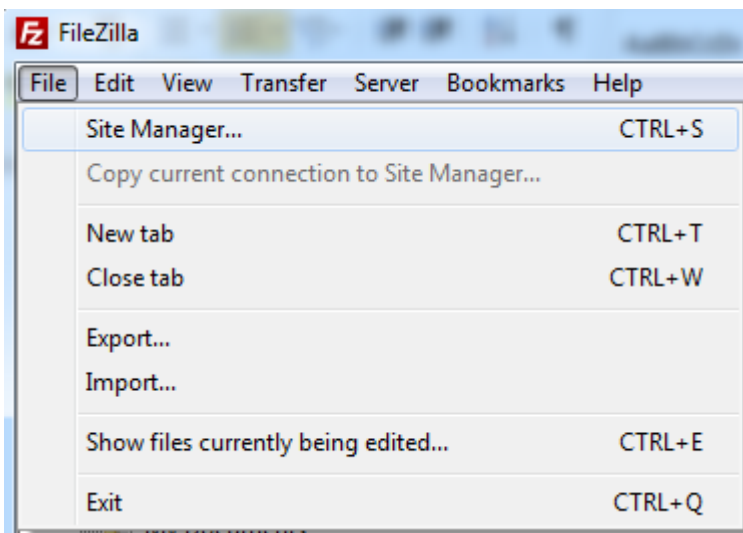


## How to Configure SFTP over SSH for WV New Hire

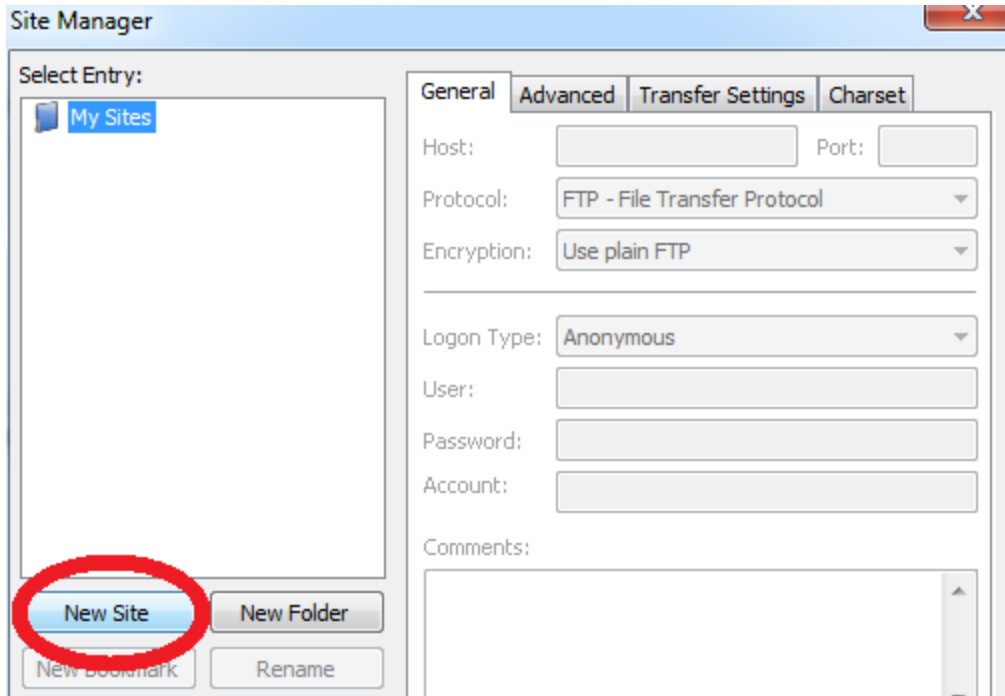
Note: Please make sure you have downloaded and installed the freeware version of FileZilla



1. Open FileZilla > Click File > Site Manager

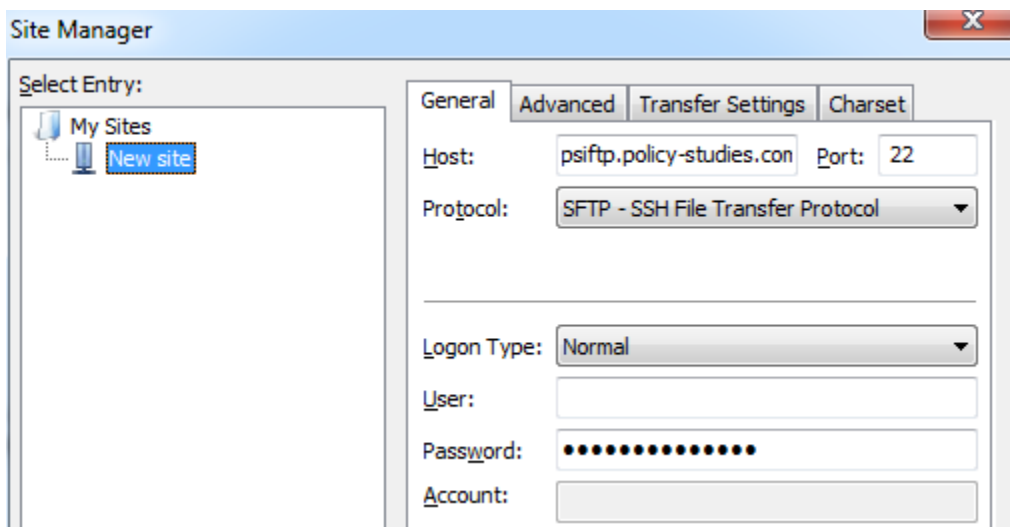


2. Select New Site:



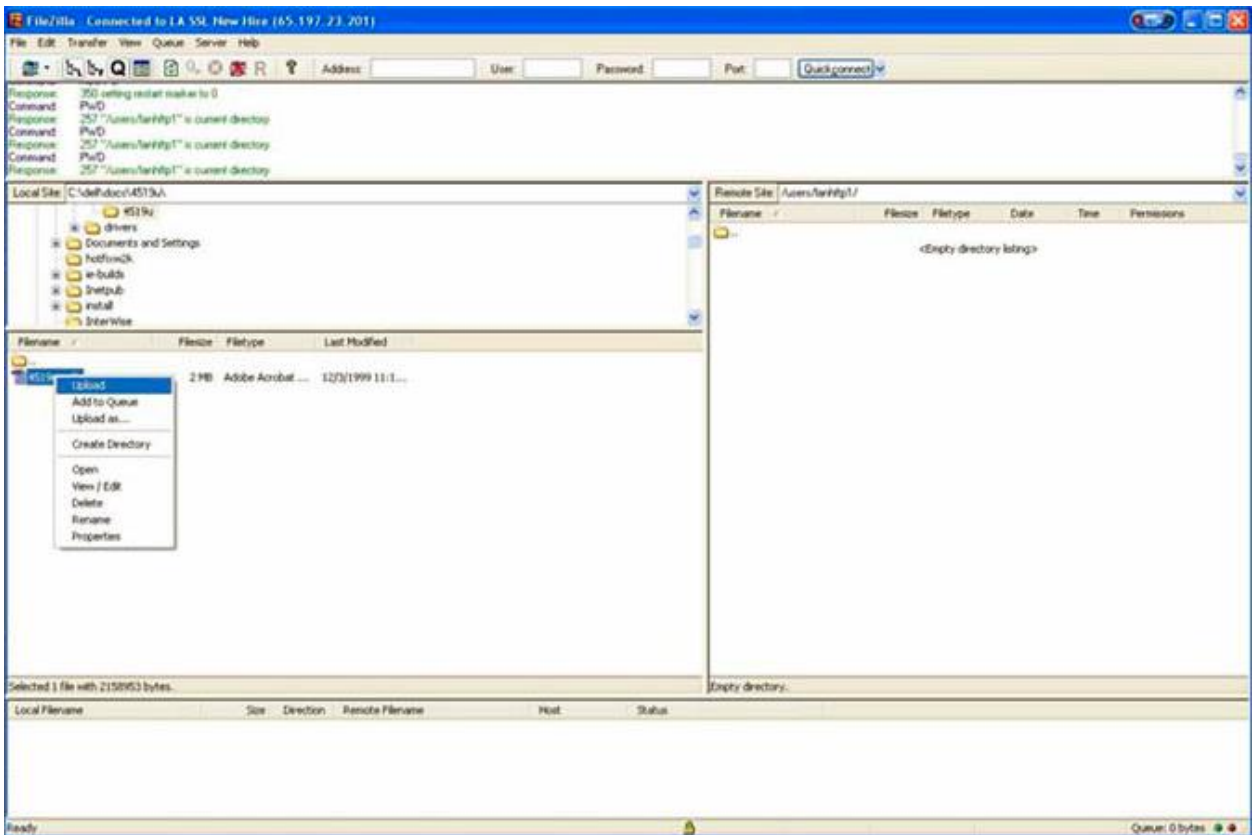
3. Enter the following:

- Host: psiftp.policy-studies.com
- Port: 22
- Servertype: SFTP – SSH File Transfer Protocol
- Logintype: Normal
- User: / Password: Please call (877) 625-4669 to request Log On credentials



4. Click Connect

5. Right click on the file to be sent and select Upload



You should receive a message indicating that the upload is successful