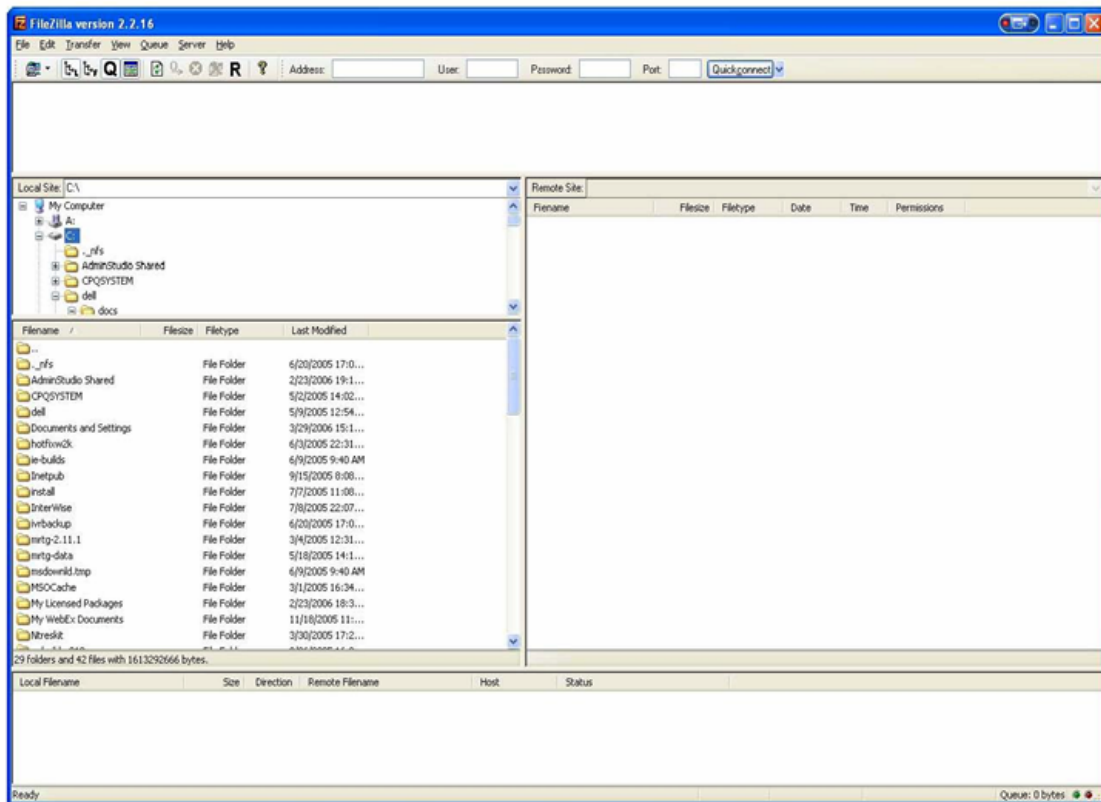


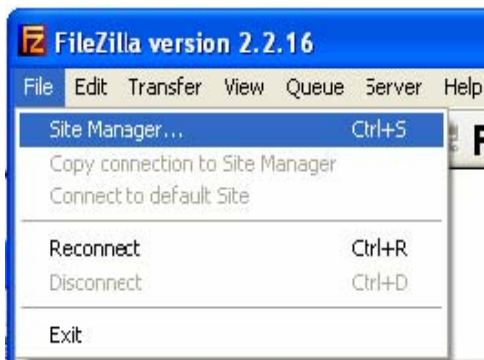
How to Configure FTP over SSL for WI New Hire

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

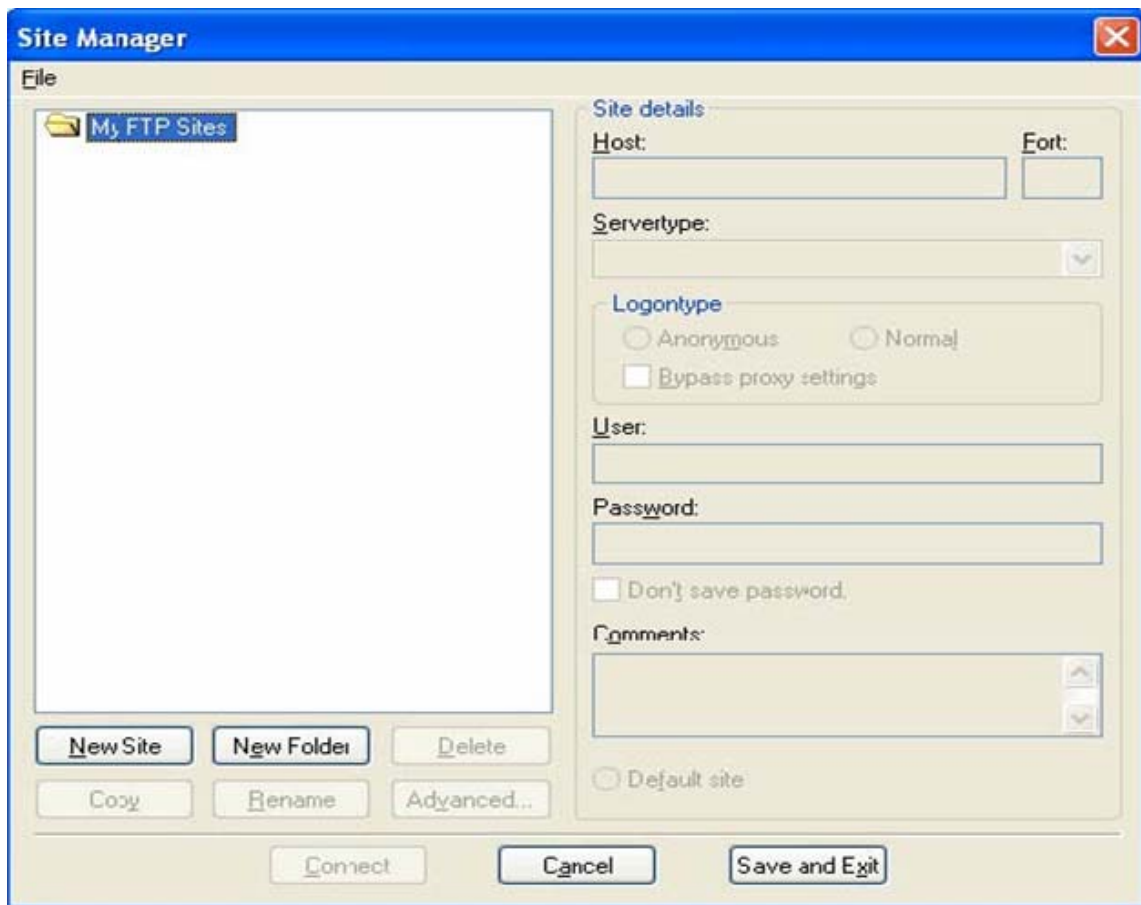
Double click on the FileZilla icon located on your Desktop.



Click File > Site Manager



Click New Site button (Overwrite Default site name “New FTP Site” with WI SSL New Hire)



In the section for Site Details, enter the following:

Host: ftp.wi-newhire.com **Port:** 21

or

Host: 65.197.23.216 **Port:** 21

Servertype: FTP over SLL (explicit encryption)

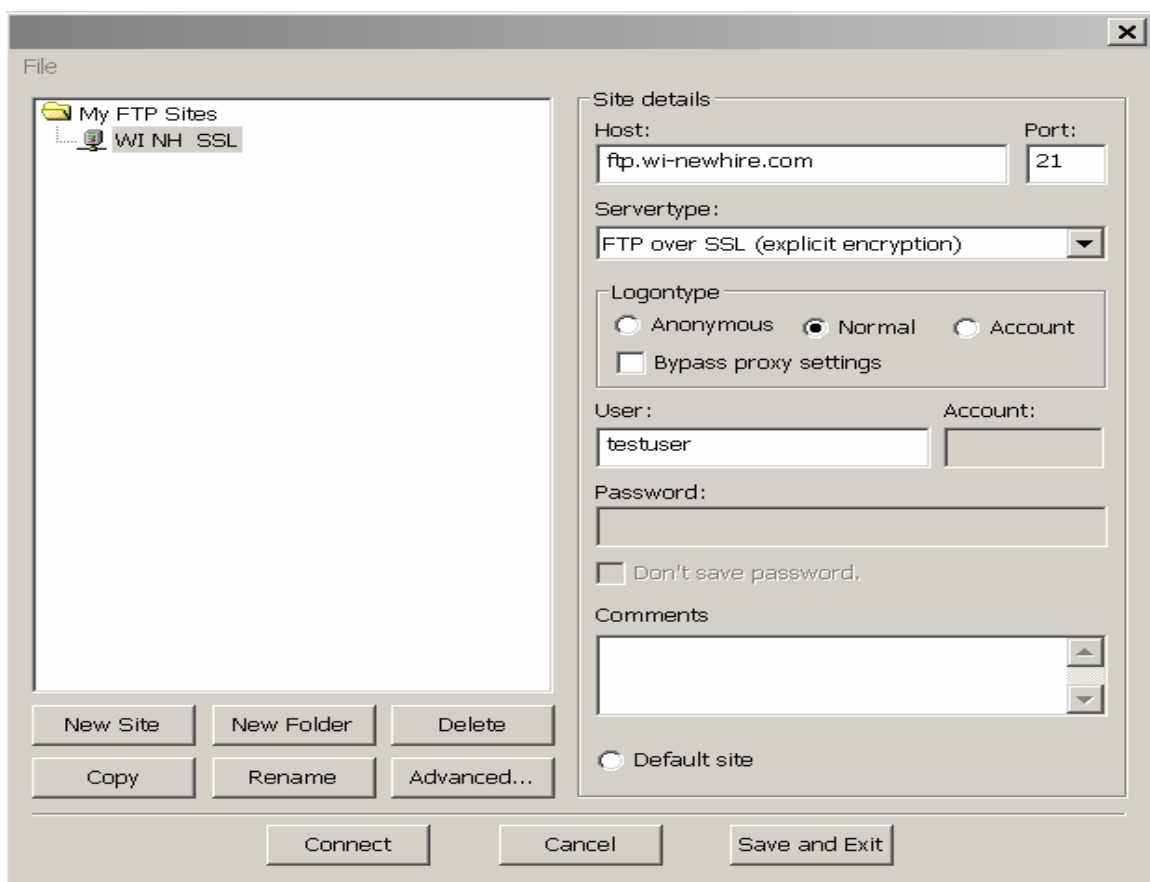
Logontype: Normal.

User: / Password: Registered employers must use their Log On ID (FEIN) and Password that was created on

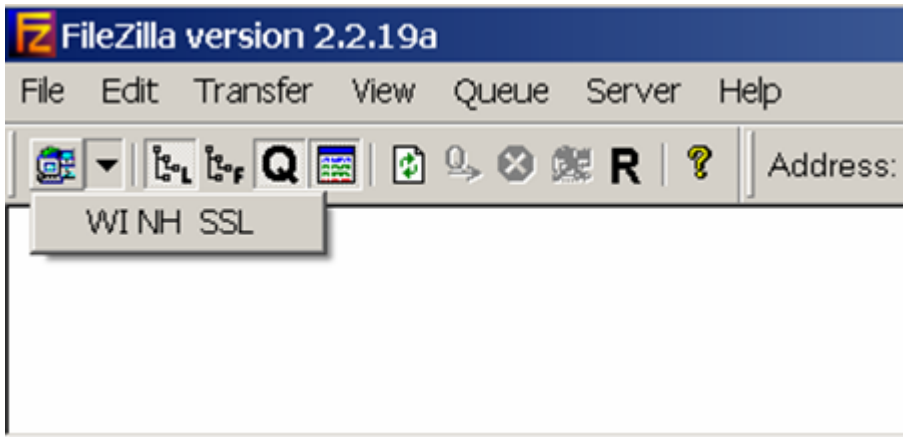
the WI-Newhire.com website. If you have not registered please do so by following the instructions listed on

<http://www.wi-newhire.com>.

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



Click on down arrow. Click WI SSL New Hire



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

Right click on file to be sent and click Upload.

