available to you to invite user to download.



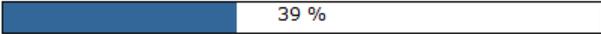
**State of North Dakota**  
File Transfer System

[File List](#) [Search Transfers](#)

User: Melvin T. Faris | [Logout](#)

**Add File**

**File Upload Status**


39 %

Step 1 of 2: File upload

Est. time: 00:00:01 (at 5186.25kb/sec) 5.21 MB / 13.57 MB ( 39.0% )

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
 Will open a new window (pop-up).  
 Copyright 2007. All Rights Reserved. The State of North Dakota.

The progress bar will show the estimate time remaining to complete the file upload.



**State of North Dakota**  
File Transfer System

[Search Transfers](#)

User: Admin SecureFTP | [Logout](#)

**File List**

[Add A New Service Area](#)

**Outstanding Invitations**

| Name  | Email Address | Date/Time Sent | Invitation Expiration | Action |
|---|---------------|----------------|-----------------------|--------|
| <a href="#">Invite User to Send A File</a>   <a href="#">Search Invitations</a> |               |                |                       |        |

**Files Received from Invitations**

| Name           | Email Address   | File Received              | File Size | File Expiration | Date/Time Received | Action                      |
|----------------|-----------------|----------------------------|-----------|-----------------|--------------------|-----------------------------|
| Elijah Cornell | ecornell@nd.gov | <a href="#">grants.txt</a> | 12 MB     | 04/18/08 14:43  | 03/19/08 14:43     | <a href="#">Delete File</a> |

**Files Available to Send**

| File                       | Description                       | Date/Time Uploaded | File Expiration | Users Invited to Download | Action  |
|----------------------------|-----------------------------------|--------------------|-----------------|---------------------------|---|
| <a href="#">grants.txt</a> | Test file for invitee to download | 03/19/08 14:47     | 04/18/08 14:47  |                           | <a href="#">Invite User to Download</a>   <a href="#">Delete File</a> |

[Add File To Send](#)

Directions to [download a file](#).

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
 Will open a new window (pop-up).  
 Copyright 2007. All Rights Reserved. The State of North Dakota.

- 3) Click on the “**Invite User To Download**” link in the Action column.
- 4) You should receive the following screen:

The screenshot shows the 'Invite User to Download' interface. At the top, it displays 'North Dakota nd.gov Official Portal for North Dakota State Government' and the 'State of North Dakota File Transfer System' logo. The user is logged in as 'Admin SecureFTP'. The form title is 'Invite User to Download' for the file 'grants.txt'. It includes a 'Test file for invitee to download' section with required fields for First Name, Last Name, Email, and Confirm Email. There is also an 'Additional Email Comments' text area and an 'Invitation will Expire In' dropdown menu set to '3 Days'. Buttons for 'Cancel', 'Carbon Copy', and 'Save' are visible. A footer contains links for Contact, Disclaimer, Privacy Policy, Security Policy, W3C WAIAA, W3C CSS, and W3C XHTML, along with a security notice and copyright information.

5) Fill in fields and click **SAVE**. If you want to send the invitation to a number of additional email addresses, you can click on the **CARBON COPY** button and the screen will be changed to include up to 10 additional email addresses for recipients.

The recipient of the invitation will receive an email from [itdsecur@nd.gov](mailto:itdsecur@nd.gov) with a subject line of ‘**Invitation to download a file**’

If the recipient opens the email, they will see an message similar to:

Al C. Veit from the Information Technology Department has invited you to download a file named grants.txt. The description of the file is as follows: Test file for invitee to download.

You can download the file using the following link:  
<http://www.nd.gov/link/e2a66fd26e2d88746dae367817a5e0dc>.

Test of invite user to download file

When they click on the link in the email, they will be taken to the web application that will display the following page:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government 

 **State of North Dakota**  
File Transfer System

---

### Download File

| Sender          | Department                        | File Name                  | File Description                  |
|-----------------|-----------------------------------|----------------------------|-----------------------------------|
| Admin SecureFTP | Information Technology Department | <a href="#">grants.txt</a> | Test file for invitee to download |

#### Downloading Instructions

**PC Users**

1. Right-click on the file name.
2. Select 'Save Target As...' from the menu.
3. Use the dialog box to save the file in the folder you wish.

**Mac Users**

1. Control-click on the file name.
2. Select "'download link to disk'" from the menu.
3. Use the dialog box to save the file in the folder you wish.

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[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)

 We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
 Will open a new window (pop-up).  
Copyright 2007. All Rights Reserved. The State of North Dakota.

When file for downloading is no longer needed in the application, the requestor can click on the **Delete File** link to remove the file.

## Service Areas

The 'Service Area' portion of the Secure File Transfer System allows an agency to authorize customers to upload data to the agency with an authenticated process. The State of North Dakota login id is the id to be authorized to access the upload process.

If there are questions about what a State of North Dakota login id is, please visit the FAQ page: <https://secure.apps.state.nd.us/itd/ldap/info.htm>

The NDIT Service Desk will also be able to provide a copy of the 'North Dakota Login ID Manual' which describes what a State of ND login id is and what it may be used for.

For an agency to create a Service Area, the NDGOV USERID of the individual logging on must be a member of the NDGOV group NDITAPPSGRP-FILETRANSFER-ADMIN. Access to this group can be requested via the ServiceNow AD change request.

Main Menu screen with a Service Area section follows:

The screenshot shows the main menu of the State of North Dakota File Transfer System. At the top, it features the North Dakota logo and the text "North Dakota nd.gov Official Portal for North Dakota State Government". Below this is the "State of North Dakota File Transfer System" header with the state seal. A navigation bar includes "Search Transfers" and "User: Admin SecureFTP | Logout". The main content area is titled "File List" and includes links for "Add A New Service Area" and "Outstanding Invitations". There are two tables: one for "Outstanding Invitations" with columns for Name, Email Address, Date/Time Sent, Invitation Expiration, and Action; and another for "Files Available to Send" with columns for File, Description, Date/Time Uploaded, File Expiration, Users Invited to Download, and Action. A footer contains various policy links (Contact, Disclaimer, Privacy Policy, Security Policy) and technical links (W3C WAIAA, W3C CSS, W3C XHTML), along with a security notice about SSL encryption and a copyright notice for 2007.

You begin by clicking on the **Add a New Service Area**. The Add screen will be displayed. Complete the form and click on **SAVE**.



State of North Dakota  
File Transfer System

[File List](#) [Search Transfers](#)

User: Admin SecureFTP | [Logout](#)

### Add Service Area

#### Service Area Details

\*Name:

\*Description:

Image Location:

#### Contact Information

\*Contact Name:

\*Contact Phone:  (222-333-4444) Ext:  (12345)

\*Contact Email:

#### File Transfer Details

Max File Size:

\*Auto Delete:

\*Email Approval Text:

\*Email Denial Text:

\*Allow Uploads Without Invitations:

\*Required

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
 Will open a new window (pop-up).  
Copyright 2007. All Rights Reserved. The State of North Dakota.

Service area Fields:

|                      |   |
|----------------------|---|
| Name:                | name of service area being added                  |
| Description:         | description of the service area being added       |
| Contact Name:        | contact name for service area                     |
| Contact Phone:       | contact phone number                              |
| Ext:                 | contact phone number extension                    |
| Contact Email:       | contact email address                             |
| Max File Size:       | maximum file size that can be uploaded            |
| Auto Delete:         | delete uploaded files after so many days          |
| Email Approval Text: | text to be sent to requestor when access approved |
| Email Denial Text:   | text to be sent to requestor when access denied   |

Once a Service Area exists, then customers can then request approval to upload files to your service area. Customers can submit request to be approved to use your service area by going to the following link:

<https://secure.apps.state.nd.us/itd/filetransfer/public/selectServiceArea.htm>

The link will bring up the State of ND login page for the application:

The screenshot shows the login page for the State of North Dakota File Transfer System. At the top, there is a header with the North Dakota logo, the text "North Dakota nd.gov Official Portal for North Dakota State Government", and the "State of North Dakota File Transfer System" logo. Below the header is a "Login" section with the text "You are entering the Online File Transfer System." and a note: "Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application." The main content area is divided into two columns. The left column is titled "Already Registered - Not sure?" and contains a "North Dakota Login:" field, a "Password:" field, and a "Login" button. There are also links for "Forgot Login" and "Forgot Password". The right column is titled "New to North Dakota Online Services?" and contains a "Register Now!" button. Below this, it lists "Benefits of North Dakota Login" with two bullet points: "One North Dakota Login and password to access multiple ND Online Services" and "Register once for secure access to State services". There is also a link for "Need help? Read through the FAQ." At the bottom of the login section, it says "For assistance with this North Dakota Login, contact the Service Desk." Below the login section, there is a footer with links for "Contact", "Disclaimer", "Privacy Policy", "Security Policy", "W3C WAI A A", "W3C CSS", and "W3C XHTML". At the very bottom, there is a small disclaimer: "We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected. Will open a new window (pop-up). Copyright 2007. All Rights Reserved. The State of North Dakota."

The customer will use their State of North Dakota login id. If they do not have one, they can create one by clicking on the **Register Now** link on the page.

Once logged on, they will receive the following page:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government 

 **State of North Dakota**  
File Transfer System

[Help](#) User: Elijah I Cornell | [Logout](#)

### Welcome to the File Transfer System

The File Transfer System was designed by the State of North Dakota to:

- Safely and securely transfer files to a State Agency using Secure Sockets Layer (SSL) encryption technology to ensure all information is secure and protected.
- Eliminate sending files via email as the File Transfer System is safer.

Authorization is required by an Agency/Service Area prior to transferring a file. Follow the steps listed below to transfer a file:

- Request authorization from an Agency/Service Area.
- An Administrator for the Service Area will review the request and a notification will be sent via email to the requestor of their approval or denial.
- Once approved, the requestor may transfer files at any time to the approved Service Area.
- Authorization must be granted from each Service Area that the requestor wishes to send files to.

Thank you for using the File Transfer System. If you have any questions or need additional help, please refer to the Help link at the top of the following pages or use the Contact link at the bottom any page.

[Continue](#)

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)

 We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
 Will open a new window (pop-up).  
 Copyright 2007. All Rights Reserved. The State of North Dakota.

They would then click on the **Continue** button and the next screen appears:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government 

 **State of North Dakota**  
File Transfer System

[Help](#) User: Elijah I Cornell | [Logout](#)

### Service Area Selection

#### Request Service Area

| Agency                   | Service Area                   | Description   | Action                         |
|--------------------------|--------------------------------|---|--------------------------------|
| Dept. of Agriculture     | WeedMapper                     | FTP site to upload GPS data   | <a href="#">Request Access</a> |
| Tax Department           | Property Tax Production Upload | This service area is to be used by counties to upload their PRODUCTION files with property tax information for 2006, payable in 2007 & Mobile home tax information due in 2007, payable in 2007 to be used for Senate Bill 2032, also known as Property Tax Relief.   | <a href="#">Request Access</a> |
| Job Service North Dakota | Unemployment Ins. Tax Section  | This service area is used by employers to securely transfer a wage file in which he or she may be having difficulties with. Transferring a file through this service will allow you to receive assistance from UI Tax staff. Please note - Using this service does not complete your quarterly wage filing! | <a href="#">Request Access</a> |

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)

 We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
 Will open a new window (pop-up).  
 Copyright 2007. All Rights Reserved. The State of North Dakota.

On this screen will appear all of the existing Service Areas that exist for the Secure FTP web application. The customer can click on the **Request Access** link to the right of the service area they are interested in. They see the following screen:

North Dakota [nd.gov](#) Official Portal for North Dakota State Government

State of North Dakota  
File Transfer System

Service Area Selection [Help](#) User: Elijah I Cornell | [Logout](#)

### Request Authorization

**Information Technology Department: ITD - Test Service Area - Test Service Area Description**

The Information Technology Department - ITD - Test Service Area requires authorized security to send a file. Clicking the submit button below will send a request for authorization to the Administrator of this Service Area. The Administrator will review the request and send a notification via email of the approval or denial.

Name: Elijah I Cornell  
North Dakota Login ID: ecornell  
Email: [ecornell@state.nd.us](mailto:ecornell@state.nd.us)  
Telephone: 1231231234

[Cancel](#) [Send Request](#)

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAIAA](#) | [W3C CSS](#) | [W3C XHTML](#)

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.  
 Will open a new window (pop-up).  
Copyright 2007. All Rights Reserved. The State of North Dakota.

If they click on the **Send Request** button, they receive a confirmation screen similar to:

North Dakota [nd.gov](#) Official Portal for North Dakota State Government

State of North Dakota  
File Transfer System

Service Area Selection [Help](#) User: Elijah I Cornell | [Logout](#)

### Request Authorization - Confirmation

A request for authorization has been sent to:

**Information Technology Department**  
ITD - Test Service Area

The Administrator for this Service Area will review the request and send a notification via email of the approval or denial. Thank You.

[Return](#)

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Then back in the Secure File Transfer agency admin page, the customer's request for access show up under the designated Service Area screen:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government 

 **State of North Dakota**  
File Transfer System

[Search Transfers](#) User: Admin SecureFTP | [Logout](#)

**File List**

**Service Areas**

| Service Area                            | # of Files | Last File Received |
|---|------------|--------------------|
| <a href="#">ITD - Test Service Area</a> | 0          |                    |
| <a href="#">Add A New Service Area</a>  |            |                    |

**Outstanding Invitations**

| Name  | Email Address | Date/Time Sent | Invitation Expiration | Action |
|---|---------------|----------------|-----------------------|--------|
| <a href="#">Invite User to Send A File</a>   <a href="#">Search Invitations</a> |               |                |                       |        |

**Files Available to Send**

| File                             | Description | Date/Time Uploaded | File Expiration | Users Invited to Download | Action |
|----------------------------------|-------------|--------------------|-----------------|---------------------------|--------|
| <a href="#">Add File To Send</a> |             |                    |                 |                           |        |

Directions to [download a file](#).

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Click on the appropriate service area link under the **Service Area** column:

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 **State of North Dakota**  
File Transfer System

[File List](#) [Search Transfers](#) User: Admin SecureFTP | [Logout](#)

**ITD - Test Service Area Service Area**

**Service Area Details**

Description: Test Service Area Description  
 Contact Name: Elijah Cornell  
 Contact Phone: 123-123-1234  
 Contact Email: [ecornell@nd.gov](mailto:ecornell@nd.gov)  
 Max File Size: 5 MB  
 Auto Delete: 5 Days  
 Public Invitation: <https://secure.appstest.nd.gov/itd/filetransfer/public/uploadByInvitation.htm?serviceAreaID=1-e07663de53d1caf5f1>  
[Delete Service Area](#) | [Edit Service Area](#)

**Security for Public Users**

| Login ID                                      | Name             | Telephone  | Email  | Action   |
|---|------------------|------------|--|--|
| ecornell                                      | Elijah I Cornell | 1231231234 | <a href="mailto:ecornell@state.nd.us">ecornell@state.nd.us</a> | <a href="#">Approve</a>   <a href="#">Deny</a> |
| <a href="#">Search to Grant Public Access</a> |                  |            |  |  |

**Security for Agency/Staff**

| Login ID                               | Name            | Admin | Action |
|--|-----------------|-------|--------|
| sftpadmin                              | Admin SecureFTP | Y     |        |
| <a href="#">Search to Grant Access</a> |                 |       |        |

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The access request to the agency service area shows up in the **Security for Public Users** section. You may choose to either **Approve** or **Deny** the request in the **Action** column.

If you **Deny** the request, then an email is returned to the requester with a subject of 'Authorization Denied' and the body of the message states:

Your request to access the NDIT Service Area 1 has been denied

If you **Approve** the request, then when the customer logs on to the Secure FTP web site their page now looks similar to the following:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government 

 **State of North Dakota**  
File Transfer System

[Help](#) User: Elijah I Cornell | [Logout](#)

### Service Area Selection

**Authorized Service Areas**

| Agency                            | Service Area            | Description                   | Contact Name   | Contact Phone | Action                        |
|-----------------------------------|-------------------------|-------------------------------|----------------|---------------|-------------------------------|
| Information Technology Department | ITD - Test Service Area | Test Service Area Description | Elijah Cornell | 123-123-1234  | <a href="#">Upload a File</a> |

They can now click on the **Upload a File** link and upload a file or files to your **Service Area**. When they click on the **Upload a File** link then get prompted to enter a file to upload with the following screen:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government 

 **State of North Dakota**  
File Transfer System

[Service Area Selection](#) [Help](#) User: Elijah I Cornell | [Logout](#)

### File Transfer

Agency: Information Technology Department  
Service Area: ITD - Test Service Area - Test Service Area Description  
Contact Name: Elijah Cornell  
Contact Phone: 123-123-1234  
Contact Email: [ecornell@nd.gov](mailto:ecornell@nd.gov)

#### File Details

To transfer a file, enter the File Description, click the Browse button to locate the file and click the Submit button. The file will be subjected to an anti-virus scan before it is available to the state agency. If the file contains a virus, an email notification will be sent to the sender. The file to be transferred may not exceed 5 MB.

\*Description:

\*File Location:   (5 MB maximum file size)

If you have trouble transferring your file, you may contact the [Information Technology Department](#).

\*Required

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 **State of North Dakota**  
File Transfer System

[File List](#) [Search Transfers](#) User: Melvin T. Faris | [Logout](#)

### Add File

#### File Upload Status

Step 1 of 2: File upload  
Est. time: 00:00:01 (at 5186.25kb/sec) 5.21 MB / 13.57 MB ( 39.0% )

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Once their upload is complete, they see the following confirmation screen:

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State of North Dakota  
File Transfer System

Service Area Selection [Help](#) User: Elijah I Cornell | [Logout](#)

### File Transfer - Confirmation

The following file has been successfully transferred to the Information Technology Department.

| Agency                            | File Name       | Description      | Size    |
|-----------------------------------|-----------------|------------------|---------|
| Information Technology Department | WebServices.ppt | Test upload file | 1339392 |

If you have trouble transferring your file, you may contact the [Information Technology Department](#).

[Return](#)

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They can now either upload another file or they can log out of the application.

Back in your Service area you should now see a screen similar to:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

State of North Dakota  
File Transfer System

File List [Search Transfers](#) User: Admin SecureFTP | [Logout](#)

### ITD - Test Service Area Service Area

#### Service Area Details

Description: Test Service Area Description  
 Contact Name: Elijah Cornell  
 Contact Phone: 123-123-1234  
 Contact Email: [ecornell@nd.gov](mailto:ecornell@nd.gov)  
 Max File Size: 5 MB  
 Auto Delete: 5 Days  
 Public Invitation: <https://secure.appstest.nd.gov/itd/filetransfer/public/uploadByInvitation.htm?serviceAreaID=1-e07663de53d1caf5f11eab0700da>  
[Delete Service Area](#) | [Edit Service Area](#)

#### Received Files

| File                            | Description      | Size | Login ID | Name             | Date/Time Received | File Expiration | Action                      |
|---------------------------------|------------------|------|----------|------------------|--------------------|-----------------|-----------------------------|
| <a href="#">WebServices.ppt</a> | Test upload file | 1 MB | ecornell | Elijah I Cornell | 03/19/08 15:03     | 03/24/08 15:03  | <a href="#">Delete File</a> |

#### Security for Public Users

| Login ID | Name             | Telephone  | Email  | Action                        |
|----------|------------------|------------|--|-------------------------------|
| ecornell | Elijah I Cornell | 1231231234 | <a href="mailto:ecornell@state.nd.us">ecornell@state.nd.us</a> | <a href="#">Remove Access</a> |

[Search to Grant Public Access](#)

#### Security for Agency/Staff

| Login ID  | Name            | Admin | Action |
|-----------|-----------------|-------|--------|
| sftpadmin | Admin SecureFTP | Y     |        |

[Search to Grant Access](#)

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Any files uploaded by your customers will show up in the **Received Files** section. You may download any file received by clicking on the link under the **File** column. Once

downloaded, you can delete the manually by clicking on the **Delete File** link under the **Action** column or you may let the file stay until the Auto Delete time limit is reached, which at that time, the file will automatically be deleted by the system.

The last section to mention in the Service Area is the **Security for Agency/Staff** section. This section allows you to grant additional **NDGOV** userids access to either administer your Service are with full admin rights or with rights to .....

Clicking on the **Search to Grant Access** link will display the following screen:

The screenshot shows the 'Search Agency/Staff' page of the State of North Dakota File Transfer System. At the top, there is a header with the North Dakota logo, 'nd.gov Official Portal for North Dakota State Government', and the 'North Dakota LEGISLATURE' logo. Below the header, the page title is 'State of North Dakota File Transfer System'. A navigation bar contains links for 'File List' and 'Search Transfers', and a user status indicator 'User: Admin SecureFTP | Logout'. The main content area is titled 'Search Agency/Staff' and contains a 'Search Criteria' section with three input fields: 'NDGOV Login ID:', 'First Name:', and 'Last Name:'. Below these fields are 'Clear' and 'Search' buttons. At the bottom of the page, there is a footer with links for 'Contact', 'Disclaimer', 'Privacy Policy', and 'Security Policy', along with technical specifications 'W3C WAIAA', 'W3C CSS', and 'W3C XHTML'. A security notice states: 'We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected. Will open a new window (pop-up). Copyright 2007. All Rights Reserved. The State of North Dakota.'

You may search NDGOV by entering Login id, First Name, or Last Name and then clicking on the **Search** button.

If any NDGOV ids match the search criteria, they are then listed, and you can then specify the action to be performed by each id found by the search. The following screen shows the results of a search:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

State of North Dakota  
File Transfer System

User: Admin SecureFTP | [Logout](#)

**Search Agency/Staff**

Search Criteria

NDGOV Login ID:

First Name:

Last Name:

**Agency/Staff Search Results**

| NDGOV Login ID | Name             | Email  | Action  |
|----------------|------------------|--|---|
| ecornell       | Elijah I Cornell | <a href="mailto:ecornell@state.nd.us">ecornell@state.nd.us</a> | <a href="#">Grant Access</a>   <a href="#">Grant Admin Access</a> |

Note: Granting Admin access allows the User to grant access to other agency/staff, Public Users and perform transfer searches.

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You may either **Grant Access** or **Grant Admin Access** to the ids found

The **Grant Access** authorization allows the specified NDGOV login id to log on to the Secure FTP web application and to then access the service area to download the **Received Files** in the service area and/or to delete the listed files.

The **Grant Admin Access** authorization allows the specified NDGOV login id to log on to the Secure File Transfer web application and to then access the service area with all administrative rights as the person that created the service area (approve/deny requests, download/delete received files, and to Grant Access/Grant Admin Access to additional NDGOV users).