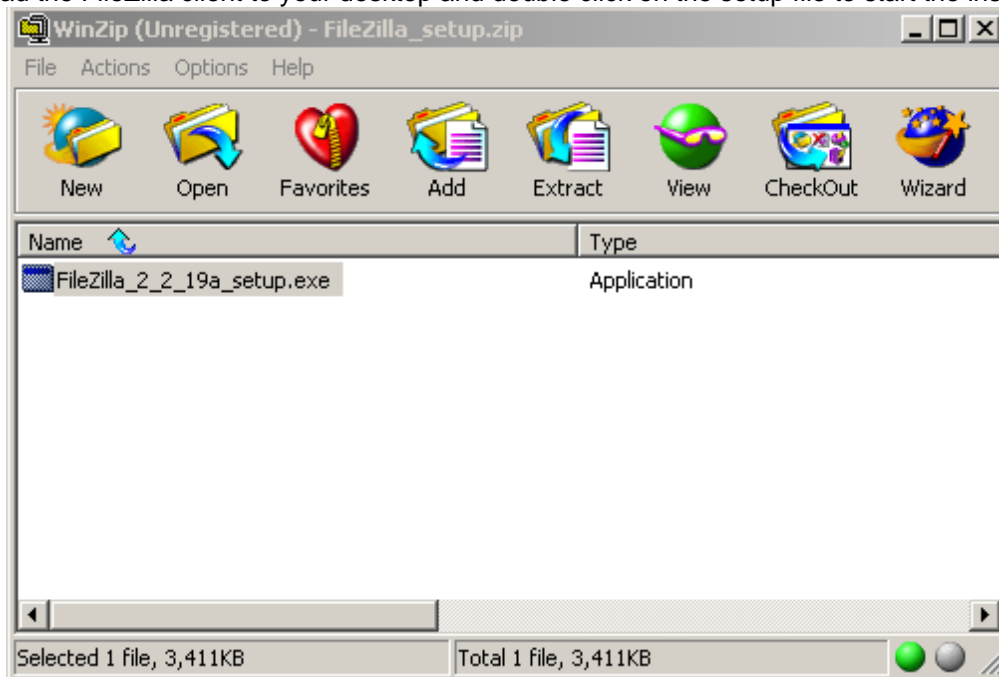


Install and Configure FTP over SSL for West Virginia New Hire

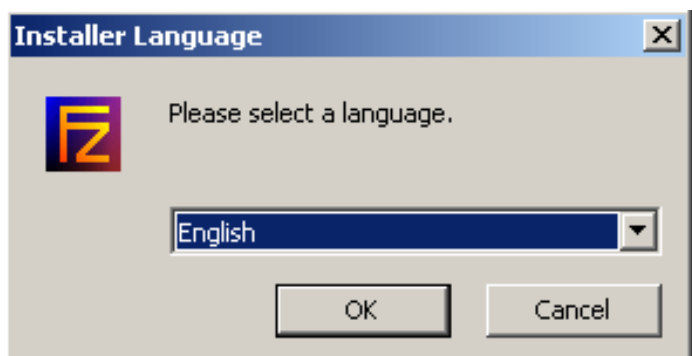
Notes:

- You will need WinZip software, the compression utility for Windows, on the machine you will be downloading File Zilla to. If you don't already have WinZip installed, [download a free evaluation copy](#) from WinZip.
- Please create a username (FEIN) and password from the West Virginia New Hire Reporting Center Web site before configuring SFTP.
<https://newhirereporting.com/NewHireFunctions/EmpReg.asp?State=WV>
- Please make sure that you have [downloaded and installed](#) the freeware version of FileZilla (Provided by PSI). Instructions below.

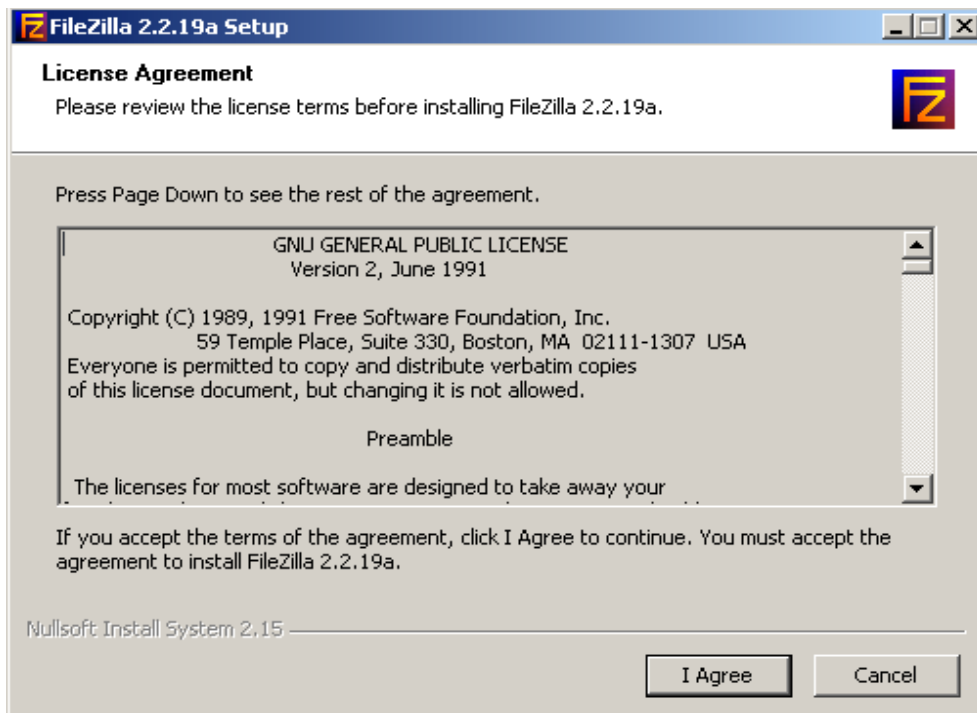
Download the FileZilla client to your desktop and double click on the setup file to start the install.



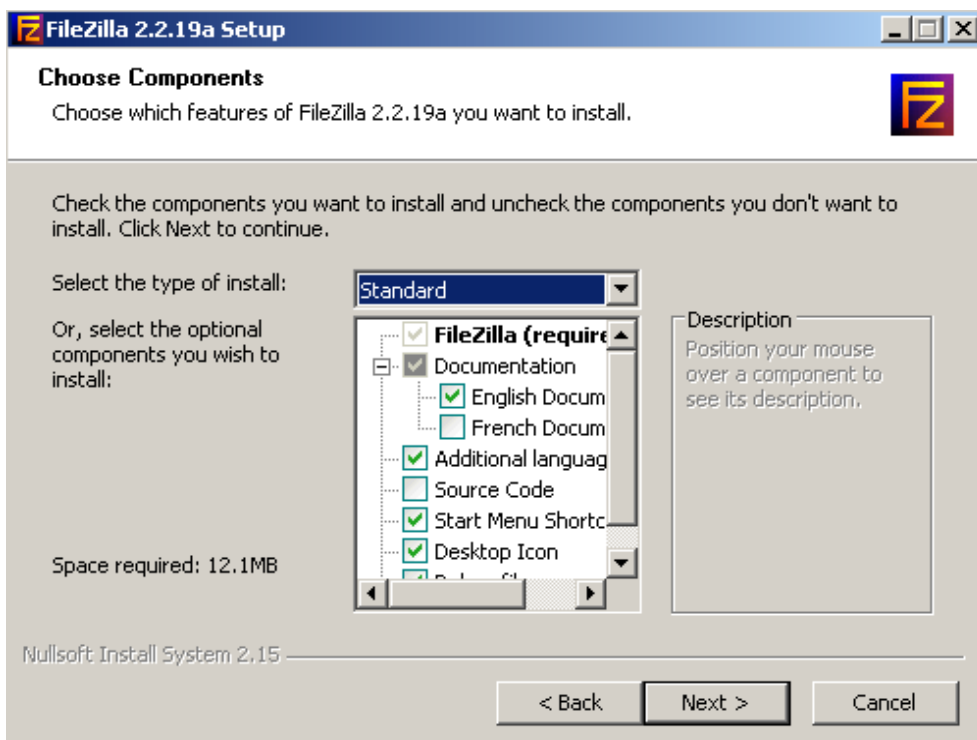
- Select *English* and click *OK*.



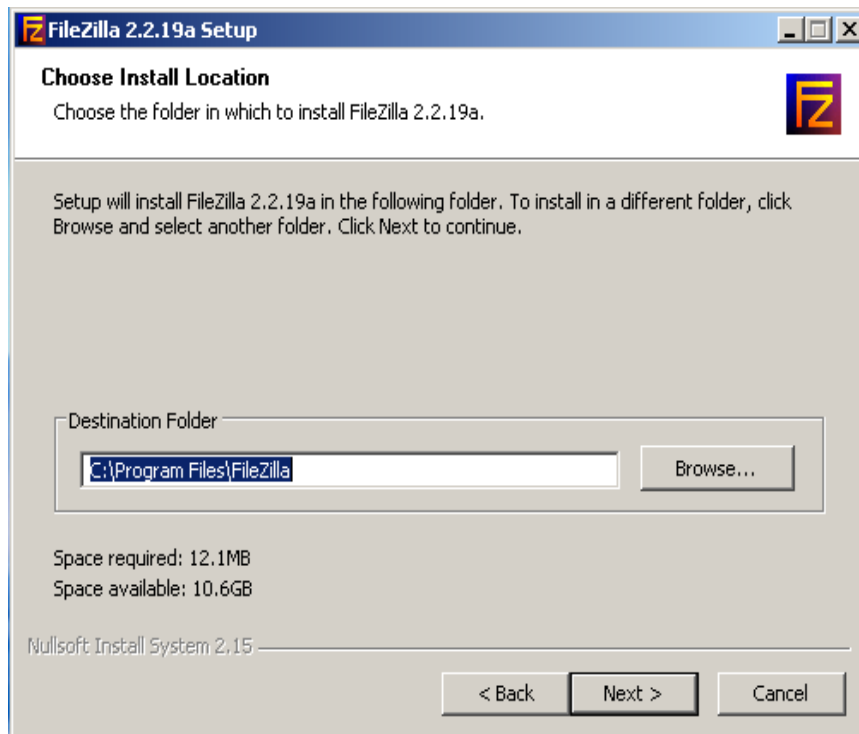
- Please review then select *I Agree* on the license agreement.



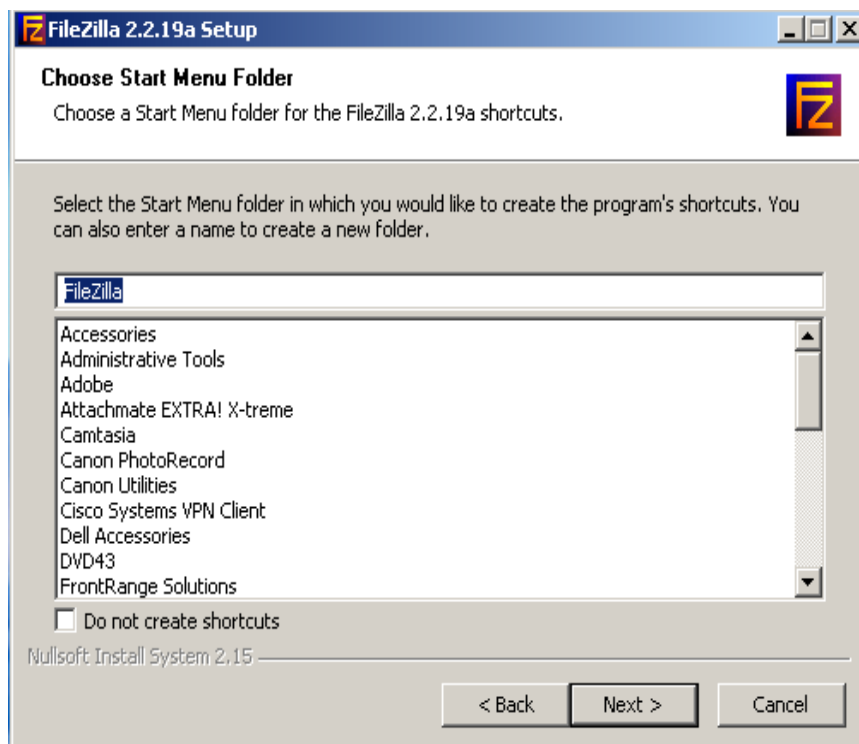
- Accept the default components and click *Next*.



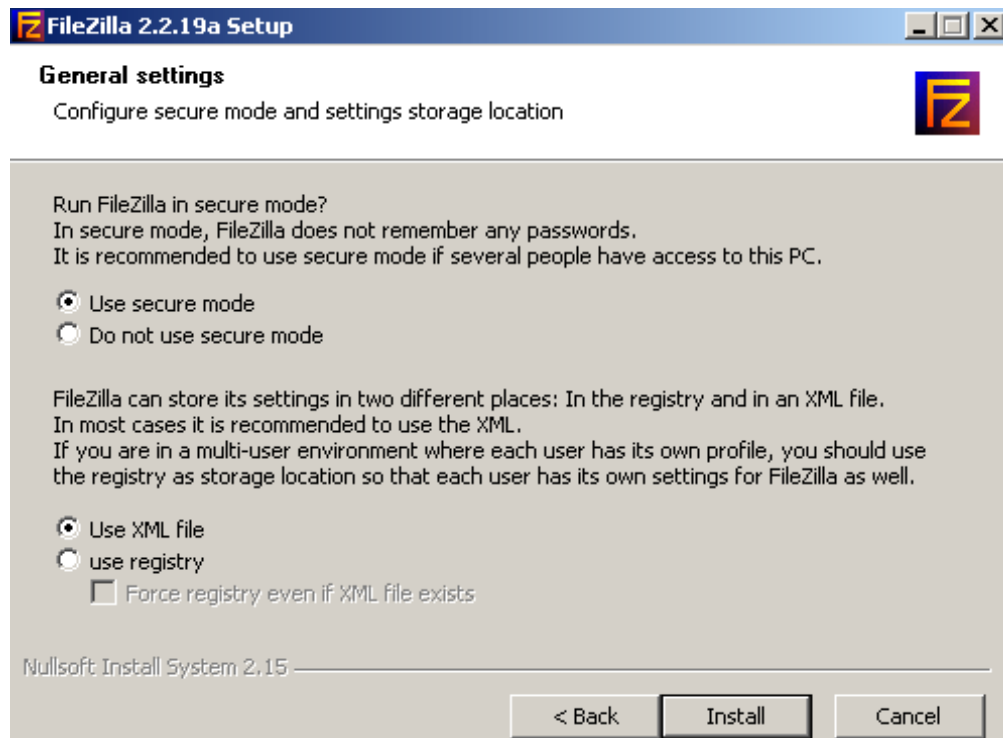
- Select the default destination folder and click *Next*.



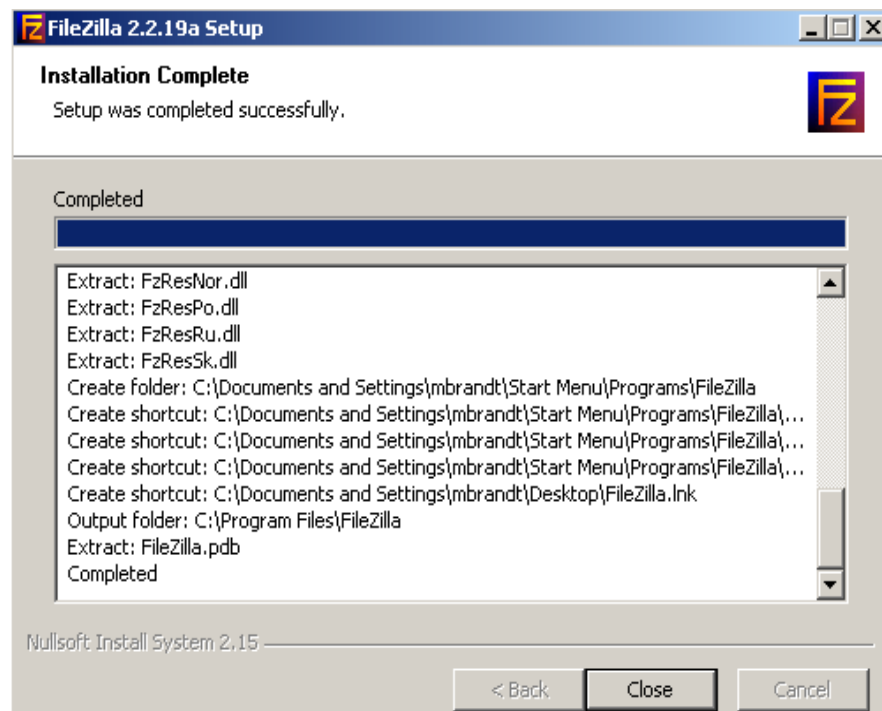
- Select the default start menu folder and click *Next*.



- Select *Use secure mode* and click *Install*.

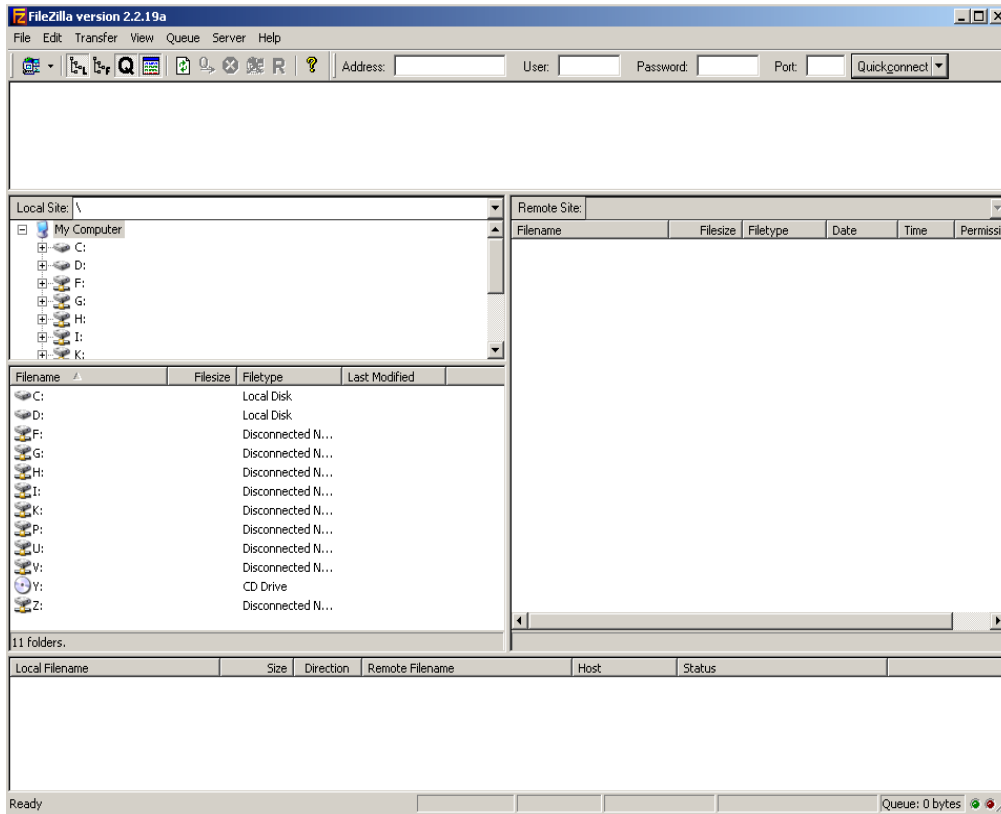


- Click *Close* after the install completes:

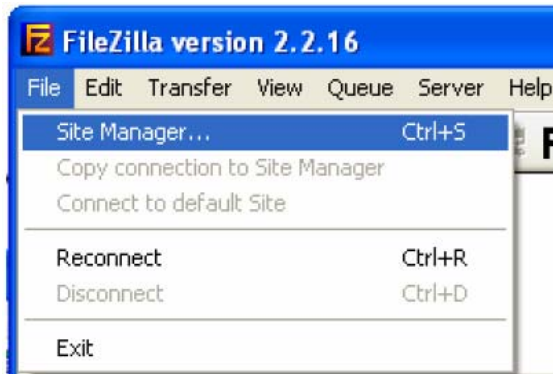




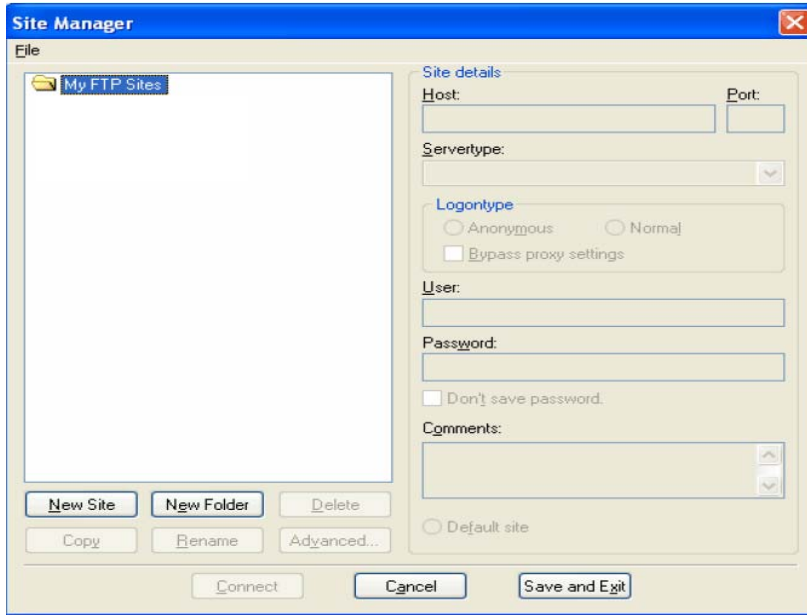
- Double click on FileZilla icon located on Desktop



- On the Main Menu, click *File*, then *Site Manager*.

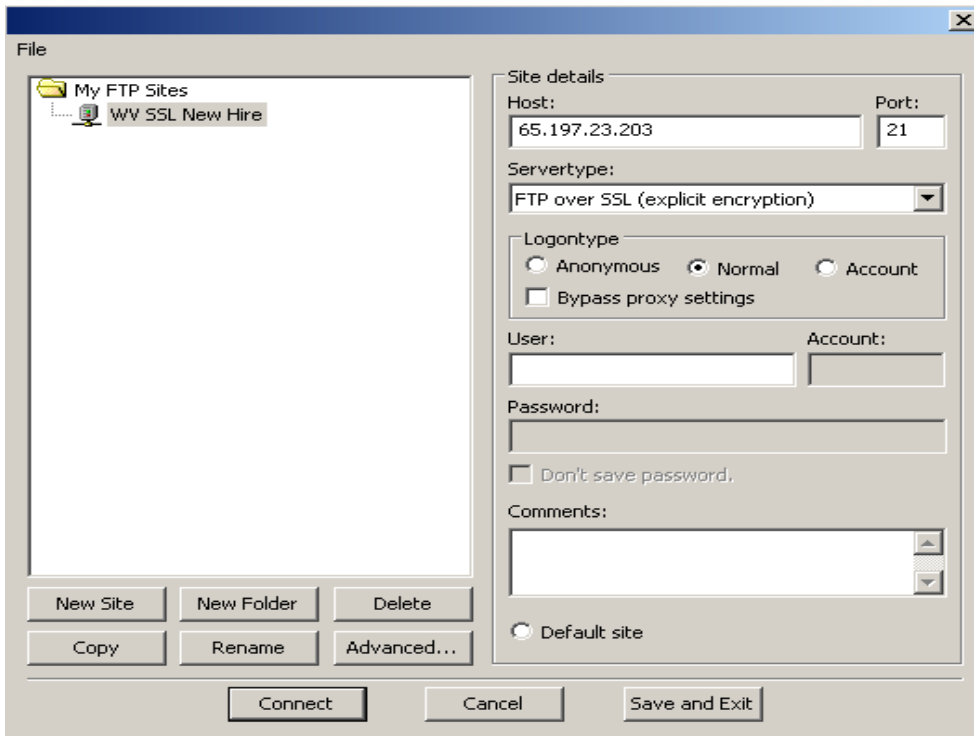


- Click the *New Site* button and enter *WV SSL New Hire* as the site name.

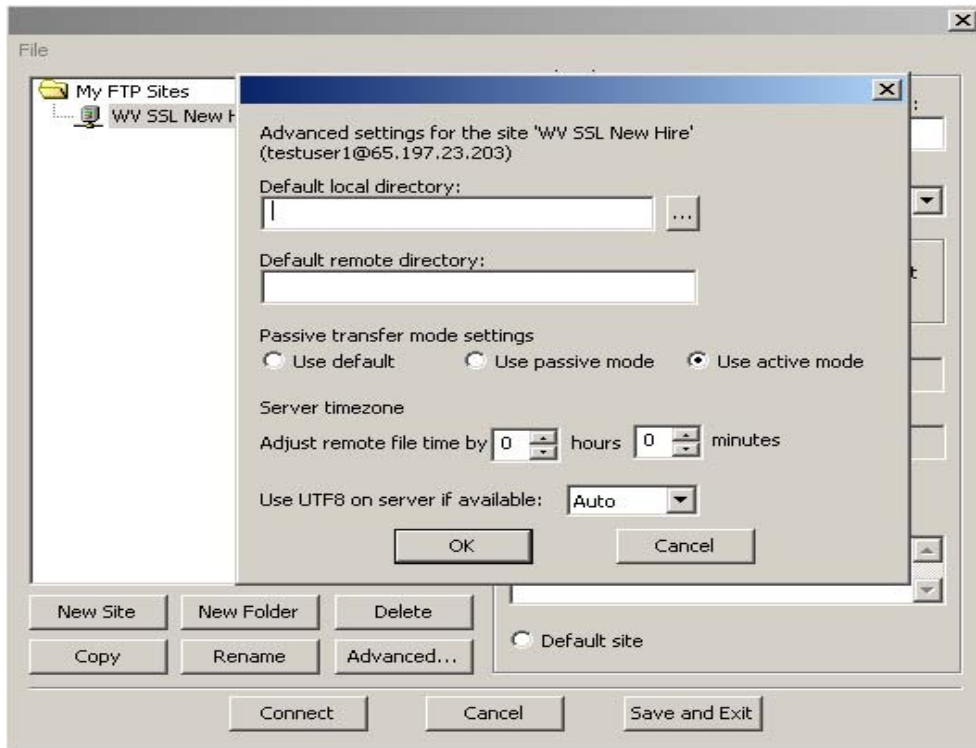


- Enter the information exactly as it is shown below.

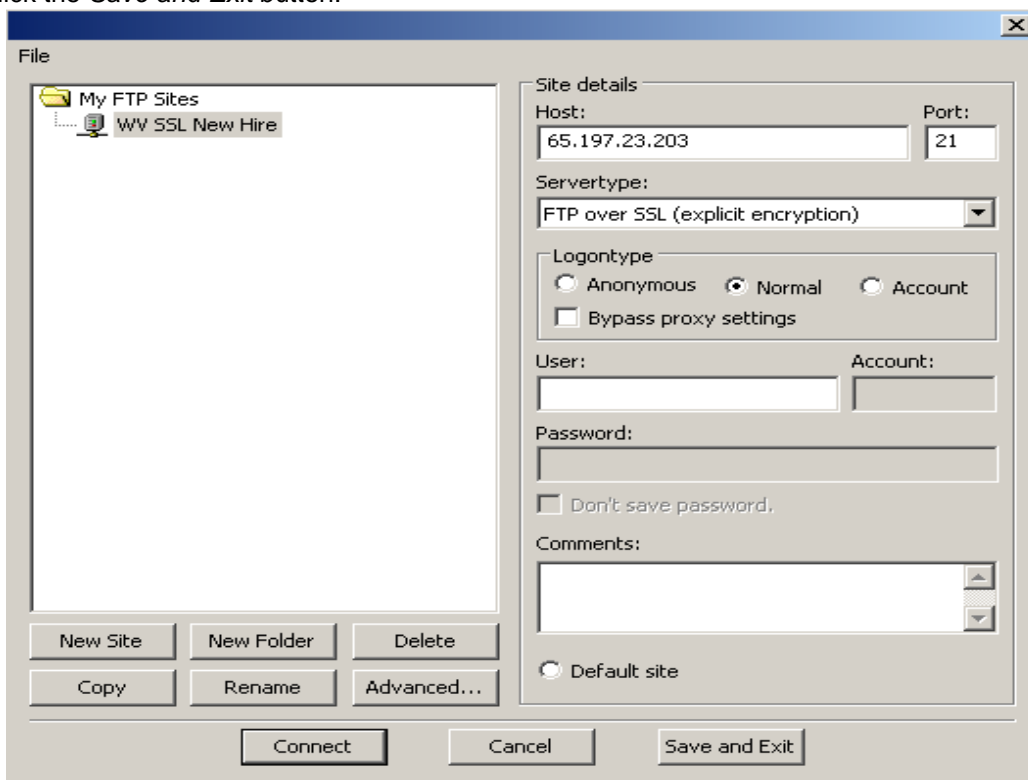
- Host: *sftp-wv-newhire.com*
or *65.197.23.203*
- Port: *21*
- Servertype: *FTP over SSL (explicit encryption)*
- Logon Type: *Normal*
- Enter the User (*FEIN* number) used on the WV New Hire Web site.



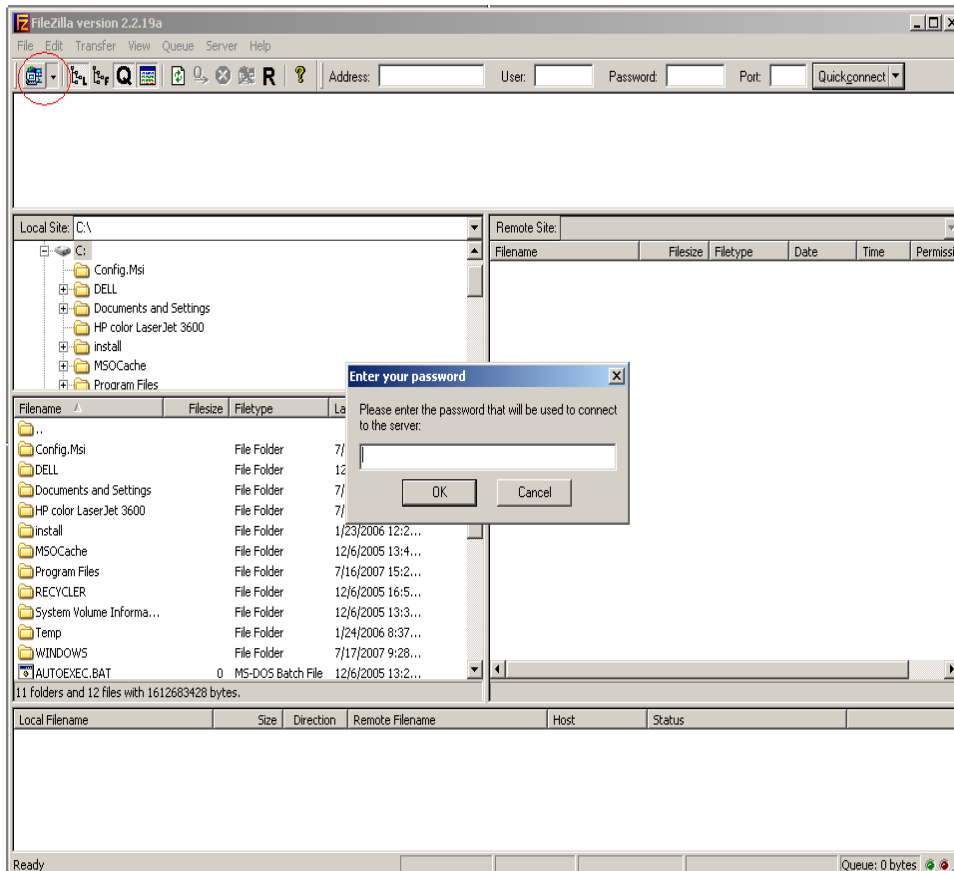
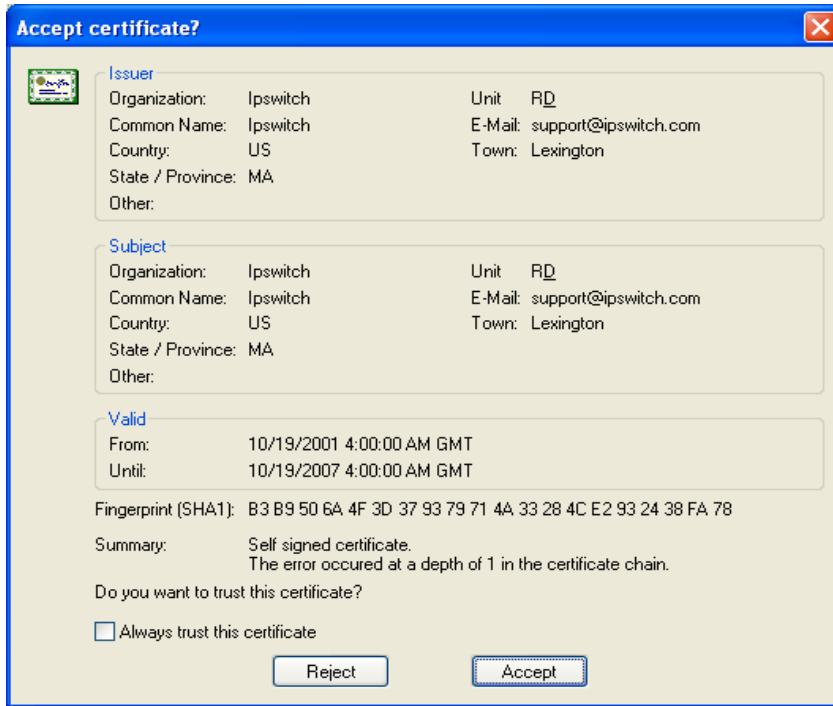
- Click on the *Advanced* button.
 - Select *Use active mode* and click *Ok*.



- Click the *Save and Exit* button.



- Click the area circled in red and select the WV Site you configured. Enter the password you chose on the WV New Hire Web site and select OK. FileZilla will connect and you will see the screen shown in the next two screen shots.



- The area circled in red indicates that a successful connection has been made. Now you can submit your file. Select the file for submission from the area in green in this example, right click on it and select upload. Upon completion you will see your file (circled in blue) in the right area, which indicates it was submitted successfully.

