

SFTP Setup

Instruction Manual



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1. SFTP Setup Instructions

1.1 Download and install FileZilla

Download the latest version of FileZilla into your system. Click on the below link to download FileZilla.

https://filezilla-project.org/download.php?show_all=1

Now proceed to install FileZilla.

1.2 Download configuration file

Click on “**Download SFTP Configuration for FileZilla**” button. An XML format configuration file will be downloaded immediately. Our application provides the configuration file for each of the FTP users. This file can be directly imported to FileZilla to configure SFTP.

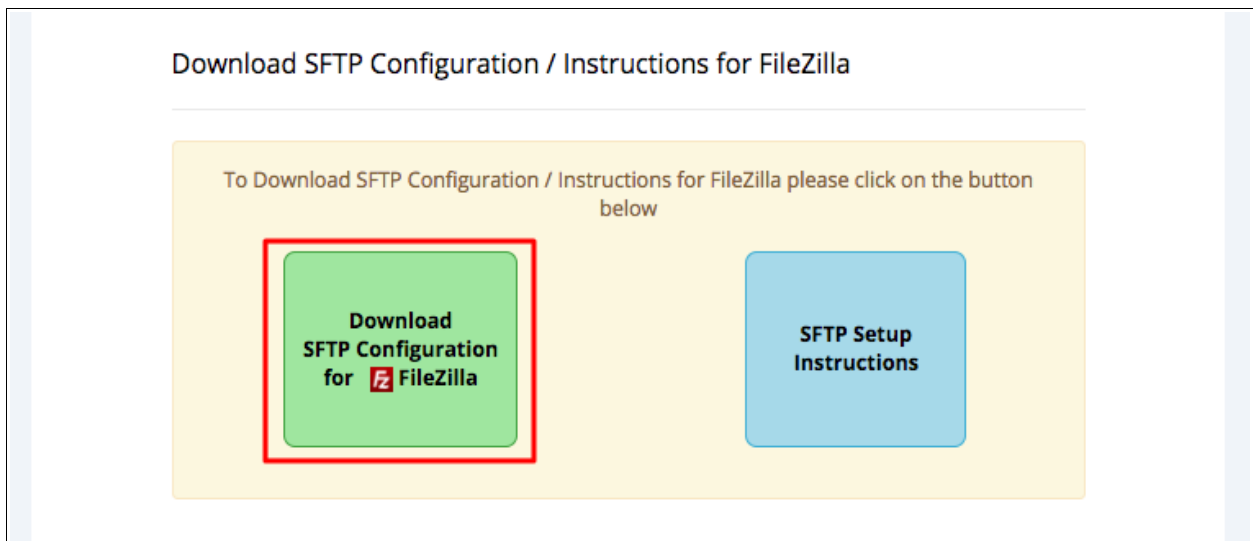


Figure 1.2 Download SFTP configuration file

1.3 Import configuration file to FileZilla

Open FileZilla to import the downloaded configuration file.

1. Go to **File** → **Import**

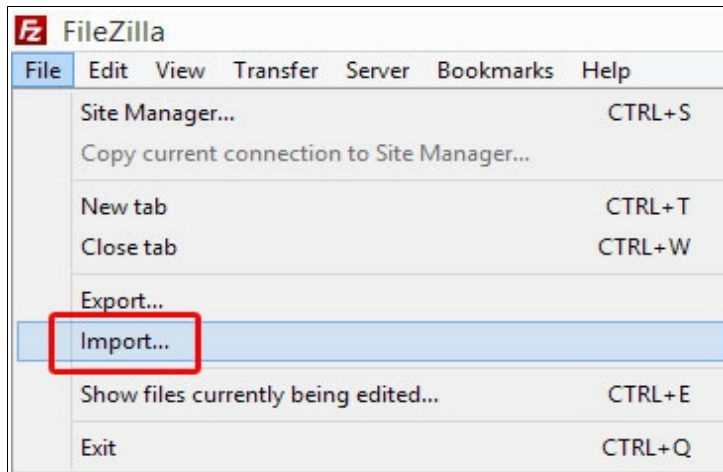


Figure 1.3.1 Import file

2. Browse the configuration file. Select the configuration XML file.

Click “Open” → Click “OK”

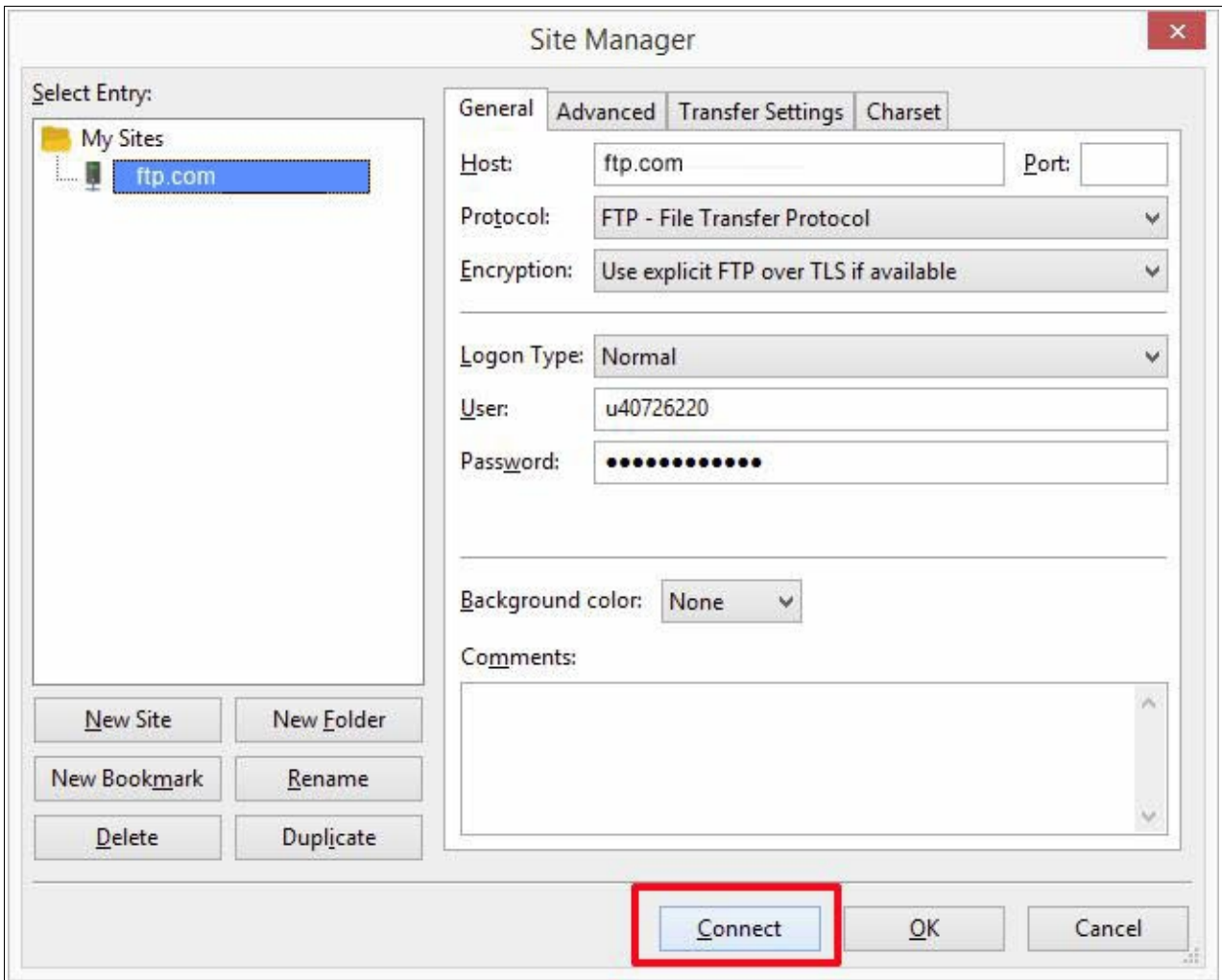


Figure 1.3.2 Browse configuration file

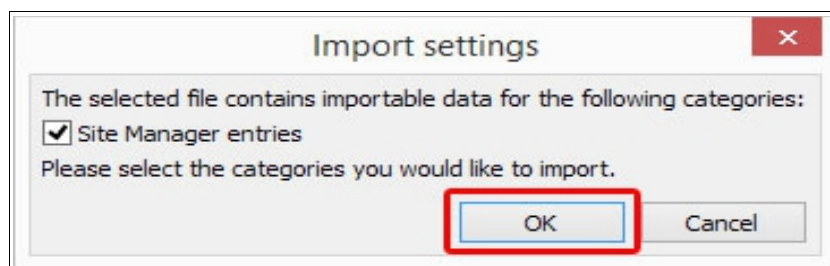


Figure 1.3.3 Import settings

Once the import process is completed, an 'Import Successful' message will be displayed. The SFTP site will be created. Now proceed to establish the SFTP connection .

1.4 Step 4 : Establish SFTP connection

1. Go to **File** → **Site Manager**.

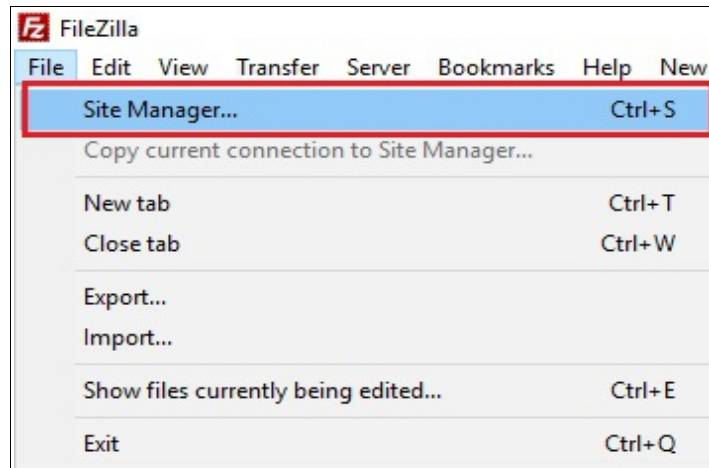


Figure 1.4.1 Site Manager

2. Select the SFTP Server from the “**My Sites**” list. All the credentials will be automatically extracted from the configuration file.
3. Click on “**Connect**” to establish SFTP connection and transfer your files to the application.

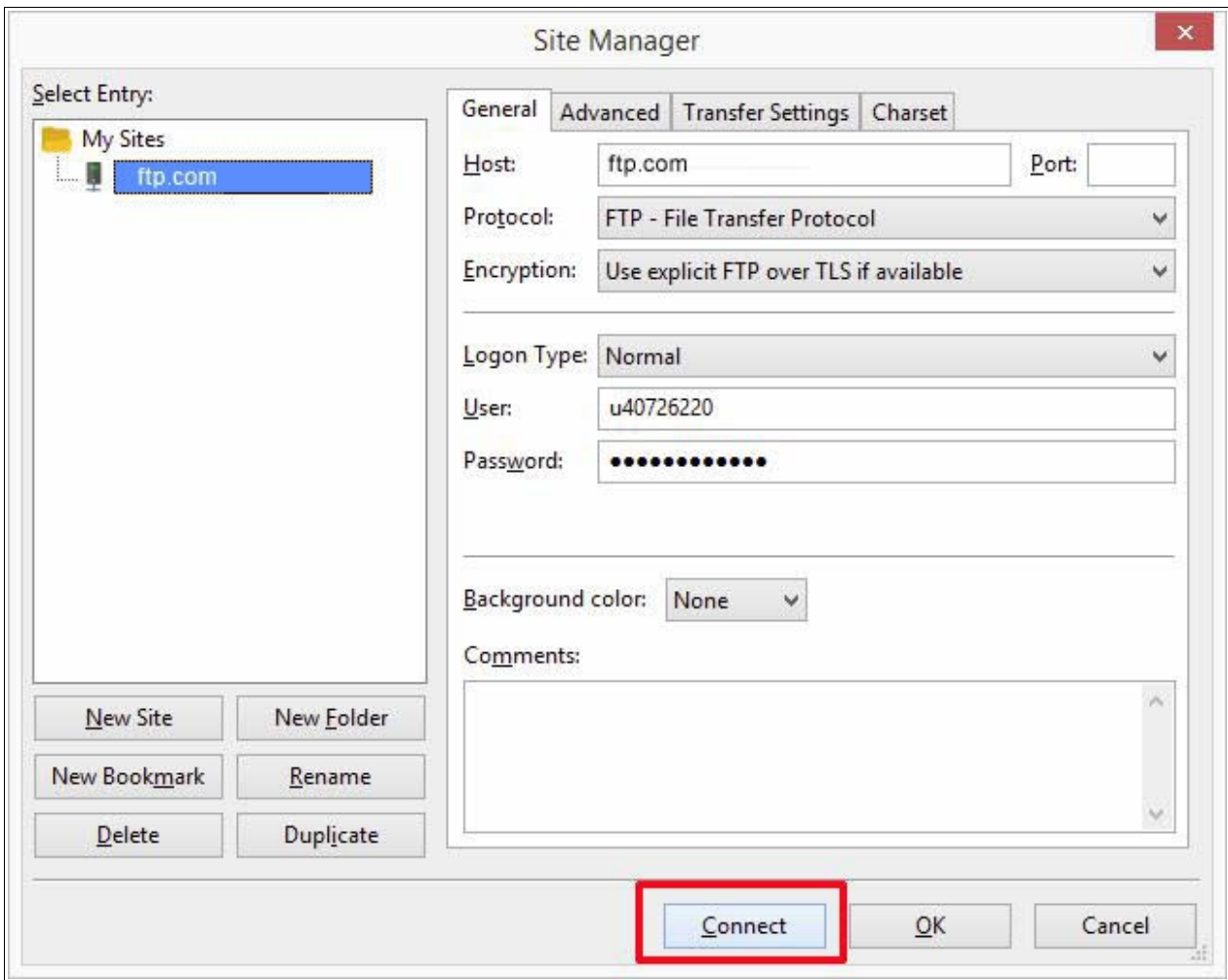


Figure 1.4.2 Establish SFTP connection

Step 5 : Transfer CSV file

Once the connection is established, you can transfer the CSV file from your local directory to the SFTP server. To transfer, you'll need to drag and drop the file to the appropriate folder.

Follow the steps to upload files to SFTP server

1. First, drag and drop the CSV file to the "inbox" folder

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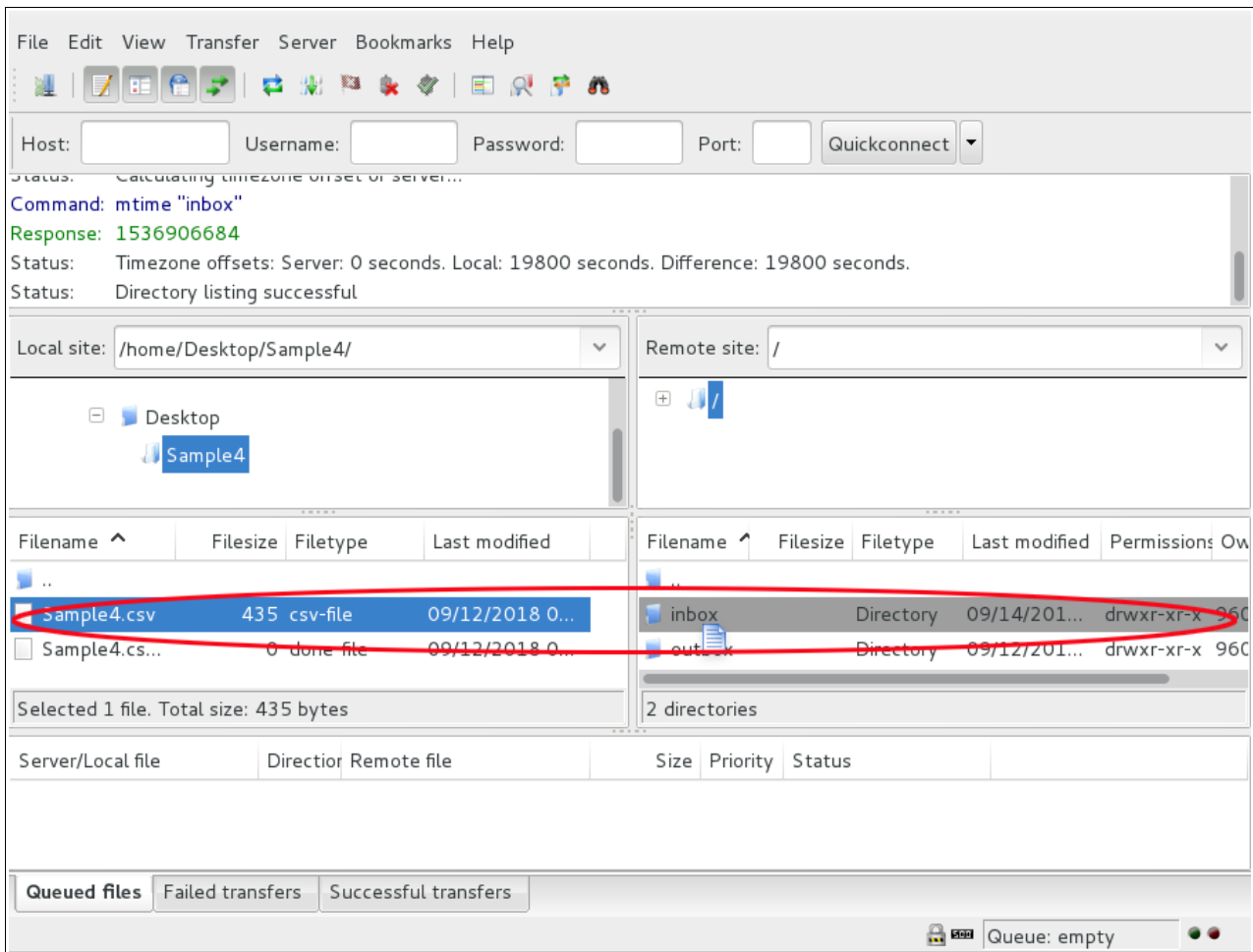


Figure 1.4.3 Drag and drop file to inbox folder

2. Check the file transfer status from the information window of FileZilla. If status is displayed as 'Successful' you can continue with the following steps.
3. Drag and drop the 'done' file to the "inbox" folder (The 'done' file is an empty file used to indicate that the data file is ready to be taken for processing).
4. The system will automatically proceed for e-filing after the done file upload. You'll be further acknowledged with the e-filing status e-mail at each level of processing.

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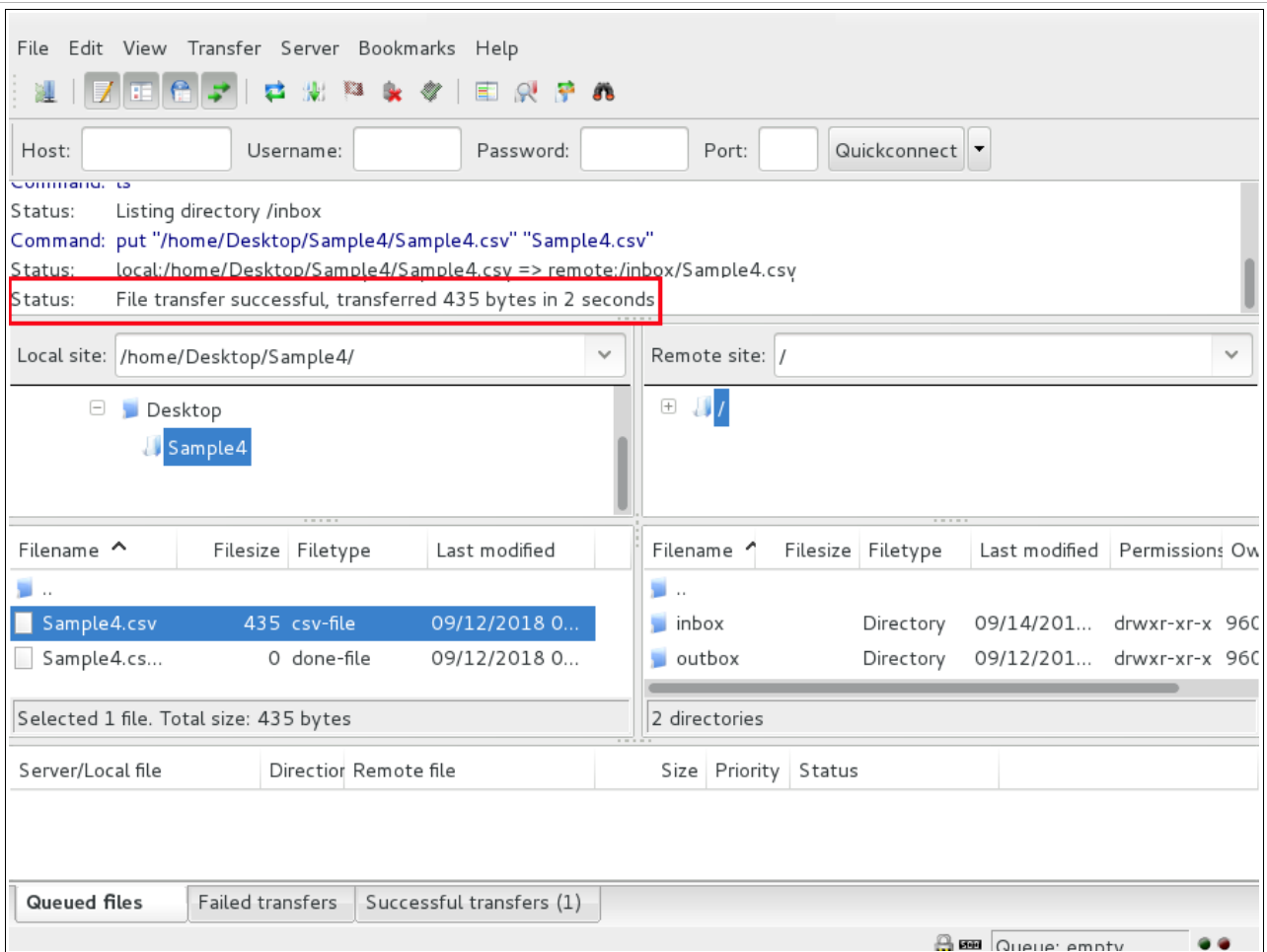


Figure 1.4.4 Check file transfer status