

## Connecting to State's FTP Server for PPS Production Batch Upload

Contact the SOS Desk [DHSSOSHelp@wisconsin.gov](mailto:DHSSOSHelp@wisconsin.gov) to receive two emails with subject line 'PPS Batch Upload Information – Part 1' and 'PPS Batch Upload Information – Part 2'. These emails contain FTP account credentials for login to State FTP server for file upload. Please keep this information in a safe place and do not share it with others. Part 1 has your agency ID (submitter organization ID), and Part 2 contains the password and folder location.

Before starting PPS Batch Upload, you need to have FTP client software installed on your computer. There are many FTP Client software programs (Filezilla, WinSCP, Putty-PSFTP, SmartFTP, CyberDuck, etc) available on the internet for free. Be sure to check your agency IT policies and consult your IT department before installing one of the programs on your computer. The PPS Batch upload uses a secured FTP because it offers a high level of connection authenticity, data integrity and industrial strength 128-bit information encryption based on the industrial standard SSL (Secure Socket Layer)/TLS (Transport Layer Security). It provides for a more reliable and secure file transfer capability.

In order to connect to the state FTP server, which is located at `ftp://ftp.wi.gov/`, you will first need to set up a site/connection in the site/connection manager of your local FTP client software. The most critical pieces of information that are needed to connect to a server are:

- 1) Host - `ftp.wi.gov`
- 2) Username - PPS Batch Upload Account ID from Part 1 email
- 3) Password - PPS Batch Upload Account Password from Part 2 email

To do this, open your FTP client software and fill in the Host text box with **ftp.wi.gov** and for the port enter 22 or leave port blank. In the username/user text box, enter the FTP account ID exactly from the Part 1 email. Enter the password for your FTP account exactly from the Part 2 email into the Password text box. Finally, do not forget to choose protocol as 'SFTP' or 'SSH File Transfer Protocol'.

Click Connect to have your FTP client software attempt to connect to State FTP server. If you receive an unknown certificate warning, click continue.

If the FTP client software was able to connect to State FTP server successfully, a directory listing will be shown in the right (remote) side of the window. These are directories that are on the remote server. Navigate to the folder as mentioned in the Part 2 email (example `/DHS/shared/ppsbatchprd/100`). You will then find two folders, input and output. You can now place your XML file in the input folder for upload. Then keep scanning the output folder for the result file. The PPS batch process scans the input folder for a file every 5 minutes Monday – Friday 8:00am to 6:00pm.

If you are unable to login, please check the FTP details and try again. Just remember that the FTP account will lock you out after 3 consecutive unsuccessful logins. Therefore, wait for 30 minutes between each attempt. If you are still not able to log in, or if you get a return error 530 then please contact the DHS SOS Desk and ask them to unlock your FTP account and provide your account username.