



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.

Installation:

(Step 1)

Click [HERE](#) to download FileZilla now!

(Step 2)

You may see this warning. Answer **ALLOW** if you do:



(Step 3)

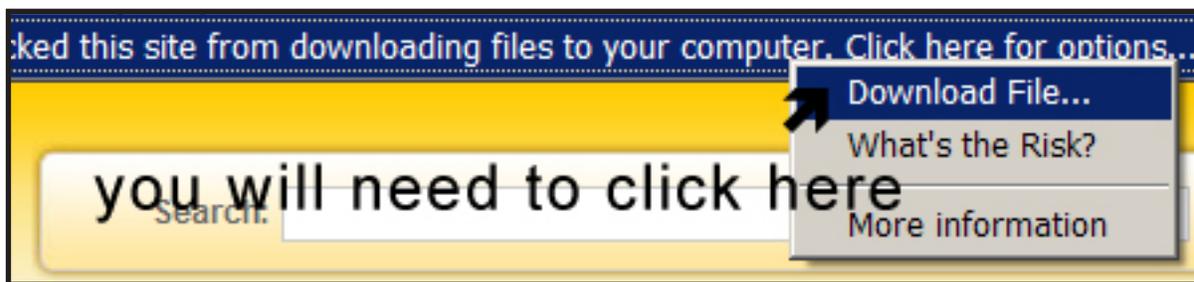
You may see this warning from Windows:



(Step 4) If you see this warning, you will need to click here:



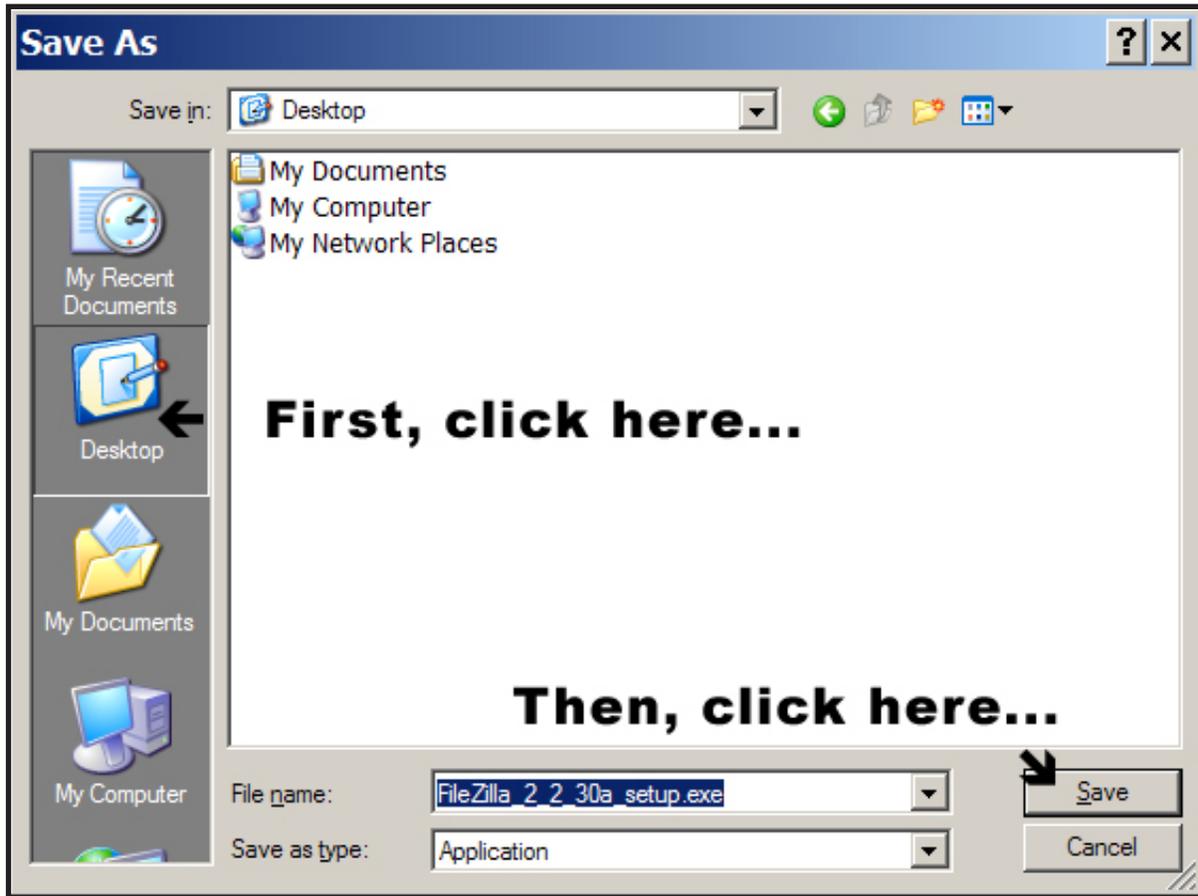
(Step 5) If you see this warning, you will need to click here:



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



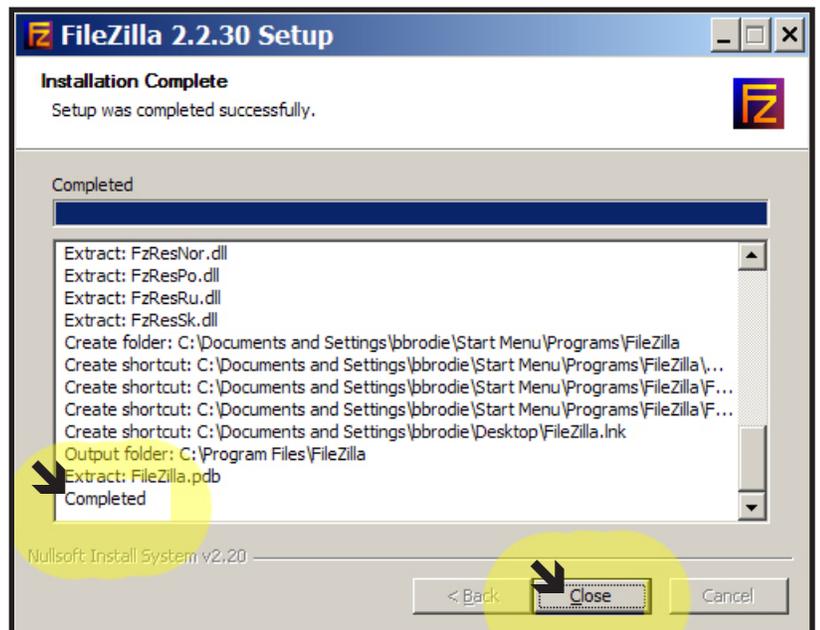
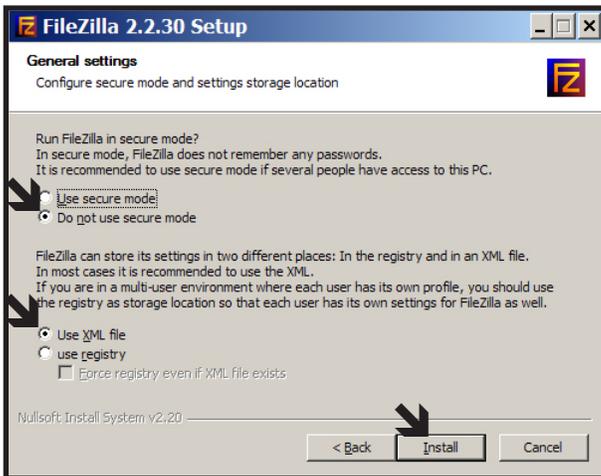
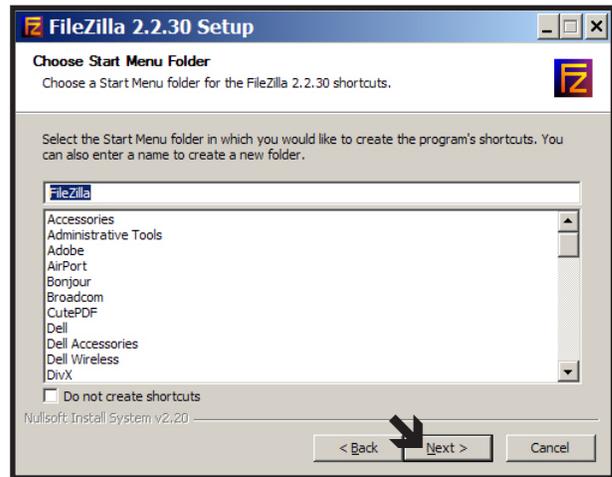
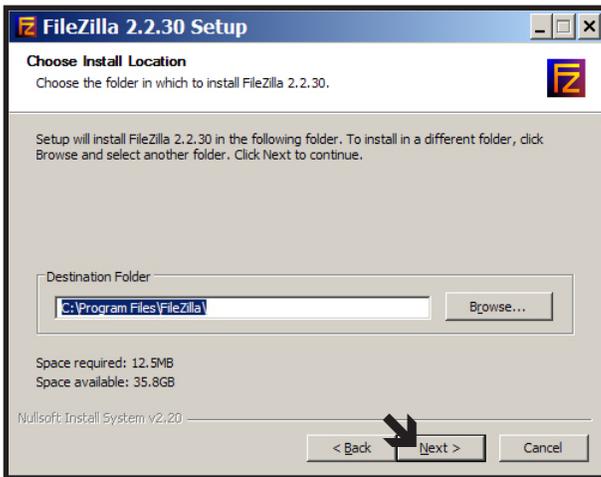
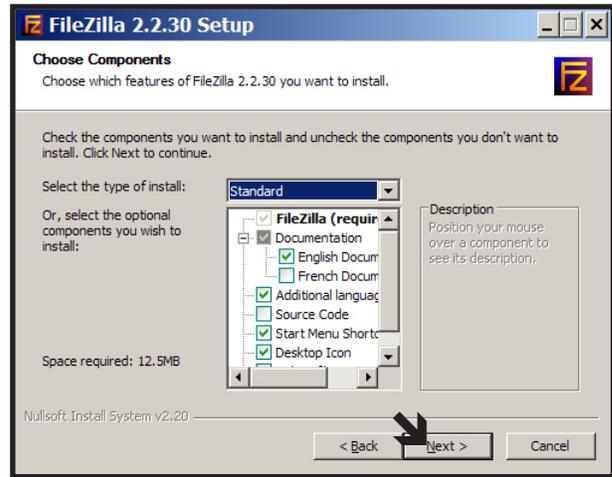
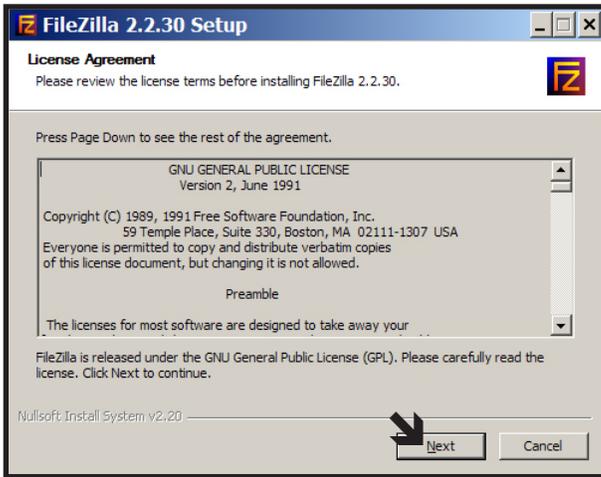
(Step 7) Save the FileZilla installer program to your desktop:



(Step 8) Look for this file on your desktop, double click to start installing FileZilla:



(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:

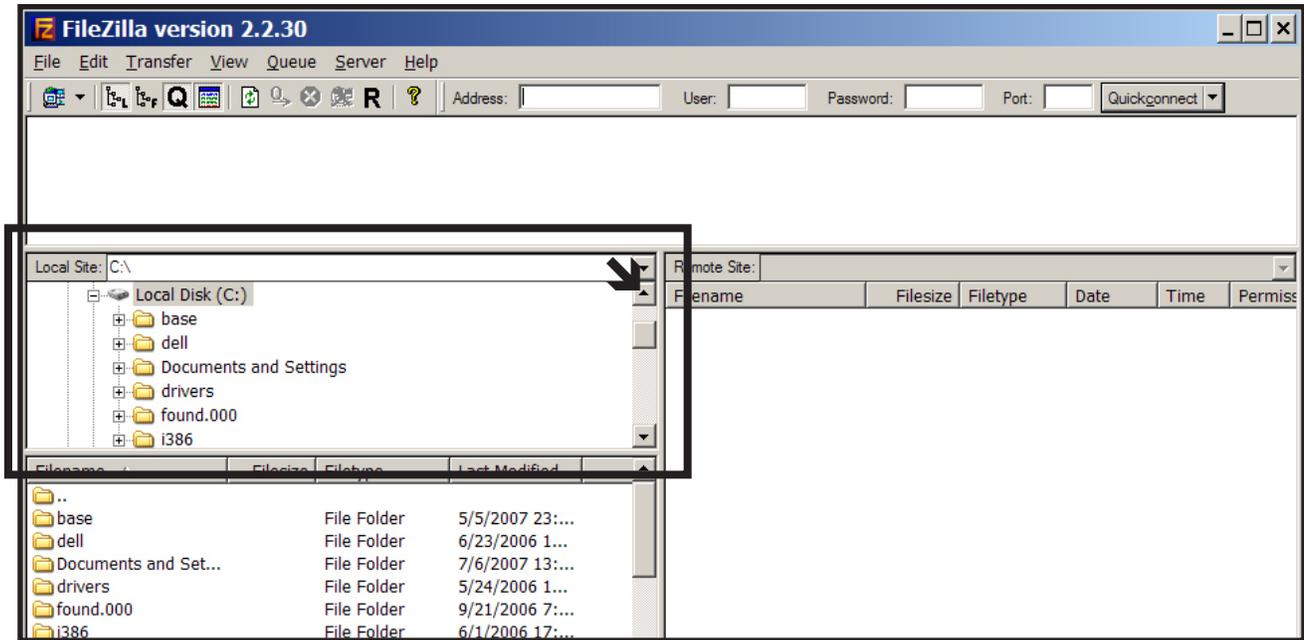
(Step 1)

Double-click this:

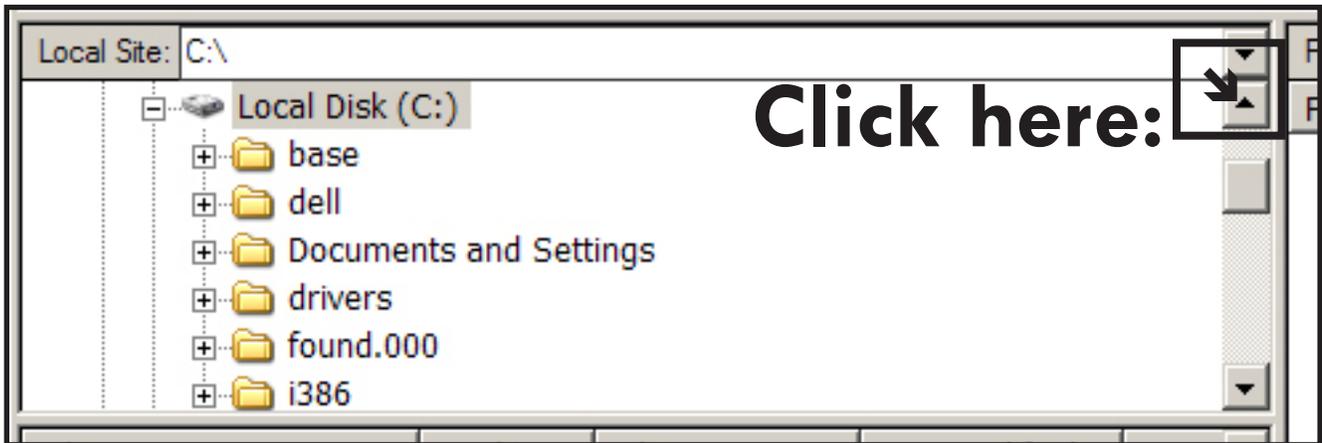


(Step 2)

The program window should open and appear as below:



(Step 3)

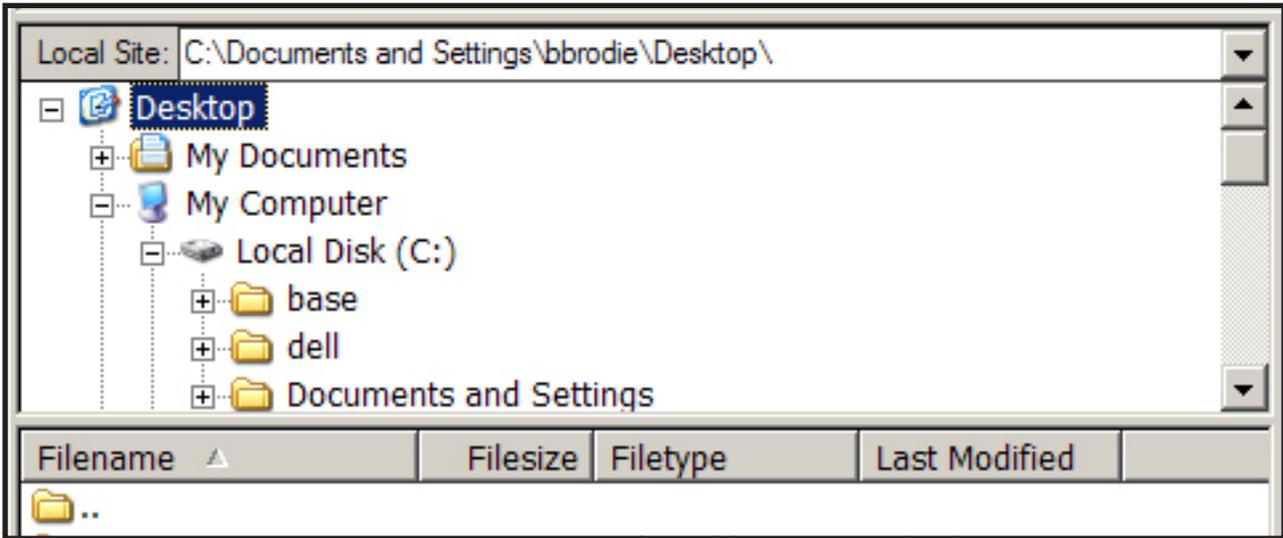


(Step 4) Keep clicking until you see *DESKTOP*, as shown here:



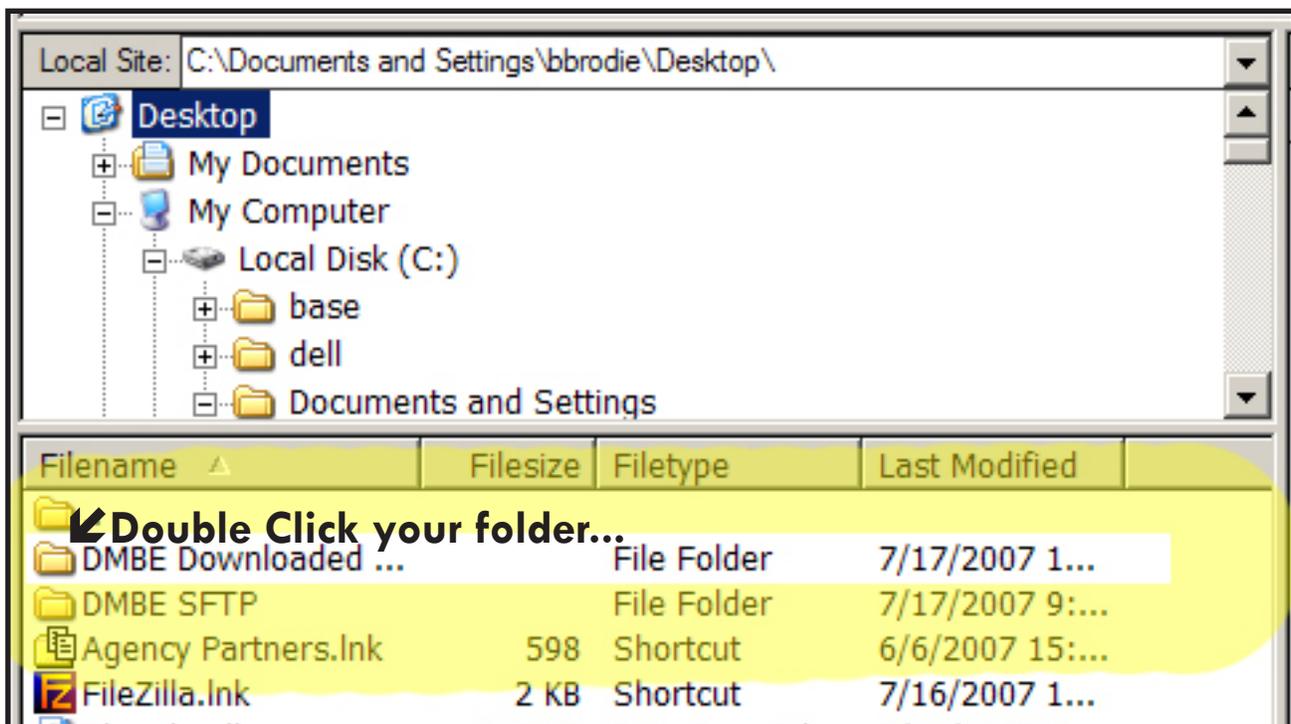
(Step 5)

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



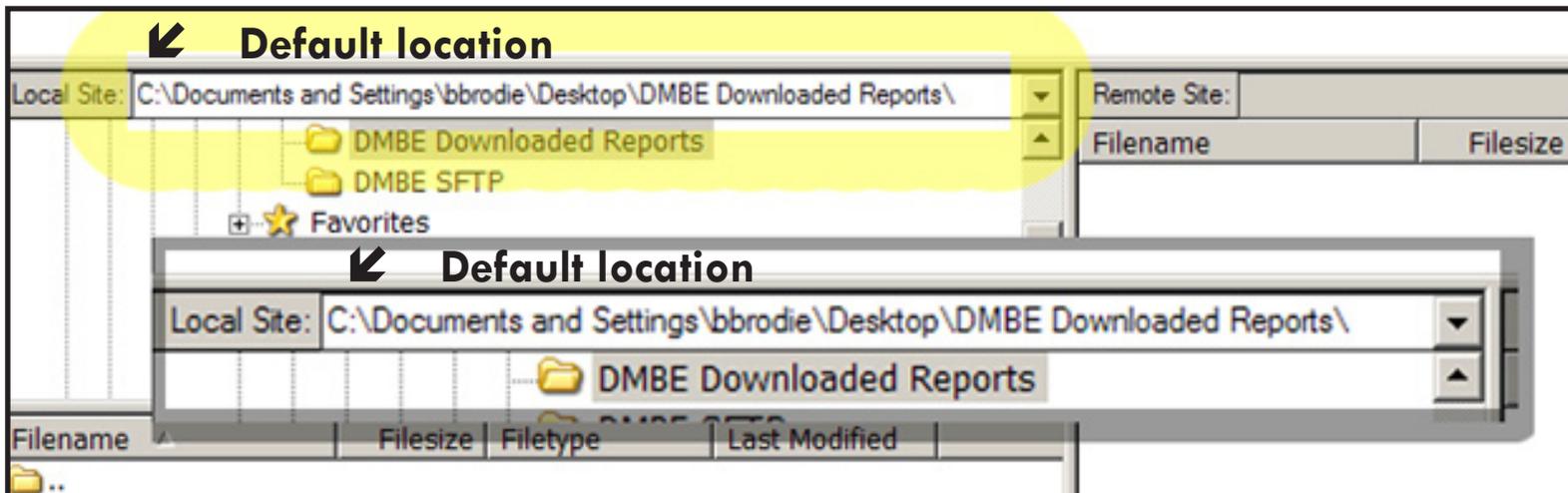
(Step 6)

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:



(Step 7)

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



(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
```

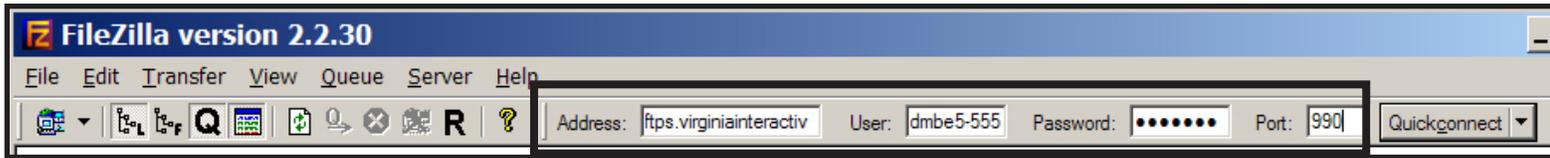
```
If your FTP client only supports Implicit SSL (FTP over SSL/TLS)
```

```
Hostname: ftps.virginiainteractive.org
Port: 990
Username: dmbe5-555
Password: fwp67890
```

```
--
-billy- warnold@virginiainteractive.org
Security Officer
```

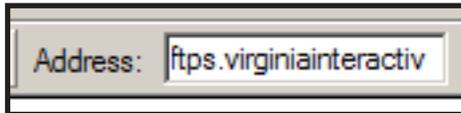
(Step 10)

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



The *HOSTNAME* from the email belongs in the *ADDRESS* field in Filezilla:

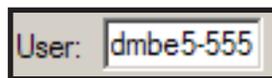
Hostname: ftps.virginiainteractive.org



Even though the entire text string “ftps.virginiainteractive.org” will not entirely appear in the *ADDRESS* field, it is properly stored there.

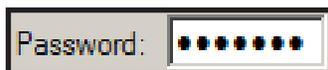
The *USERNAME* from the email belongs in the *USER* field in Filezilla:

Username: dmbe5-555



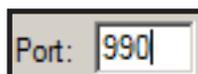
The *PASSWORD* from the email belongs in the *PASSWORD* field in Filezilla:

Password: fwp67890



The password text string will display as “● ● ● ● ●” for security purposes

The *PORT* should be entered as 990:



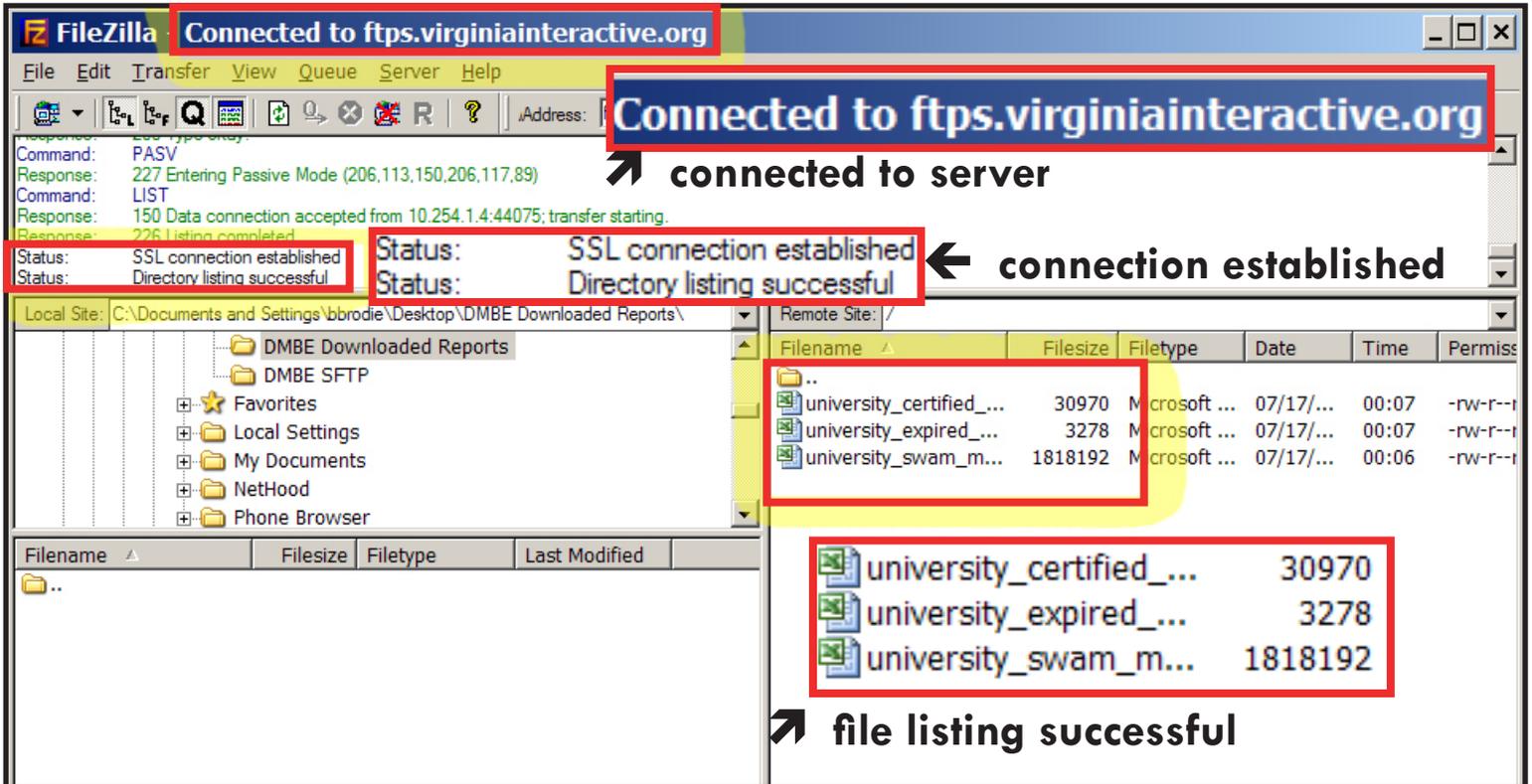
(Step 11)

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:



connected to server

connection established

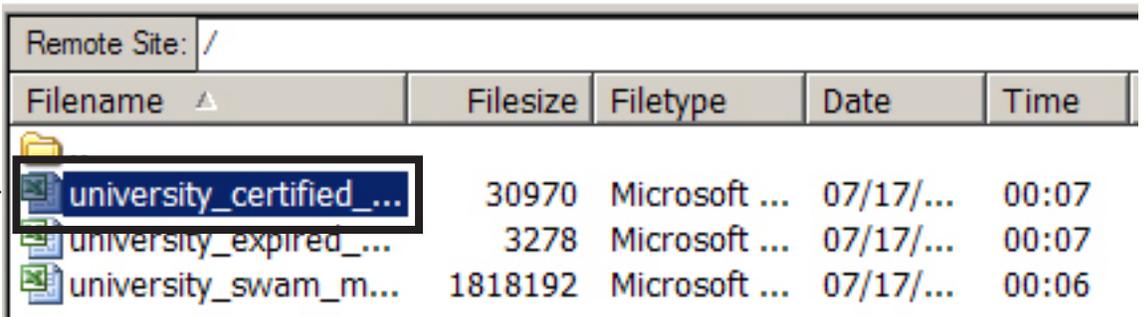
Filename	Filesize	Filetype	Date	Time	Permiss
..					
university_certified_...	30970	Microsoft ...	07/17/...	00:07	-rw-r--r
university_expired_...	3278	Microsoft ...	07/17/...	00:07	-rw-r--r
university_swam_m...	1818192	Microsoft ...	07/17/...	00:06	-rw-r--r

file listing successful

(Step 13)

To download a file, double click it in the list:

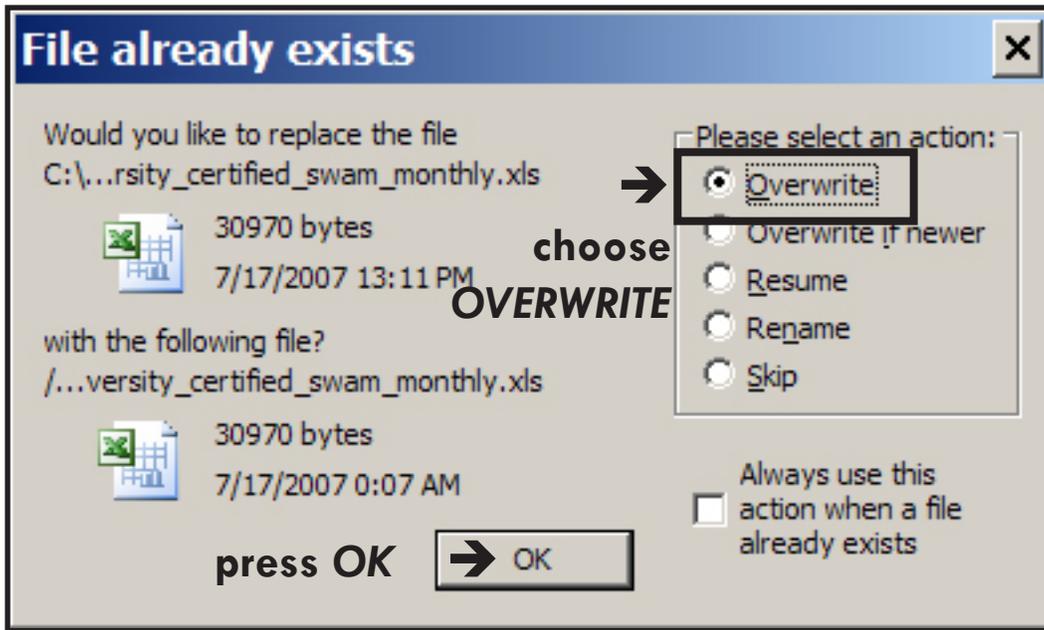
double click →



Filename	Filesize	Filetype	Date	Time
university_certified_...	30970	Microsoft ...	07/17/...	00:07
university_expired_...	3278	Microsoft ...	07/17/...	00:07
university_swam_m...	1818192	Microsoft ...	07/17/...	00:06

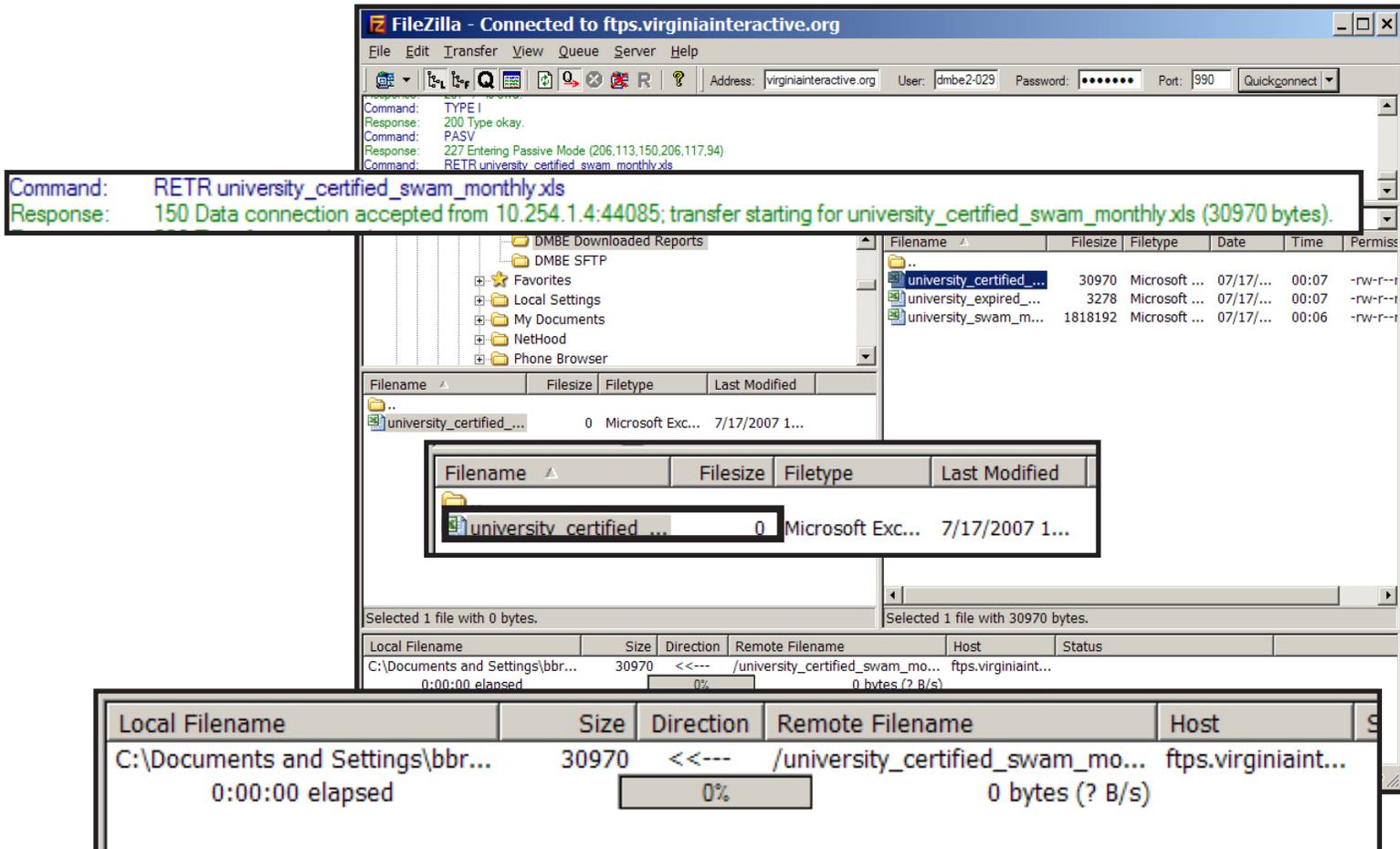
(Step 14)

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



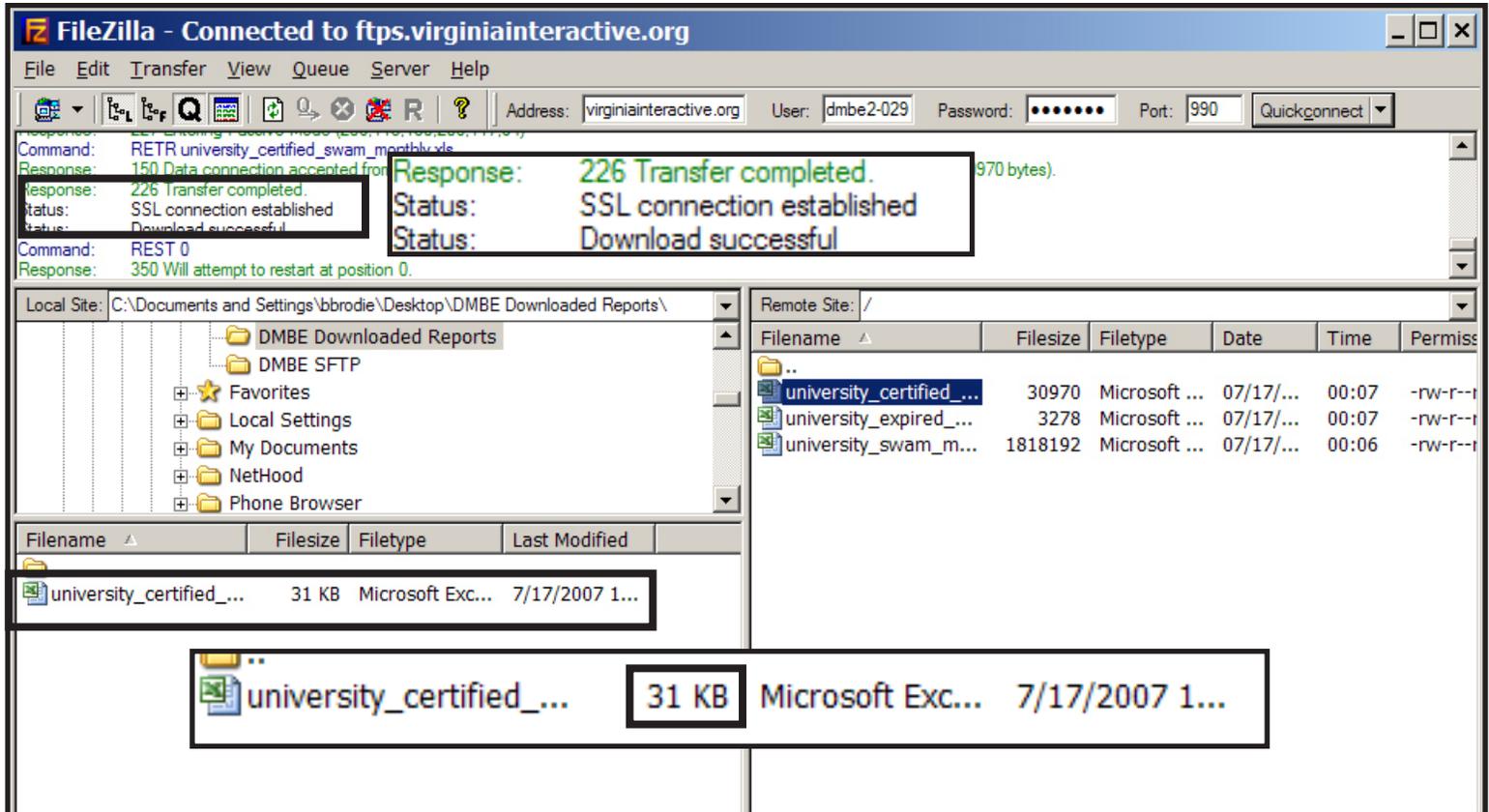
(Step 14)

The file will begin to download . . .



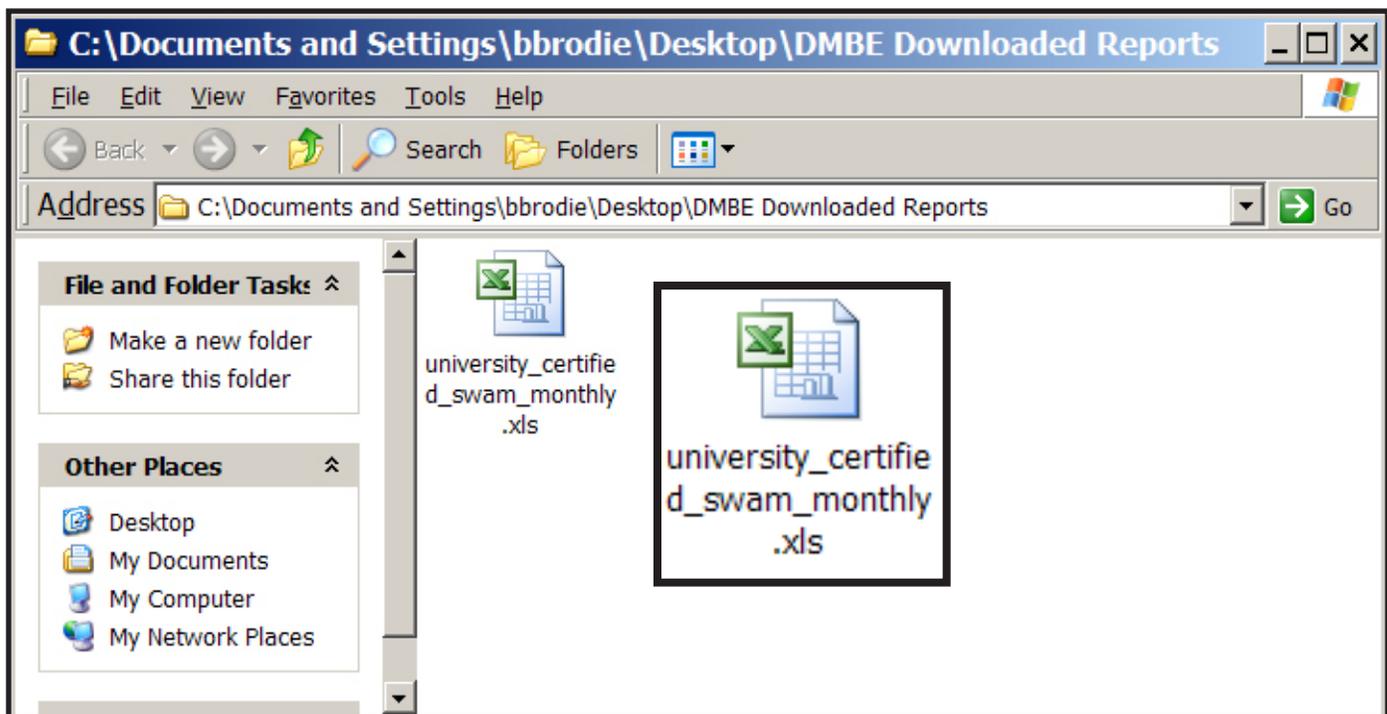
(Step 14)

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



(Step 15)

It will also appear on your local hard drive:



(Step 16)

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

The screenshot shows an FTP client window with the local site at 'C:\Documents and Settings\bbrodie\Desktop\DMBE Downloaded Reports\' and the remote site at '/'. The local file list includes 'university_certified_...', 'university_expired_...', and 'university_swam_m...'. The remote file list also includes these three files. A progress bar at the bottom indicates that the file 'university_swam_m...' is being transferred from the remote site to the local site, with 1665896 bytes (361.8 KB/s) transferred and 0:00:03 elapsed, leaving 0:00:00 left. The progress bar is at 91%.

Local Filename	Size	Direction	Remote Filename	Host	Status
C:\Documents and Settings\bbr...	1818192	<<---	/university_swam_monthly.xls	ftps.virginiaint...	
0:00:03 elapsed		0:00:00 left	1665896 bytes (361.8 KB/s)	91%	

The screenshot shows the same FTP client window, but the local file list now includes 'university_swam_m...' with a size of 2 MB. The remote file list remains the same. The progress bar at the bottom indicates that the file 'university_swam_m...' is selected, with 1818192 bytes selected.

Local Filename	Size	Filetype	Last Modified
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...

Remote Filename	Filesize	Filetype	Date	Time	Permiss
university_certified_...	30970	Microsoft ...	07/17/...	00:07	-rw-r--t
university_expired_...	3278	Microsoft ...		00:07	-rw-r--t
university_swam_m...	1818192	Microsoft ...		00:06	-rw-r--t

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.