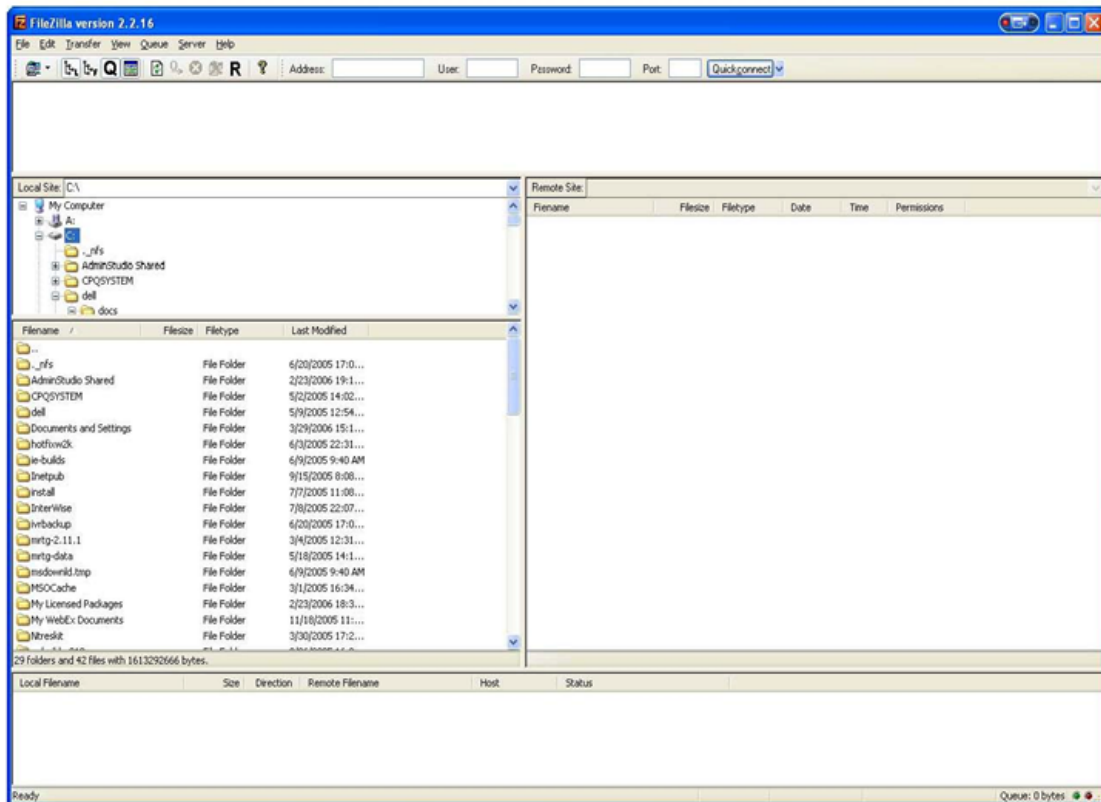


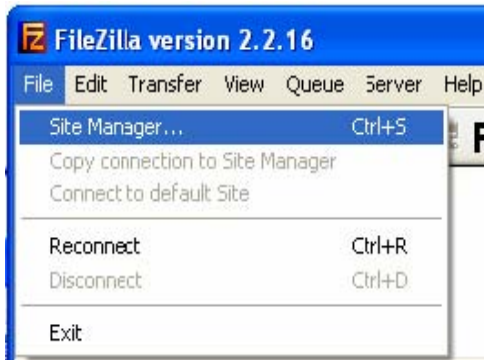
How to Configure FTP over SSL for KY New Hire

Note: Please make sure that you have downloaded and installed the freeware version of FileZilla (Provided by PSI)

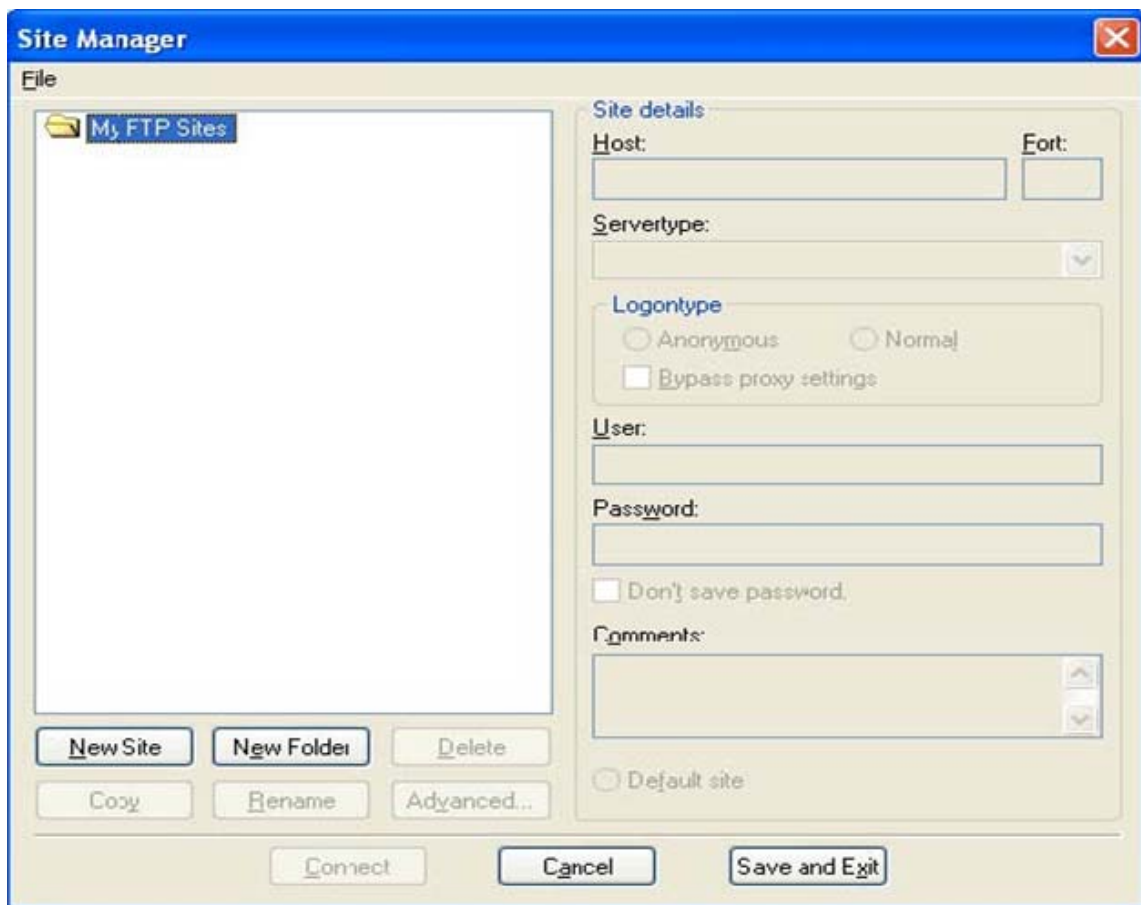
Double click on the FileZilla icon located on your Desktop.



Click File > Site Manager



Click New Site button (Overwrite Default site name with KY NH)



In the section for Site Details, enter the following:

Host: ftp.kynewhire.com **Port:** 21

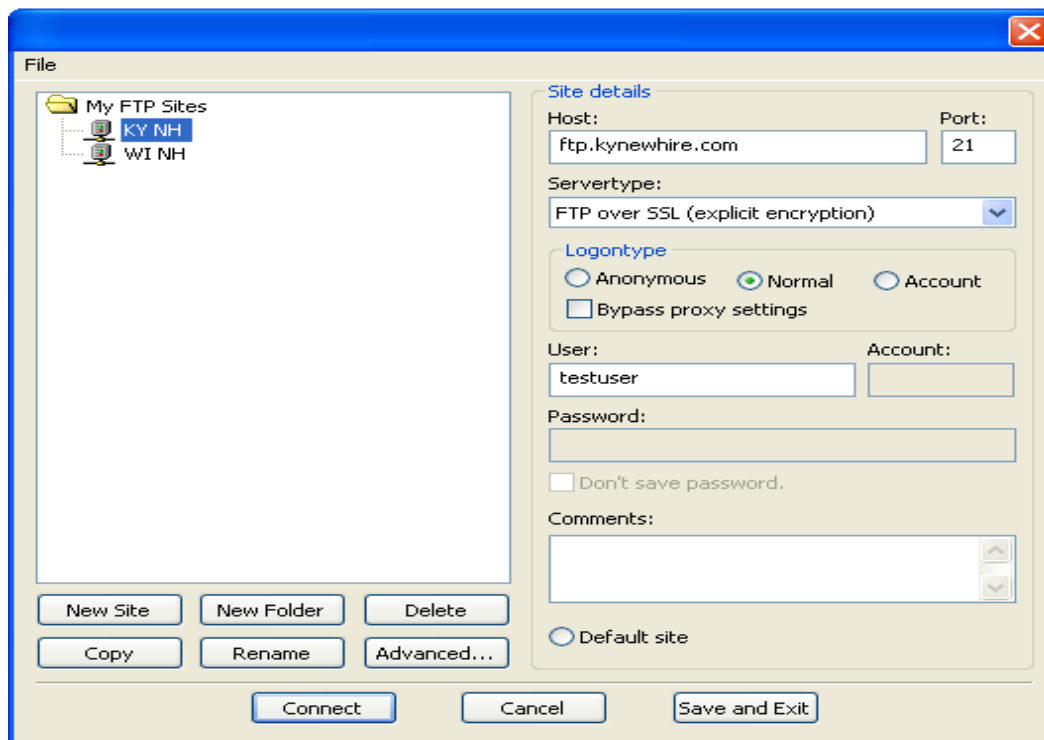
or

Host: 65.197.23.217 **Port** 21

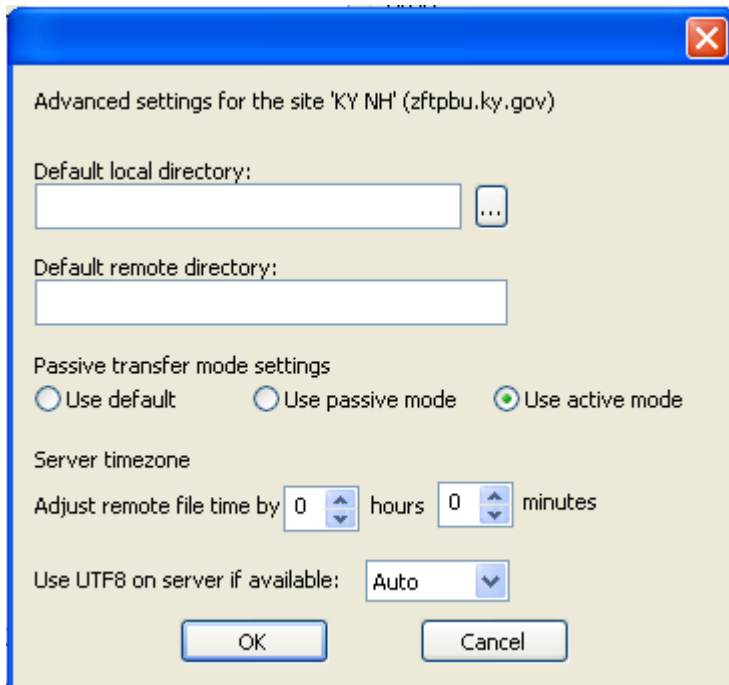
Servertype: FTP over SSL (explicit encryption)

Logontype: Normal.

User: / **Password:** Registered employers must use their Log On ID (FEIN) and Password that was created on the kynewhire.com website. If you have not registered please do so by following the instructions listed on <http://www.kynewhire.com>.

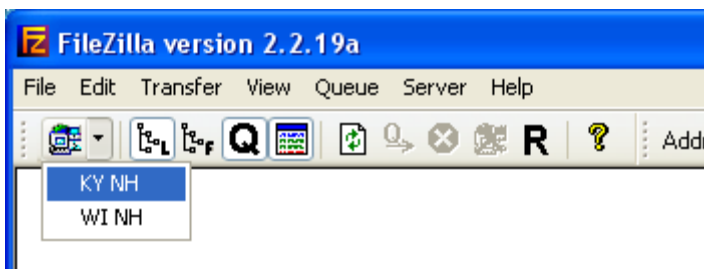


Click the advanced tab and set mode to active. If you are unable to submit with active switch to passive mode.



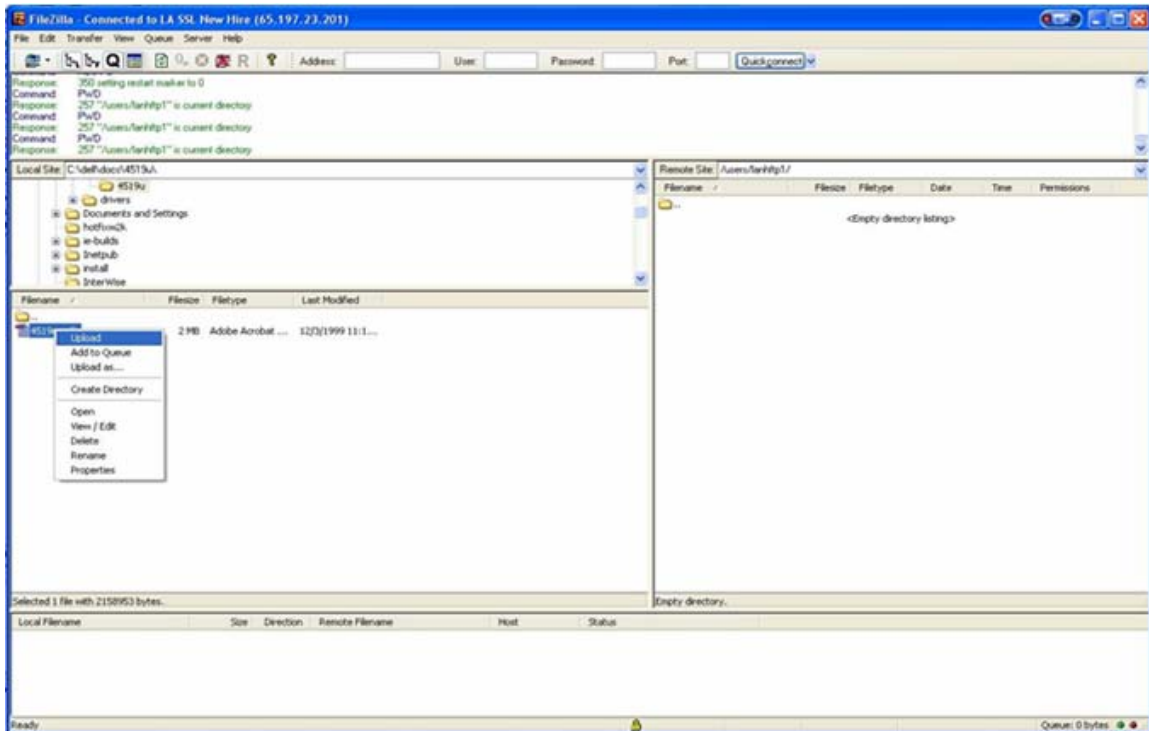
Click OK, then Save and Exit (Must have username and password entered before saving site configuration)

Click on down arrow. Click KY NH



Note: If SSL Certificate window appears select “Accept Certificate Permanently”.

Right click on file to be sent and click Upload.



You should receive a message indicating that the upload is complete.