

DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

FTP Secure Access Reference Guide for

DMBE Constituents

written by

Virginia.gov

CONFIDENTIAL - NOT FOR PUBLIC DISTRIBUTION OR PUBLICATION

©2007 Virginia Department of Minority Business Enterprise

Introduction:

The Virginia Department of Minority Business Enterprise produces a number of reports in digital form (text and Microsoft Excel) for its constituent clients. Some of the information in these reports is considered confidential.

When this information is sent by e-mail, the possibility exists for it to be read by third parties. Therefore, DMBE has implemented a secure means for distributing these reports, through the use of a secure FTP (file transfer protocol) server. The instructions in this document explain how to:

(1) install the software, and

(2) how to download the reports to your desktop computer.

(Step 1) Installation:

Click <u>HERE</u> to download FileZilla now!

(Step 2) You may see this warning. Answer ALLOW if you do:



(Step 3) You may see this warning from Windows:





(Step 5) If you see this warning, you will need to click here:



(Step 6) When you see this warning, you will need to click SAVE:



(Step 7) Save the FileZilla installer program to your desktop:



(Step 8)

Look for this file on your desktop, double click to start installing FileZilla:



FTP Secure Access Reference Guide for DMBE Constituents

(Step 9) Click NEXT on each window to continue the installation:













(Step 10)

After installation is completed, check your desktop for this:



(Step 11) If it is there, you can throw this away:



Downloading Reports from the Secure FTP Server:

(Step 1)

Double-click this:



(Step 2)

The program window should open and appear as below:

	🔁 FileZilla version	2.2.30								- 🗆 ×
	<u>F</u> ile <u>E</u> dit <u>T</u> ransfer <u>V</u> iev	w <u>Q</u> ueue <u>S</u> erver <u>H</u> elp								
	📄 🖛 🕹 👘 🔤	🔁 🔍 🏼 🎘 🖪 🛛 😵	Address:		User:	Password:	Port:	Quicko	onnect 💌	
					_					
					P mote Site:					
	Local Disk (C:)			F ename	Filesize	Filetype	Date	Time	Permiss
	Documents and Settings drivers									
				•						
ļ	Eilonamo (Eilogizo Eilotypo	Lact Modified							
	 □ □	File Folder File Folder File Folder	5/5/2007 23: 6/23/2006 1 7/6/2007 13:							
	Contractions for the second se	File Folder File Folder File Folder	5/24/2006 1 9/21/2006 7: 6/1/2006 17:							

(Step 3)

Local Site: C:\			
Eucal Disk (C:)	Click	here	
🕀 💼 base	UIUN		
🕀 💼 dell			
Documents and Settings			
🕀 💼 drivers			
⊡ - 🧰 found.000			
i386			-

(Step 4) Keep clinking until you see DESKTOP, as shown here:



(Step 5)

This tells FileZilla that you want to save the report files you download to your desktop. This will make then easier to find.

Local Site: C:\Documents and Settings\bbrodie\Desktop\						
🖃 🞯 Desktop						
🗄 🛑 My Documents						
🖻 😼 My Computer	🔄 😼 My Computer					
□ Secol Disk (C:)						
🕀 🛅 base						
🕀 🛅 dell						
Documents and Settings						
Filename 🔺	Filesize Filetype	Last Modified				
—						

(Step 6)

If you have a folder for your reports, you can click it twice to tell FileZilla that you want to save the report files into that folder:

Local Site: C:\Documents and Settings\bbrodie\Desktop\							
🗆 🚱 Desktop							
🗄 📋 My Documents							
🗄 🖳 🛃 My Computer							
🖃 🥯 Local Disk ((C:)						
🕀 🛅 base							
🕀 🛅 dell							
🖻 🛅 Documents and Settings							
Filename 🔺 Filesize Filetype Last Modified							
Click vo	ur folder						
DMBE Downloaded File Folder 7/17/2007 1							
DMBE SFTP		File Folder	7/17/2007 9:				
👜 Agency Partners.Ink	598	Shortcut	6/6/2007 15:				
Z FileZilla.lnk	2 KB	Shortcut	7/16/2007 1				

(Step 7)

The location of the default folder for saving downloaded files is displayed here:

		Default location			
Local	Site:	C:\Documents and Settings\bbrodie\Desktop\DMBE Downloaded Reports\	-	Remote Site:	
		DMBE Downloaded Reports	-	Filename	Filesize
		DMBE SFTP Favorites			
Default location		Default location			
		Local Site: C:\Documents and Settings\bbrodie\Desktop\DM	IBE D	ownloaded Reports\	-
		DMBE Downloaded Repo	rts		^
Filen	ame	Filesize Filetype Last Modified			Second II
a					

(Step 8)

You should have received an email from Virginia.gov something like this one, but with your user name and password:

```
From: Billy Arnold
Sent: Monday, July 16, 2007 1:39 PM
To: Agency User
Subject: Your FTPS access to the VI servers
Your FTPS access to the DMBE report files hosted on the VI servers has been
setup. Here's your access information:
If your FTP client supports Explicit SSL connections:
 Hostname: ftps.virginiainteractive.org
 Username: dmbe5-555
 Password: fwp67890
If your FTP client only supports Implicit SSL (FTP over SSL/TLS)
 Hostname: ftps.virginiainteractive.org
            990
  Port:
 Username: dmbe5-555
  Password: fwp67890
-billy- warnold@virginiainteractive.org
        Security Officer
```

(Step 10)

You will enter the server address, user name, password and port as shown here:









(Step 11)

When all of the information has been entered, press the ENTER key on your computer keyboard to start the connection process.



(Step 12)

When connection is successful, you should see the following indications:

Z FileZilla Connected to ftps.virginiainteractive.org	
<u>File Edit Transfer View Queue Server H</u> elp	
] 🎰 🔻 🔄 🖳 🖸 🖳 🕸 🎉 🤀 🤻 🔋 🔋 🛛 Address: 🛛 Connec	cted to ftps.virginiainteractive.org
Command: PASV Response: 227 Entering Passive Mode (206,113,150,206,117,89) Command: LIST Response: 150 Data connection accented from 10 254 1 4:44075; transfer starting	nected to server
Besponse: 226 Listing completed Status: SSL connection established Status: Directory listing successful Status: Directory listing	successful
Local Site: C:\Documents and Settings\bbrodie\Desktop\DMBE Downloaded Reports\	Remote Site: /
DMBE SFTP DMBE SFTP Coal Settings DMB Documents DMB Documents DMB Documents DMB Documents	Image: Construction of the state of the
Filename ▲ Filesize Filetype Last Modified	 university_certified 30970 university_expired 3278 university_swam_m 1818192 file listing successful

(Step 13) To download a file, double click it in the list:



(Step 14)

If the file already exists, you will have a warning. Usually you will choose OVERWRITE and press OK.



(Step 14) The file will begin to download . . .

Z FileZilla - Connected to ftps.virginiainteractive.org	_ 🗆 ×
<u>File</u> dit <u>T</u> ransfer <u>V</u> iew <u>Q</u> ueue <u>S</u> erver <u>H</u> elp	
😥 🔻 🎠 🚱 😡 🔛 😧 🥸 🥵 🤉 👔 Address: Virginiainteractive.org User: dmbe2-029 Password: ••••••• Port: 990 Quickgo	onnect 💌
Command: TYPEI Response: 200 Type okay. Command: PASV Response: 227 Entering Passive Mode (206,113,150,206,117,94) Command: RETR university certified swam monthly.xts	_
Command: RETR university_certified_swam_monthly.xls	
Response: 150 Data connection accepted from 10.254.1.4:44085; transfer starting for university_certified_swam_monthly.xls (30970 by	ytes).
DMBE Downloaded Reports Filename 🔺 Filename 🖉 Filesize Filetype Date	Time Permiss
DMBE SFTP DMBE SFTP Dy Favorites Dy Exportes Dy Exportes Dy Exportes Dy Decuments Dy Documents	00:07 -rw-r 00:07 -rw-rt 00:06 -rw-rt
Filename 🔺 Filesize Filetype Last Modified	
Contraction of the American Am	
Filename Filesize Filetype Last Modified Image: Second state sta	
Selected 1 file with 0 bytes. Selected 1 file with 30970 bytes.	
Local Filename Size Direction Remote Filename Host Status	
C:\Documents and Settings\bbr 30970 << /university_certified_swam_mo ftps.virginiaint	
Local Filename Size Direction Remote Filename Host	S
C:\Documents and Settings\bbr 30970 << /university_certified_swam_mo ftps.virginia 0:00:00 elapsed 0% 0 bytes (? B/s)	aint

(Step 14)

When completed, the downloaded file will appear in your local directory:

FileZilla - Connected to ftps.virginiainteractive.org	
<u>F</u> ile <u>E</u> dit <u>T</u> ransfer <u>V</u> iew <u>Q</u> ueue <u>S</u> erver <u>H</u> elp	
🕅 🕶 🗏 📴 🗣 🛛 🗱 🕼 🖓 🎉 🤀 R 😵 Address: Virginiainteractive.org User: dmbe2-029 Password: 🚥 Port: 990 Quickconnect 🗸	
Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at position 0. Command: REST 0 Response: 350 Will attempt to restart at	•
Local Site: C:\Documents and Settings\bbrodie\Desktop\DMBE Downloaded Reports\	•
Filename △ Filesize Filesize Filesize Filesize Filesize Time Image: DMBE SFTP Image: DME SFTP Image	Permiss -rw-rr -rw-rr -rw-rr
Initial Procession Pro	
university_certified 31 KB Microsoft Exc 7/17/2007 1	

(Step 15)

It will also appear on your local hard drive:

🚞 C:\Documents and S	ettings\bbrodie\Desktop\DMBE Downloaded Reports	- 🗆 🗙					
<u> </u>	<u>T</u> ools <u>H</u> elp	1					
🕞 Back 🔻 🕤 👻 🏂 Search 🌮 Folders 🛛 🗰 🖛							
Address 🛅 C:\Documents an	nd Settings\bbrodie\Desktop\DMBE Downloaded Reports	🔁 Go					
File and Folder Tasks * Make a new folder Share this folder Share this folder Other Places Desktop My Documents My Computer My Network Places	 Iniversity_certifie Iniversity_certifie<						

(Step 16)

You may continue downloading files, until all of them have been saved to your local hard drive.

Local Site: C:\Documents and Settings\bbrodie\Desktop\DMBE Downloaded Reports\	
DMBE Downloaded Reports Filename Files	ize
DMBE SFTP	
E S Favorites	70
Local Settings	278
The My Documents 1810.	.92
university certified 31 KB Microsoft Exc 7/17/2007 1	
university_expired 4 KB Microsoft Exc 7/17/2007 1	
university_swam_m 0 Microsoft Exc 7/17/2007 1	
3 files with 34248 bytes. Selected 1 file with 1818192 bytes	
Local Filename Size Direction Remote Filename Host Statu	
C:\Documents and Settings\bbr 1818192 << /university swam monthly.xls ftps.virginiaint	,
0:00:03 elapsed 0:00:00 left 91% 1665896 bytes (361.8 KB/s)	
Level Charles CADesenants and Cattions Marshall Decides (Decide) Decides (Decide)	
Local site. C. Obcoments and Settings borode (Desktop (DMBE Downloaded Reports \	SE
DMBE SFTP	_
	t
in the matching of the matchi	-1
Phone Browser	Ц,
Filename A Filesize Filetype Last Modified I university_certified 30970 Microsoft	
university_certified 31 KB Microsoft Exc 7/17/2007 1 auniversity_expired 3278 Microsoft	
University_expired 4 KB Microsoft Exc 7/1//2007 1	
	-
university_certified 31 KB Microsoft Exc 7/17/2007 1	
university_expired 4 KB Microsoft Exc 7/17/2007 1	
university_swam_m 2 MB Microsoft Exc 7/17/2007 1	

Conclusion:

If you have problems connecting, you may need to consult with your IT support staff to insure that "port 990 is unblocked in your router". This is a technical setting that your IT support staff can perform for you.

Also, be certain to enter your password exactly as provided - it is case sensitive.

We hope you will find this transition to the new system of providing access to your reporting an easy one, and we thank you for your patience and understanding.