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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* \rightarrow *Import*

ile	Edit	View	Transfer	Server	Bookmarks	Help
	Site M	lanager				CTRL+S
	Сору	current	connectio	n to Site	Manager	
	New t	ab				CTRL+T
	Close	tab				CTRL+W
_	Export					
	Impor	t				
1	Show	files cu	rrently beir	ng edited		CTRL+E
	Exit					CTRL+Q

Figure 1.3.1 Import file

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

Click "Open" \rightarrow Click "OK"

		General Ad	vanced	Transfer Settings	Charset			
My Sites		ftp.com		ftp.com Port:				
		Pro <u>t</u> ocol:	FTP - F	ile Transfer Protoc	ol	¥		
		Encryption:	Use ex	plicit FTP over TLS	if available	Ŷ		
		Logon Type:	Norma	1		¥		
		<u>U</u> ser:	u4072	6220				
			Password:					
		<u>B</u> ackground Co <u>m</u> ments:	color:	None 🗸				
<u>N</u> ew Site	New <u>F</u> older					~		
	<u>R</u> ename]						
New Book <u>m</u> ark		1				4		

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* \rightarrow *Site Manager*.

FZ Fi	leZilla						
File	Edit	View	Transfer	Server	Bookmarks	Help	New
	Site M	lanager				Ctr	I+S
	Сору	current	connectio	n to Site	Manager		
	New t	ab				Ctrl	+T
	Close	tab				Ctrl-	٠W
	Export	t					
	Impor	t					
	Show	files cu	rrently beir	ng edited		Ctr	I+E
	Exit					Ctrl	+Q

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.

elect Entry:		General A	dvanced	Transfer Settings	Charset			
My Sites		My Sites Host:		ftp.com Port:				
I I I I I I I I I I I I I I I I I I I		Pro <u>t</u> ocol:	FTP - F	ile Transfer Protoc	ol	~		
		Encryption:	Use exp	plicit FTP over TLS	if available	~		
		Logon Typ	e: Norma	il		*		
		<u>U</u> ser:	u4072	6220				
		Pass <u>w</u> ord:	•••••	•••••				
		<u>B</u> ackgroun Co <u>m</u> ments	d color: [:	None 🗸				
<u>N</u> ew Site	New <u>F</u> older					\sim		
New Book <u>m</u> ark	<u>R</u> ename							
	Duplicate					~		

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

SFTP setup instructions

File Edit View Teacher Comer Declaration Hale								
File Edit View Transfer Server Bookmarks Help								
j 🔟 🗾 🗉 😭 😴 🗱 🖗 🍬 🛷 🗉 😥 🤔 🦚								
Host: Username: Password:	Port: Quickconnect							
Command: mtime "inhox"								
Response: 1536906684								
Status: Timezone offsets: Server: 0 seconds. Local: 19800 sec	onds. Difference: 19800 seconds.							
Status: Directory listing successful	I							
Local site: //home/Desktop/Sample//	Remote site: /							
Local site. ///ome/Desktop/sample4/								
Desktop Sample4								
Filename ^ Filesize Filetype Last modified	Filename ^ Filesize Filetype Last modified Permissions Ow							
🗯 a	1							
sample4.csv 435 csv-file 09/12/2018 0	📒 inbox Directory 09/14/201 drwxr-xr-x 👀							
Sample4.cs 0 done file 09/12/2018 0	Directory 09/12/201 drwxr-xr-x 960							
Selected 1 file. Total size: 435 bytes	2 directories							
Server/Local file Direction Remote file	Size Priority Status							
Queued files Failed transfers Successful transfers								
	🔐 🚥 Queue: empty 🔍 🔍							

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.

SFTP setup instructions

File Edit View	Transfer Server	Bookmarks Help						
1	S 🛃 🛤 🐘	a 💺 🛷 🗉 🔗 😚 🙃						
Host: Username: Password: Port: Quickconnect								
Status: Listing Command: put "/ho Status: local:/h	directory /inbox ome/Desktop/Samp ome/Desktop/Samp	ble4/Sample4.csv" "Sample4. ble4/Sample4.csv => remote:	.sv" /inbox/Sample4.	csv				
Status: File trai	nsfer successful, tr	ansferred 435 bytes in 2 seco	nds					
Local site: /home/	/Desktop/Sample4/	*	Remote site:	/				~
🗆 🍃 Des	ktop ample4		+/					
Filename 🔨	Filesize Filety	e Last modified	Filename 🖍	Filesize	Filetype	Last modified	Permission	ns Ow
📁			۶.					
Sample4.csv	435 csv-file		📁 inbox		Directory	09/14/201	drwxr-xr-x	960
Sample4.cs	0 done-fi	le 09/12/2018 0	🥫 outbox		Directory	09/12/201	drwxr-xr-x	960
Selected 1 file. To	tal size: 435 bytes		2 directories					
Server/Local file	Directior	Remote file	Size Priorit	y Status				
Queued files	Failed transfers	Successful transfers (1)						
	·				8		tv 🔹	۲

Figure 1.4.4 Check file transfer status