

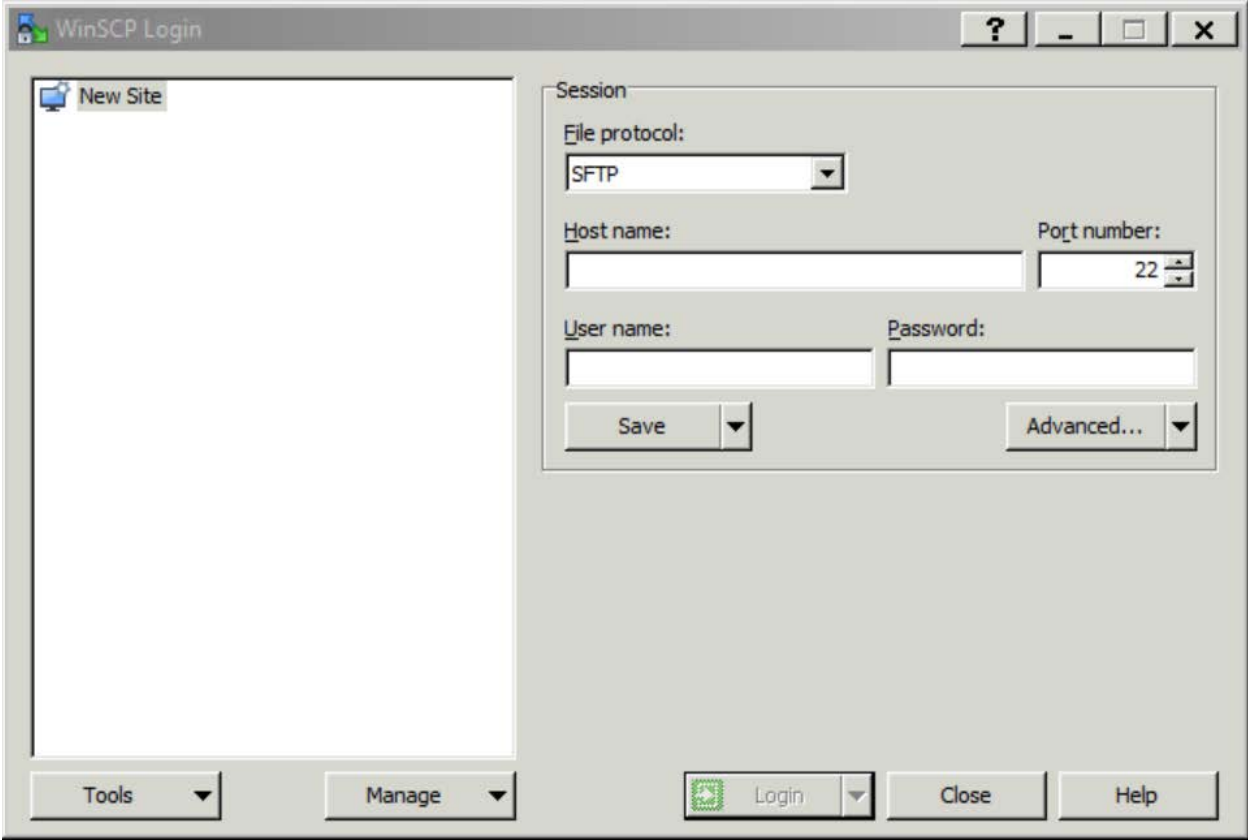


Digital Accountability and Transparency Act (DATA Act)

WinSCP Submission Instructions for the Cloud Drop Box

May 5, 2017

Open WinSCP -> New Site on the left-hand side. See Screenshot:



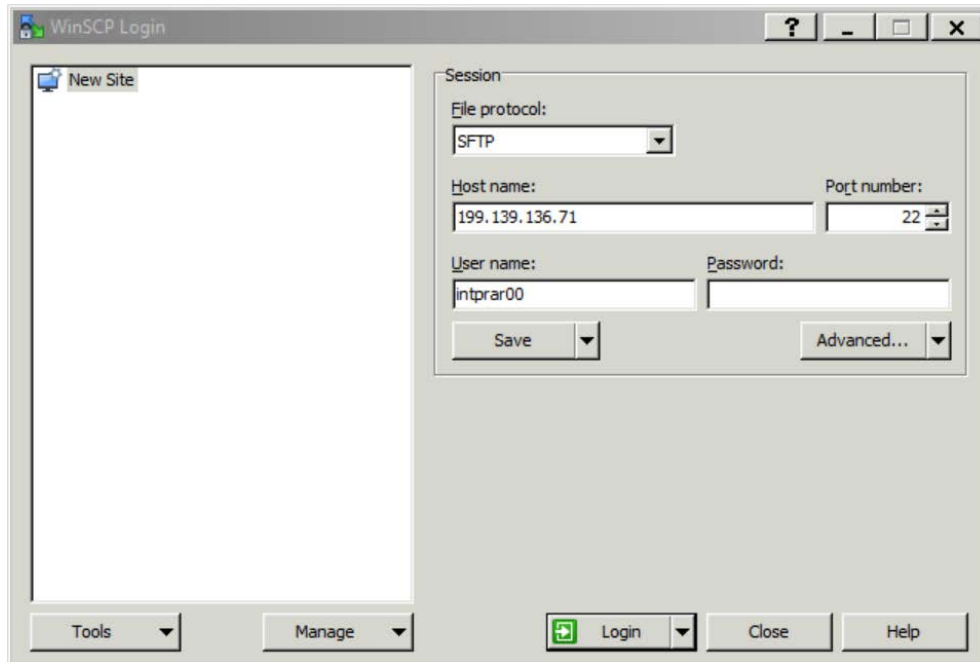
On the next screen, please enter the following:

File Protocol: click on the dropdown and select SFTP.

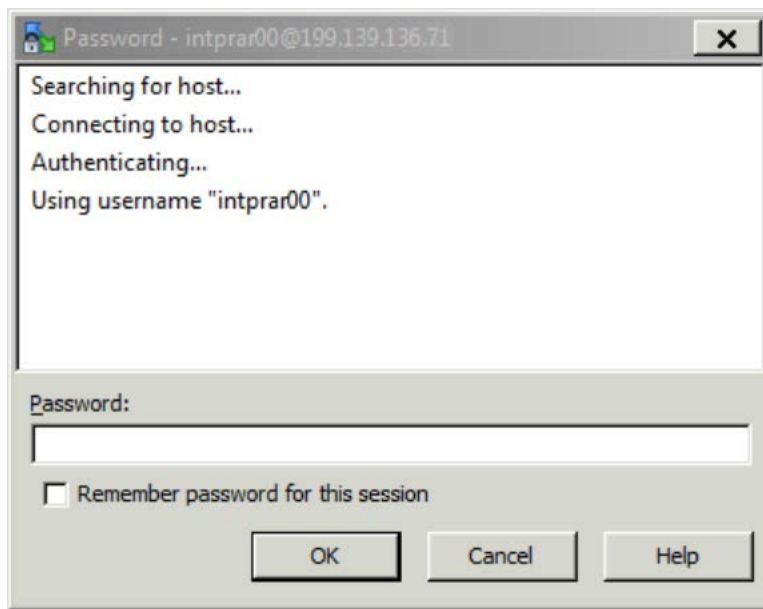
Host name: 199.139.136.71

Port number: 22

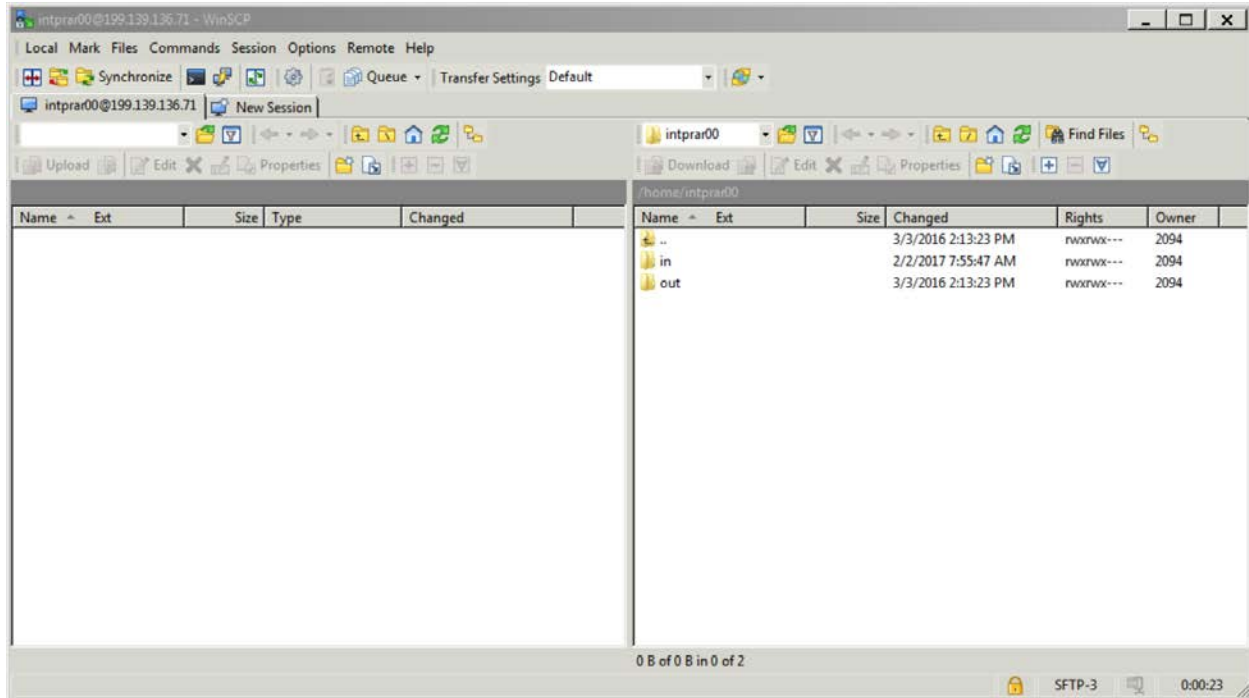
Userid name: intrpr**** (Ex. intrpr00)



After entering the information above, click on Login and enter your password.



The following screen will display after clicking OK:



Click on the in folder. Next, place your file there (/home/intpr<agencycode>/in). ****IT'S VERY IMPORTANT THAT THE FILE IS PLACED ON THE "IN" DIRECTORY. IF NOT IN THE CORRECT DIRECTORY, THE FILE WILL NOT BE PICKED UP. ****

Close and Done.