

Information Technology Department Secure File Transfer System User Guide



Lastest Updated: October 29, 2009

Table of Contents

1.	Secure FTP Web Application Overview.....	3
2.	Secure FTP Web Application URL	4
3.	Agency Administration Functions	5
3.1	Invite Customer to Send a File.....	6
3.2	Invite Customer to Receive a File.....	11
3.3	Service Areas	15

1. Secure FTP Web Application Overview

The ITD Secure FTP 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 ITD Secure FTP web application are checked for viruses. If any are detected, the file is not stored.

2. Secure FTP Web Application URL

The URL for the Secure FTP web application 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 North Dakota 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". The main content area has a blue "Login" button. Below the button, it says "Login" and "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, it says "Enter your Login ID and password". There are two input fields: "Login ID:" and "Password:". Below the input fields is a blue "Login" button. At the bottom, there is a footer with links: "Contact", "Disclaimer", "Privacy Policy", "Security Policy", "W3C WAIAA", "W3C CSS", and "W3C XHTML". Below the footer, it says "We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected." and "Will open a new window (pop-up)." and "Copyright 2007. All Rights Reserved. The State of North Dakota."

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota LEGENDARY

State of North Dakota
File Transfer System

Login

Login

You are entering the Online File Transfer System.

Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.

Enter your Login ID and password

Login ID:

Password:

Login

[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 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 FTP web application 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 ITDAPPSGRP-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:

North Dakota

nd.gov Official Portal for
North Dakota State Government



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
Invite User to Send A File Search Invitations				

Files Available to Send

File	Description	Date/Time Uploaded	File Expiration	Users Invited to Download	Action
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.


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 | 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 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:

North Dakota

nd.gov

Official Portal for
North Dakota State Government



State of North Dakota
File Transfer System



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 Information

*File Description:

*File Location:

Browse...

(2000 MB maximum file size)

Submit

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

*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.


7

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.


North Dakota

nd.gov

Official Portal for
North Dakota State Government



State of North Dakota
File Transfer System



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

39 %

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

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.

8



State of North Dakota
File Transfer System

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](#)

[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 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 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
Invite User to Send A File Search Invitations				

Files Received from Invitations

Name	Email Address	File Received	File Size	File Expiration	Date/Time Received	Action
Elijah Cornell	ecornell@nd.gov	grants.txt	12 MB	04/18/08 14:43	03/19/08 14:43	Delete File

Files Available to Send

File	Description	Date/Time Uploaded	File Expiration	Users Invited to Download	Action
Add File To Send					

Directions to [download a file](#).[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAI](#) | [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' page of the North Dakota State of North Dakota File Transfer System. The page header includes the North Dakota logo, the text 'nd.gov Official Portal for North Dakota State Government', and the 'State of North Dakota File Transfer System' title. A navigation bar contains links for 'File List' and 'Search Transfers', and a user status bar shows 'User: Al C. Veit | Logout'. The main content area is titled 'Add File' and contains instructions: '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.' Below this, a warning states 'The file to be transferred may not exceed 2000 MB.' The form includes a text input field for '*File Description:', a file selection button, and a text input field for '*File Location:' with a 'Browse...' button. At the bottom of the form are 'Cancel' and 'Submit' buttons. A footer section contains links for 'Contact', 'Disclaimer', 'Privacy Policy', 'Security Policy', 'W3C WAI A A', 'W3C C S S', and 'W3C X H T M L'. It also includes a security notice about SSL encryption and a copyright notice for 2007.

North Dakota nd.gov Official Portal for North Dakota State Government

State of North Dakota File Transfer System

File List Search Transfers User: Al C. Veit | Logout

Add File

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.

*File Description:

*File Location: Browse...

Cancel Submit

*Required

Contact | Disclaimer | Privacy Policy | Security Policy | W3C WAI A A | W3C C S S | W3C X H T M L

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 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.



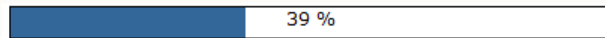
State of North Dakota
File Transfer System

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

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

Add File

File Upload Status



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
Invite User to Send A File Search Invitations				

Files Received from Invitations

Name	Email Address	File Received	File Size	File Expiration	Date/Time Received	Action
Elijah Cornell	ecornell@nd.gov	grants.txt	12 MB	04/18/08 14:43	03/19/08 14:43	Delete File

Files Available to Send

File	Description	Date/Time Uploaded	File Expiration	Users Invited to Download	Action
grants.txt	Test file for invitee to download	03/19/08 14:47	04/18/08 14:47		Invite User to Download Delete File

[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.

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



State of North Dakota
File Transfer System

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

User: Admin SecureFTP | [Logout](#)

Invite User to Download

grants.txt

Test file for invitee to download

*First Name:

*Last Name:

*Email:

*Confirm Email:

Additional Email Comments:

*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.

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 with a subject line of **'Invitation to download a file'**

If the recipient opens the email, they will see am 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:



State of North Dakota
File Transfer System

Download File

Sender	Department	File Name	File Description
Admin SecureFTP	Information Technology Department	grants.txt	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.

[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 FTP web application 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 ITD 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 ITDAPPSGRP-FILETRANSFER-ADMIN. Access to this group can be requested via the WMS Windows Domain USERID request form.

Main Menu screen with a Service Area section follows:

The screenshot shows the main menu of the North Dakota State of North Dakota File Transfer System. The header includes the North Dakota logo, the text "nd.gov Official Portal for North Dakota State Government", and the "North Dakota LEGISLATURE" logo. The main content area has a "Search Transfers" link and a "User: Admin SecureFTP | Logout" link. Below this is a "File List" section with a link to "Add A New Service Area". The "Outstanding Invitations" section has a table with columns: Name, Email Address, Date/Time Sent, Invitation Expiration, and Action. Below the table are links for "Invite User to Send A File" and "Search Invitations". The "Files Available to Send" section has a table with columns: File, Description, Date/Time Uploaded, File Expiration, Users Invited to Download, and Action. Below the table is a link for "Add File To Send". At the bottom, there is a link for "Directions to download a file." and a footer with links for "Contact", "Disclaimer", "Privacy Policy", "Security Policy", "W3C WAI AA", "W3C CSS", and "W3C XHTML". A small icon indicates that the site uses Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected. A note says "Will open a new window (pop-up)." and a copyright notice for 2007, All Rights Reserved, The State of North Dakota.

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota LEGISLATURE

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
Invite User to Send A File Search Invitations				

Files Available to Send

File	Description	Date/Time Uploaded	File Expiration	Users Invited to Download	Action
Add File To Send					

Directions to [download a file.](#)

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAI AA](#) | [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.

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:

North Dakota nd.gov Official Portal for North Dakota State Government

State of North Dakota
File Transfer System

Login

You are entering the Online File Transfer System.

Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.

North Dakota login

Already Registered - Not sure?

North Dakota Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

[Update your account](#)

New to North Dakota Online Services?

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

If you need assistance with this online service, please contact [Information Technology Department](#).

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#) | [W3C WAI AA](#) | [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 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

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

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	Request Access
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.	Request Access
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!	Request Access

[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:



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

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:



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](#)

[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.

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

North Dakota
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
ITD - Test Service Area	0	
Add A New Service Area		

Outstanding Invitations



Name	Email Address	Date/Time Sent	Invitation Expiration	Action
Invite User to Send A File Search Invitations				

Files Available to Send

File	Description	Date/Time Uploaded	File Expiration	Users Invited to Download	Action
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.

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

North Dakota
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
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	ecornell@state.nd.us	Approve Deny
Search to Grant Public Access				

Security for Agency/Staff

Login ID	Name	Admin	Action
sftpadmin	Admin SecureFTP	Y	
Search to Grant Access			

[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 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 ITD 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 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	Upload a File

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:



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

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

[Contact](#) [Disclaimer](#) [Privacy Policy](#) [Security Policy](#)

[W3C WAI](#) [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.



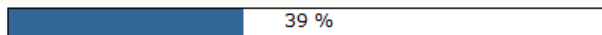
State of North Dakota
File Transfer System

[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%)

[Contact](#) [Disclaimer](#) [Privacy Policy](#) [Security Policy](#)

[W3C WAI](#) [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.

Once their upload is complete, they see the following confirmation 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](#)

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](#)


[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 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 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
 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
WebServices.ppt	Test upload file	1 MB	ecornell	Elijah I Cornell	03/19/08 15:03	03/24/08 15:03	Delete File

Security for Public Users

Login ID	Name	Telephone	Email	Action
ecornell	Elijah I Cornell	1231231234	ecornell@state.nd.us	Remove Access


[Search to Grant Public Access](#)

Security for Agency/Staff

Login ID	Name	Admin	Action
sftpadmin	Admin SecureFTP	Y	

[Search to Grant Access](#)

[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.

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 North Dakota State of North Dakota File Transfer System. The page header includes the North Dakota logo, the text 'nd.gov Official Portal for North Dakota State Government', and the 'State of North Dakota File Transfer System' logo. Below the header, there are links for 'File List' and 'Search Transfers', and a user status bar showing '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. The footer contains links for 'Contact', 'Disclaimer', 'Privacy Policy', 'Security Policy', 'W3C WAI', 'W3C CSS', and 'W3C XHTML', along with a security notice about SSL encryption and a copyright notice for 2007.

North Dakota nd.gov Official Portal for North Dakota State Government

State of North Dakota File Transfer System

File List Search Transfers User: Admin SecureFTP | Logout

Search Agency/Staff

Search Criteria

NDGOV Login ID:

First Name:

Last Name:

Clear Search


Contact | Disclaimer | Privacy Policy | Security Policy | W3C WAI | 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.

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
Official Portal for
North Dakota State Government


State of North Dakota
File Transfer System



[File List](#)
[Search Transfers](#)
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	ecornell@state.nd.us	Grant Access Grant Admin Access

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

[Contact](#) | [Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#)
| [W3C WAI](#) | [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.

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 FTP 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 userids.