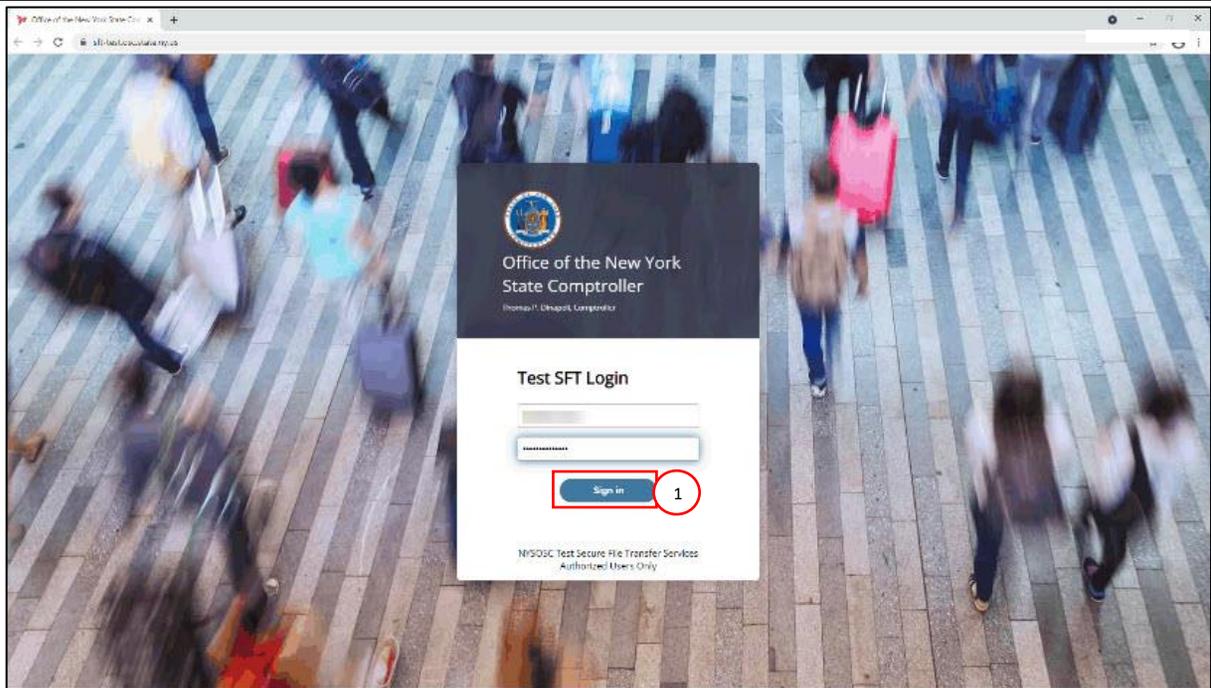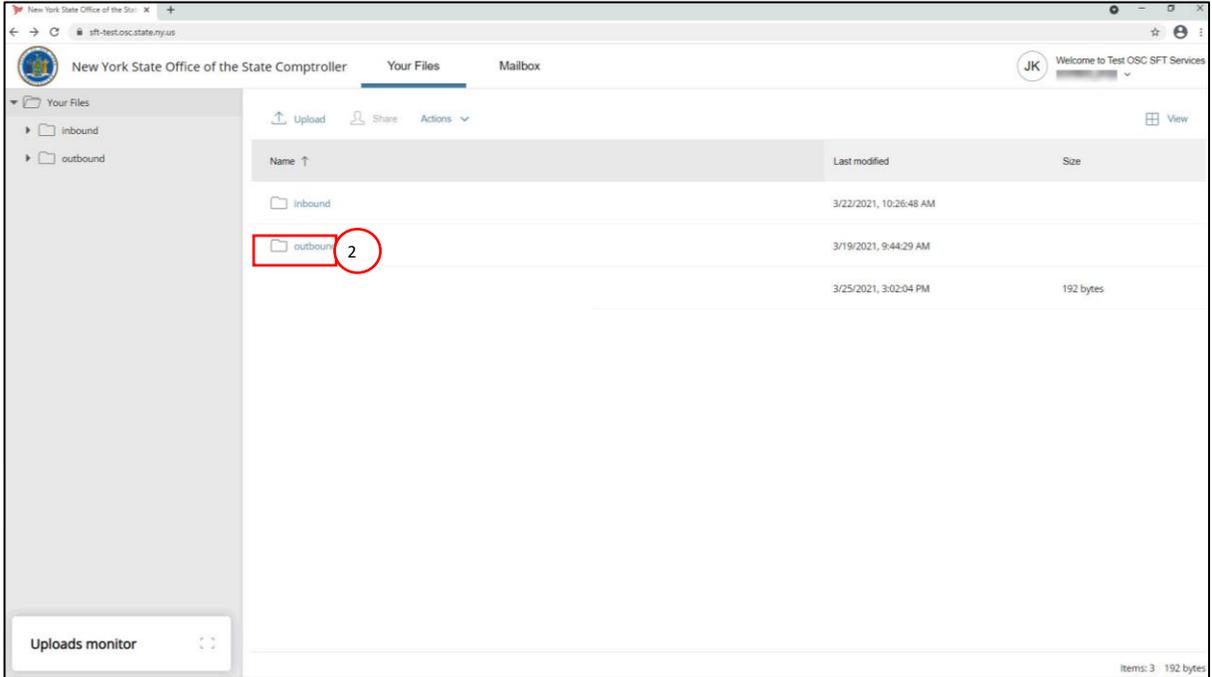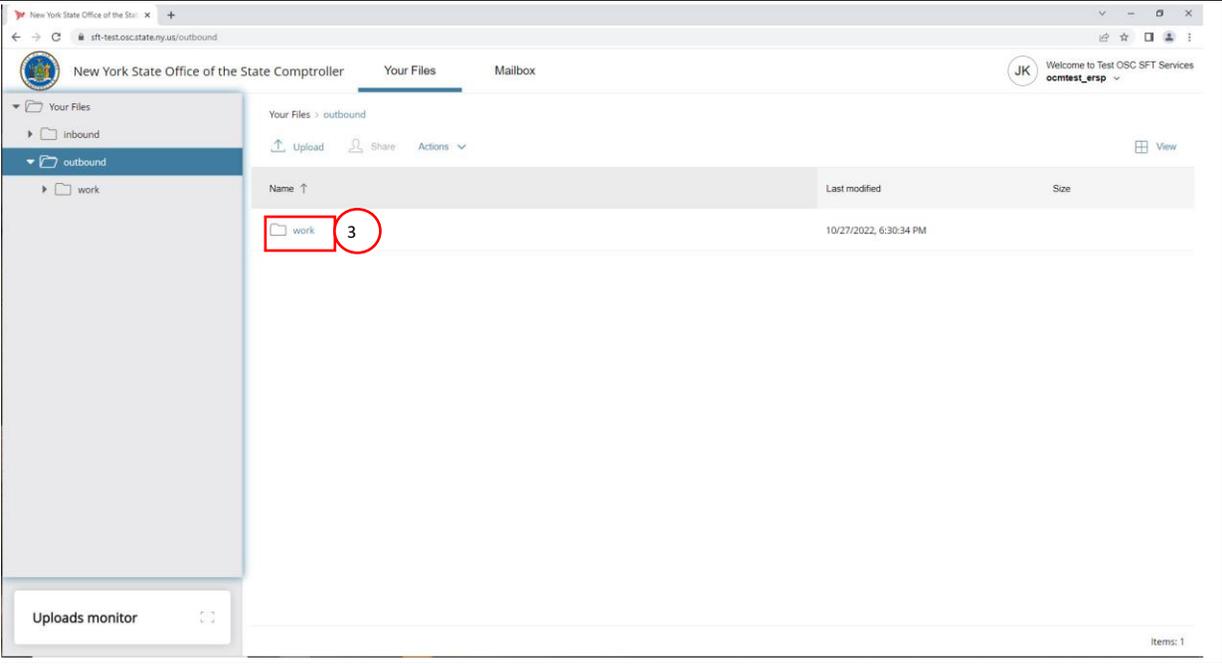# How To Retrieve a .txt file from NYSLRS using the OSC Secure File Transfer Services Interface

This job aid shows you (a participating organization) how to use the OSC Secure File Transfer Services Interface in order to properly retrieve an outbound .txt file from NYSLRS.
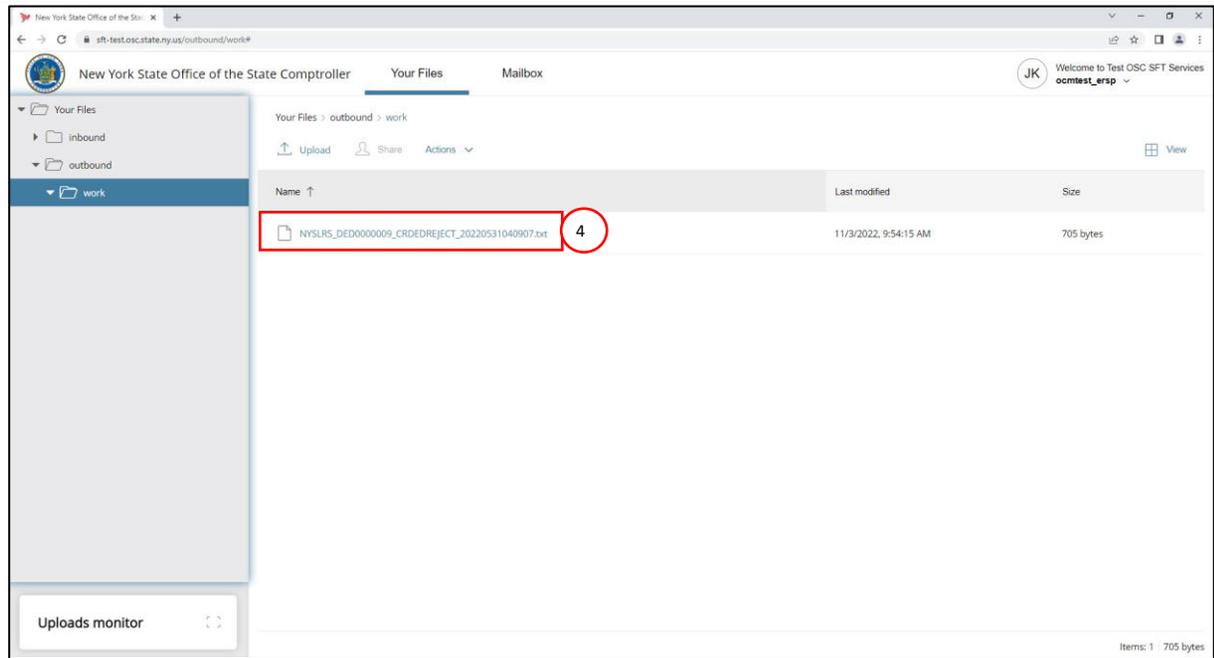
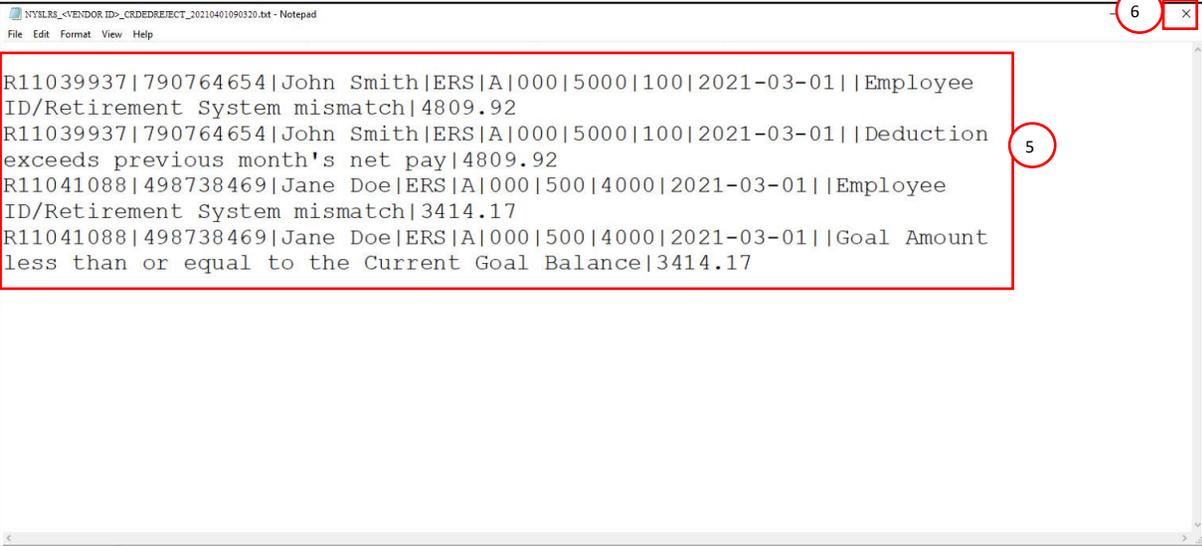| Step	Action
(1)	Access the OSC Secure File Transfer Interface Login Screen. Enter your organization's username. Click the **Sign In** button. ![Sign in button] **Note:** Each organization will have **one** account to share amongst all of those individuals who will be using it. The username and password should be shared with anyone within the organization who will be submitting files on behalf of the organization. **For password and login assistance, please contact NYSLRSVendor@osc.ny.gov. Your request must come from one of your organization's identified Business or Technical contacts. Your request should include the following information: organization name, Secure File Transfer Service Account name (_ersp account), and Vendor ID (DED0000##).**	

Step	Action
②	Any outbound files sent from NYSLRS to your organization will appear in your Outbound folder. Click on the **Outbound** folder. 📁 outbound	

Step	Action
③	Click on the **Work** folder. [folder icon] work

Step	Action
4	Each file will be a .txt file and will have a specific naming convention. The four types of files NYSLRS will send are: 1. Credits and Deductions Rejections File 2. Credits and Deductions Confirmations File 3. Credits and Deductions Recoveries File 4. Suspended and Terminated Payees File Click on the appropriate file to open it. **Note: Files are automatically deleted after 7 calendar days.** It is strongly recommended that you save the file to a folder on your computer in a timely manner. For more detailed information of what each file will contain and look like, please reference the NYSLRS Outbound Files section of this guide.	

Step	Action
5	Review the file. **Note:** The file name will alert you to the type of file NYSLRS sent. Reference the [NYSLRS Outbound Files](#) section of this guide for more information. In the event you receive a Credits and Deductions Rejection file, further actions or corrections will be required. You will need to submit a new .txt file to NYSLRS with the corrections.	NYSLRS_<VENDOR ID>_CRDEDREJECT_20210401090320.txt - Notepad File Edit Format View Help R11039937|790764654|John Smith|ERS|A|000|5000|100|2021-03-01||Employee ID/Retirement System mismatch|4809.92 R11039937|790764654|John Smith|ERS|A|000|5000|100|2021-03-01||Deduction exceeds previous month's net pay|4809.92 R11041088|498738469|Jane Doe|ERS|A|000|500|4000|2021-03-01||Employee ID/Retirement System mismatch|3414.17 R11041088|498738469|Jane Doe|ERS|A|000|500|4000|2021-03-01||Goal Amount less than or equal to the Current Goal Balance|3414.17
6	Click the "**X**" to close the file. **You have now successfully retrieved a file using the OSC Secure File Transfer Interface.**	