

Uploading Monthly Retirement Contribution Report

- Download and install ftp client. FileZilla is used as an example in this document. You can download for free from the link listed here: <u>https://download.filezillaproject.org/client/FileZilla_3.17.0_win64-setup_bundled.exe</u>
- 2. From the File menu select "Site Manager" and configure the following on the "General" tab:
 - a. Host: <u>ftp.compass.wv.gov</u>
 - b. Port: 990
 - c. Protocol: FTP File Transfer Protocol
 - d. Encryption: Require Implicit FTP over TLS
 - e. Enter userid provided by CPRB

Site Manager			×
Site Manager			^
Select Entry:	General Advanced	Transfer Settings Charset	
Compass FTP	Host: ftp.com	pass.wv.gov Port: 990	
	Protocol: FTP - Fil	le Transfer Protocol	~
	Encryption: Require	implicit FTP over TLS	\sim
	Logon Type: Ask for p	password	~
	User: Usernan	ne	
	Password:		
	Comments:		
New Site New Folder			^
New Bookmark Rename			
Delete Duplicate			×
	Connect	OK Canc	el

- 3. Under the "Transfer Settings" tab:
 - a. Transfer Mode: Passive

Site Manager		×
Select Entry: My Sites Compass FTP	General Advanced Transfer Settings Charset Transfer mode: O Default O Active Passive Limit number of simultaneous connections Maximum number of connections: 1	
New Site New Folder		
New Bookmark Rename		
Delete Duplicate		
	Connect OK Cancel	