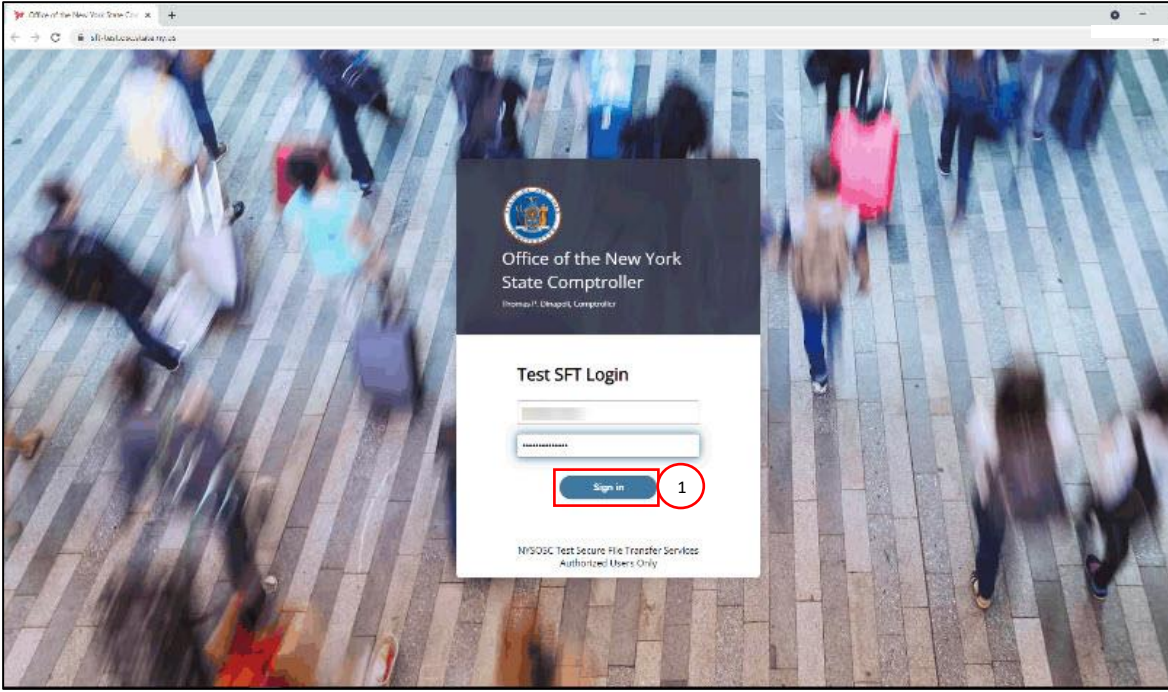



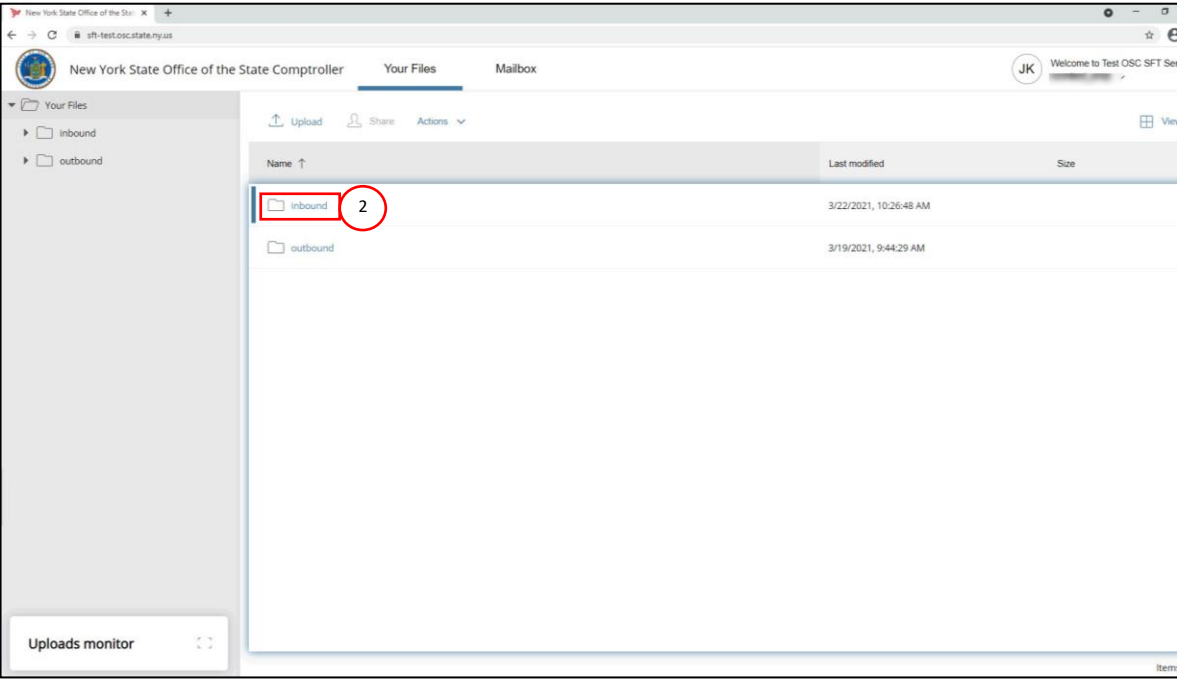
Thomas P. DiNapoli, State Comptroller

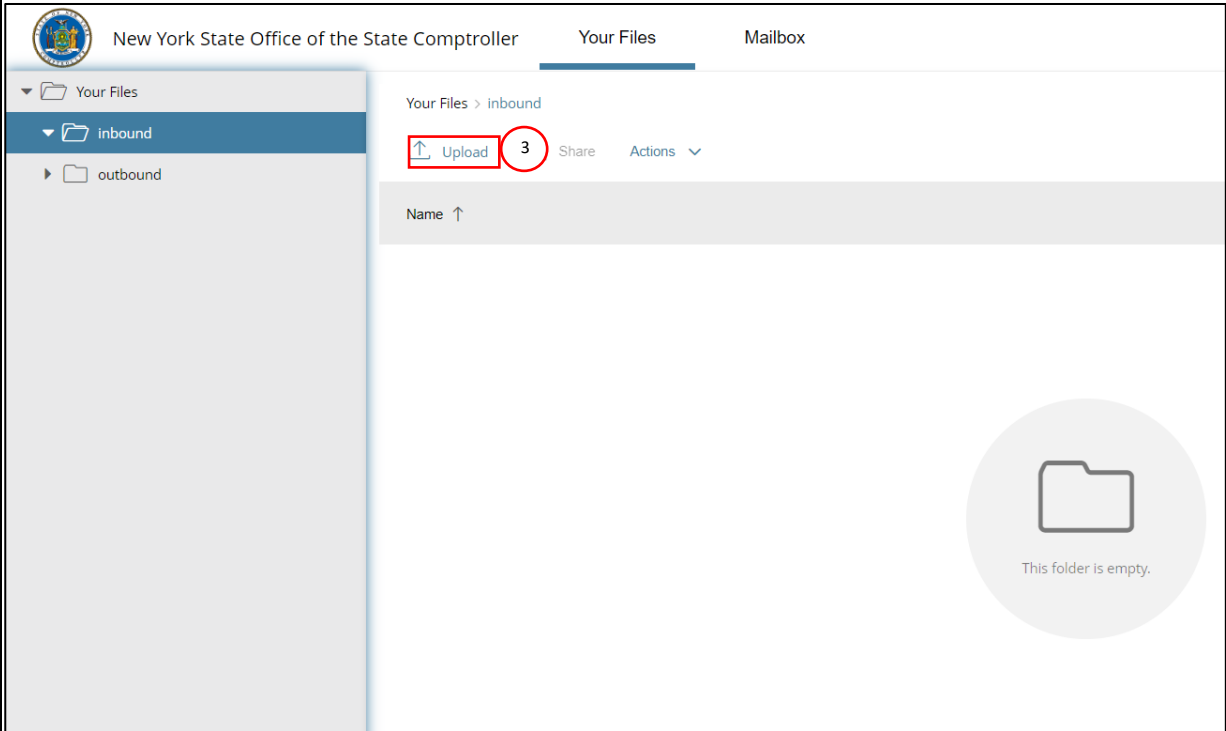


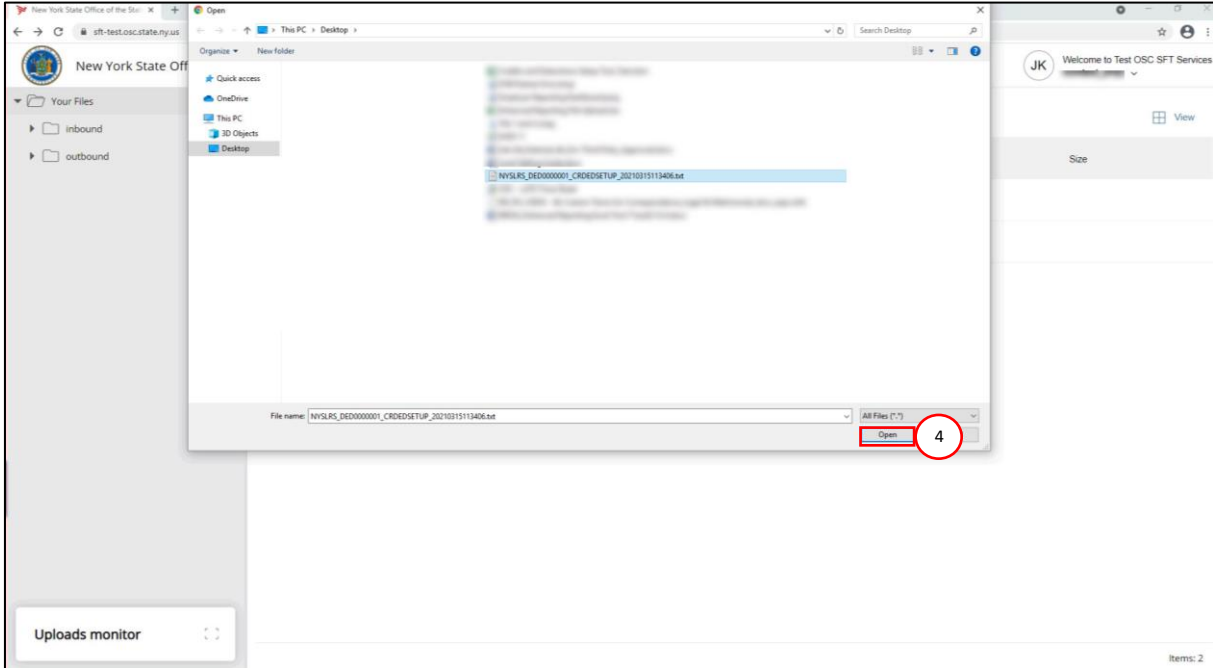
## How To Submit a .txt file to NYSLRS using the OSC Secure File Transfer Services Interface

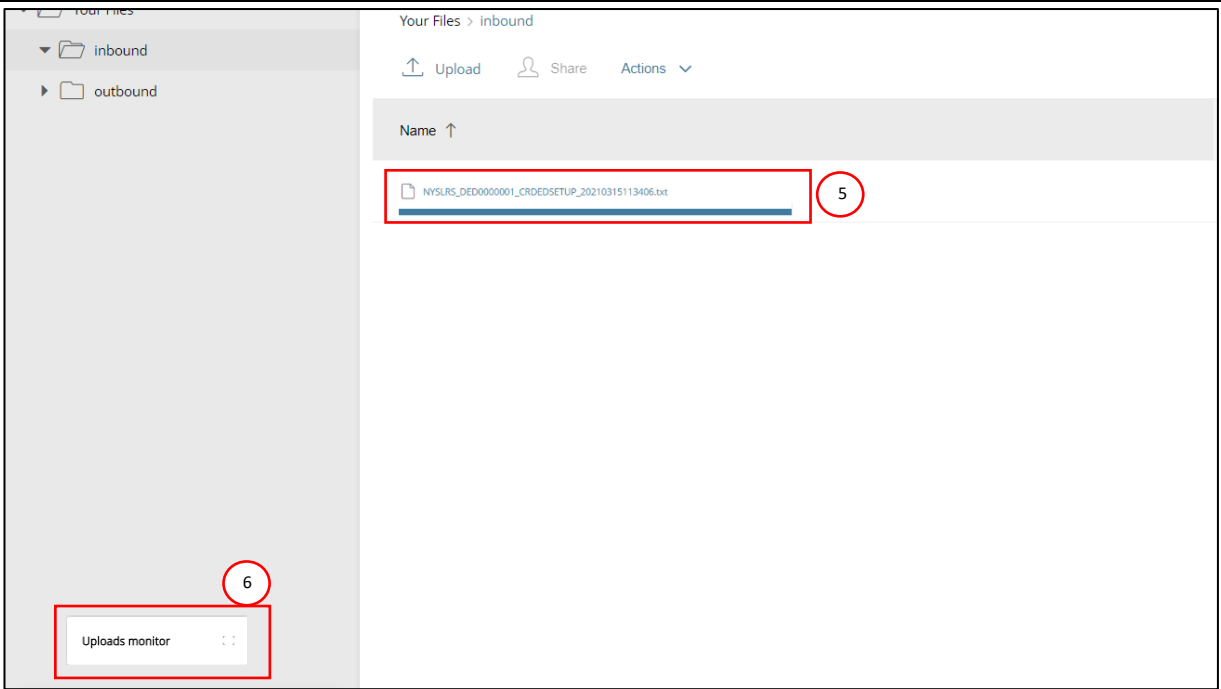
This job aid shows you (a participating organization) how to use the OSC Secure File Transfer Services Interface in order to properly submit your pipe-delimited .txt files to NYSLRS for processing.

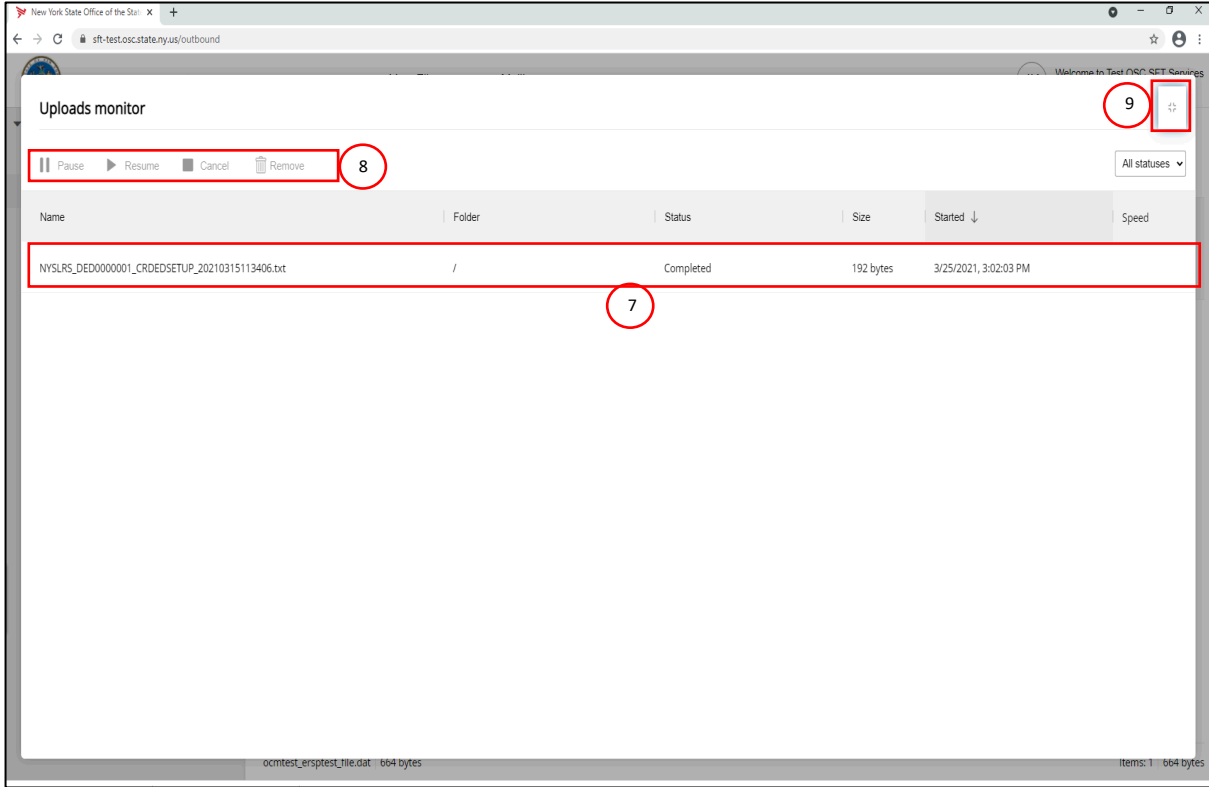

Step	Action
<p>1</p>	<p>Access the OSC Secure File Transfer Interface Login Screen. Enter your organization's user name. Click the <b>Sign In</b> button.</p> <p><b>Note:</b> Each organization will have <b>one</b> account to share amongst all of those individuals who will be using it. The username and password should be shared with anyone within the organization who will be submitting files on behalf of the organization. Prior to contacting NYSLRS, please check with your Organization's other Authorized Contacts for the current password.</p> <p><b>For password and login assistance, please contact <a href="mailto:NYSLRSVendor@osc.ny.gov">NYSLRSVendor@osc.ny.gov</a>. 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####).</b></p> 

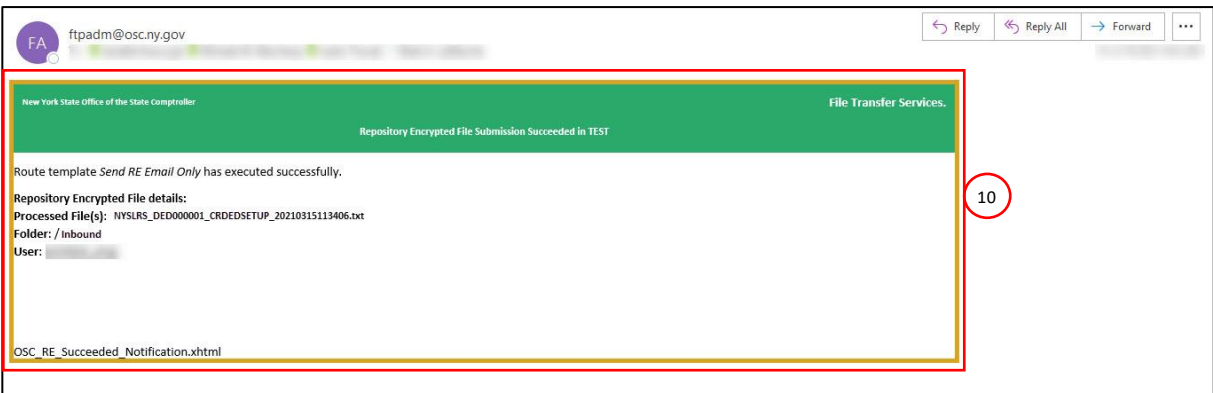
Step	Action
2	<p>Upon successful login, the main screen will appear, defaulted to the list view.</p> <p>Click on the <b>Inbound</b> folder to open it. This is where you will upload your pipe-delimited .txt file for transfer to NYSLRS.</p> <div data-bbox="310 586 478 646" style="border: 1px solid black; padding: 2px; display: inline-block;"> inbound</div> 

Step	Action
<p>3</p>	<p>Click on the <b>Upload</b> link to upload your pipe-delimited .txt file into the inbound folder.</p> 

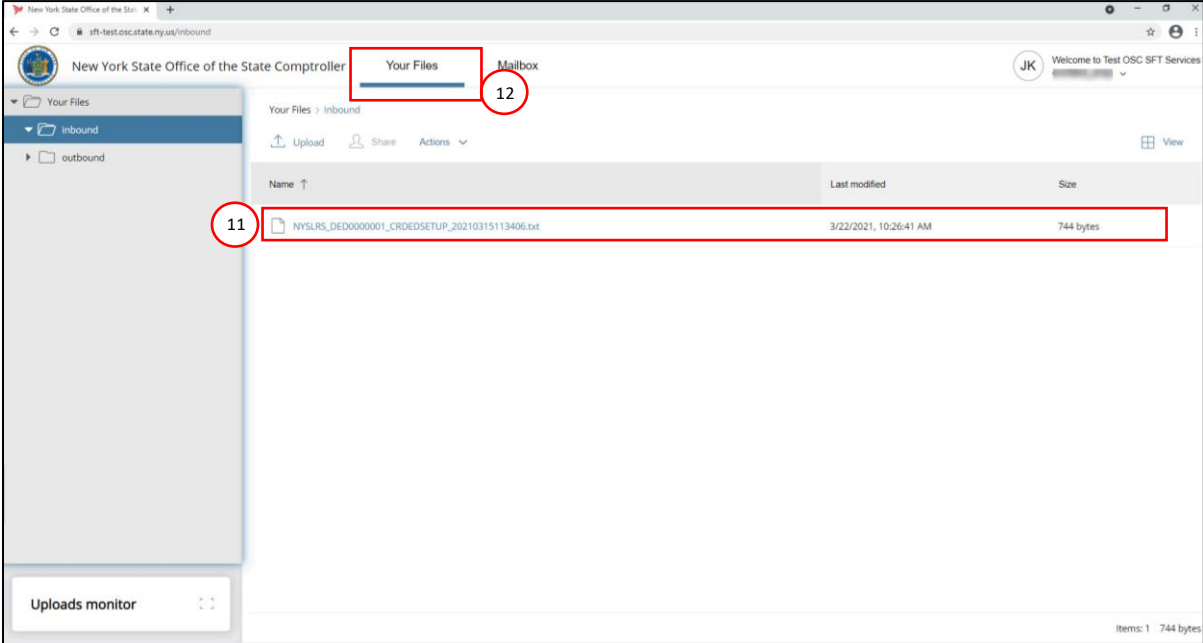
Step	Action
4	<p>A 'Select Destination Directory' pop-up will appear. Locate the .txt file on your device.</p> <p>Click the <b>OPEN</b> button.</p> <p><input type="button" value="Open"/></p> <p><b>Note:</b> Only .txt files will be accepted for processing.</p>  <p>The screenshot shows a web browser window with a URL bar containing 'sft-test.osc.state.ny.us'. The main content area displays a 'New York State Office of the State Comptroller' logo and a 'Welcome to Test OSC SFT Services' message. A file explorer window is overlaid on the browser, showing the 'Desktop' folder. A file named 'NYSLRS_DED0000001_CRDEDSETUP_20210315113406.txt' is selected. The 'Open' button in the file explorer is circled in red with the number 4. An 'Uploads monitor' button is visible in the bottom left corner of the browser window.</p>

Step	Action
5	<p>The selected file will be uploaded. The main screen will show the file being uploaded in real time.</p>
6	<p>You can also click on the <b>Uploads Monitor</b> button to view the upload.</p> <p>Click on the <b>Uploads Monitor</b> button.</p> <div data-bbox="312 727 535 784" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Uploads monitor</div> 

Step	Action	
<p>7</p>	<p>The 'Uploads Monitor' pop-up will appear. You can view your file upload in real time. This screen also shows you the status of the upload, the size of the file and when the file upload began.</p> <p><b>Note:</b> File upload times will depend on the size of the file and the broadband speed.</p>	
<p>8</p>	<p>The control panel at the top of the popup screen allows you to pause, resume, cancel or remove any uploaded files.</p>	
<p>9</p>	<p>Click on the <b>Collapse</b> button to close the pop-up.</p> 	

Step	Action
<p>10</p>	<p>NYSLRS will also communicate via email (ftpadm@osc.ny.gov) when files have been successfully uploaded in the inbound and outbound folders.</p> <p>The email will be sent to your shared mailbox and include the name of the file and the folder that the file can be located in.</p> 



Step	Action
<p>11</p> <p>This is what a successful upload will look like in the Inbound folder when completed.</p> <p><b>Note:</b> It is recommended that you open the .txt file and verify the accuracy of the data that was submitted. It should look identical to the file you created before submitting. If there is an error within this file, go to the <b>Uploads Monitor</b> link and delete it. You can make the corrections and resubmit the corrected .txt file.</p> <p><b>Files are automatically deleted after 7 calendar days.</b></p>	 <p>The screenshot shows a web interface for the New York State Office of the State Comptroller. At the top, there are two tabs: 'Your Files' (highlighted with a red box and circled '12') and 'Mailbox'. Below the tabs, there are navigation options: 'Upload', 'Share', and 'Actions'. A sidebar on the left shows a folder structure with 'Your Files' expanded to show 'inbound' and 'outbound' folders. The main area displays a table of files. One file is listed: 'NYSLRS_DED0000001_CRDEDSETUP_20210315113406.txt' (highlighted with a red box and circled '11'). The table has columns for 'Name', 'Last modified', and 'Size'. The file's last modified date is '3/22/2021, 10:26:41 AM' and its size is '744 bytes'. At the bottom of the page, there is an 'Uploads monitor' link.</p>
<p>12</p> <p>Click on <b>Your Files</b> link to return to the main screen.</p> <div data-bbox="304 1149 485 1239" style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <p>Your Files</p> </div> <p><b>You have now successfully submitted a file using the OSC Secure File Transfer Interface.</b></p>	