

Instructions for Secure FTP (SFTP) using the Filezilla ftp client For Transferring Sensitive Data to Providers

Download the Filezilla software at <http://filezilla-project.org/>

Run the setup file and use the default options.

The program can be started by clicking start>programs>Filezilla ftp client>Filezilla



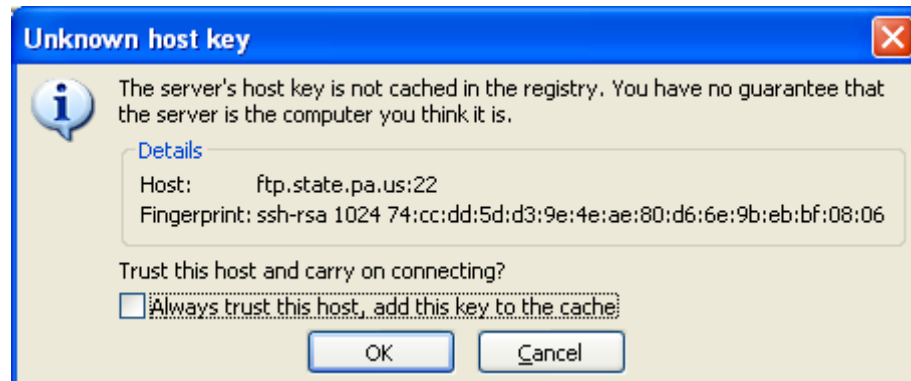
From the screenshot above, place the following information (areas underlined in red)

1. "sftp://ftp.state.pa.us" in the host text box. (Make sure the host address starts with "sftp")
2. Enter 'aaaprovider' in the username text box.
3. Enter the password assigned to the 'aaaprovider' account in the password field

(Note: For security purposes this password will be provided separate from this document)

4. Enter "22" as the Port number

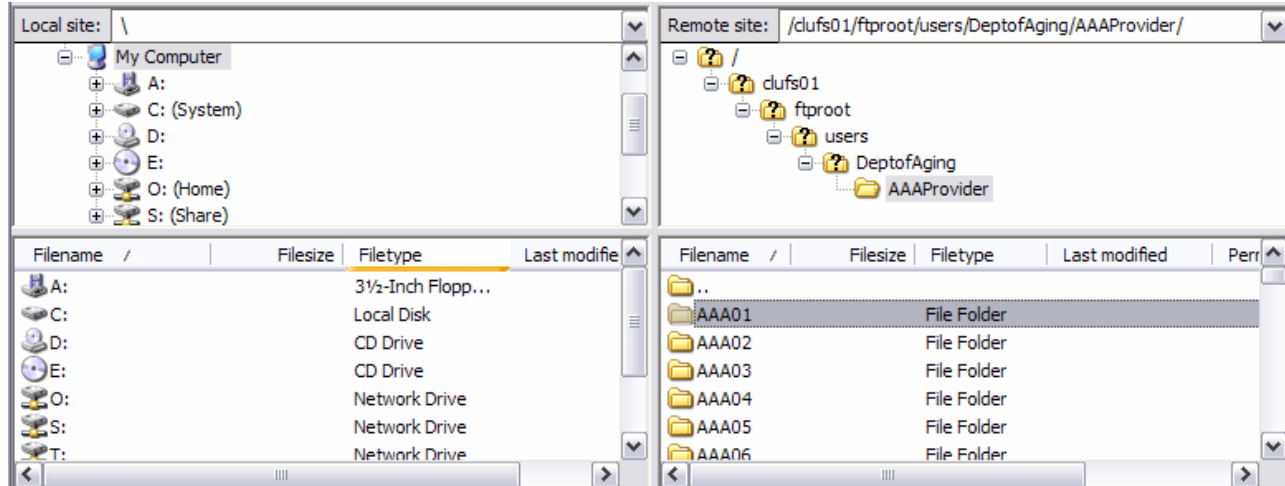
Next, click on the "Quickconnect" button. After a few moments you should receive the following pop-up:



Check the 'always trust this host, add this key to the cache' box.

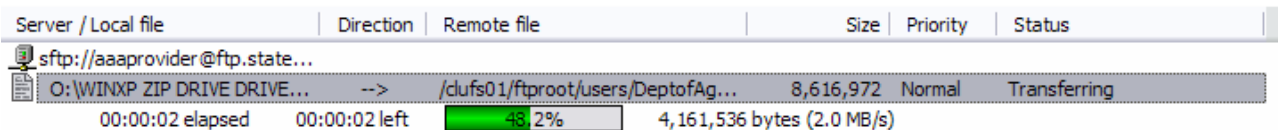
Click OK button.

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Find the location of the file and the folder where you want to save the file:

- The panel called Local site [1]: lists the mapped drives on the local machine. Click on a drive in the Local Site panel and the folders and files in the drive are listed in the panel below [2].
- Likewise, the panel called Remote site [3]: lists the folders and files available on the FTP site. Click on a folder in the Remote Site panel and the folders and files in the folder will be listed in the panel below [4].
- Drag the file you wish to upload/download from one panel to the other panel to start the transfer process:
- To upload files (copy files from your computer or server to the FTP site) you should drag the appropriate file from the Local Site panel to the Remote Site panel. You will only be able to upload data to the **aaaprovider folder**.
- To download files (copy files from the FTP site to your local computer or server) you should drag the appropriate file from the Remote Site panel to the Local Site panel. You can download to any folder you have access to on your local PC or network provided you have sufficient space for the file. NOTE: Please insure you are dragging the file to the appropriate folder on your local PC or network.



The bottom panel displays the real time status of the file transfer such as elapsed time, time remaining, and percent of file transferred.

Once you have completed your file transfer you can close Filezilla.