

FileZilla Introduction

09/21/2021

The State uses the **agencygateway** folder on the secure FileZilla FTP (SFTP) site to store sensitive documents and reports that may contain private participant data.

- Other File Transfer Protocol (FTP) client products are available, but may not have been tested by WIC, to ensure that the transfer of files to a location on your computer is both secure and encrypted.
- FileZilla must be used to connect to the SFTP site.

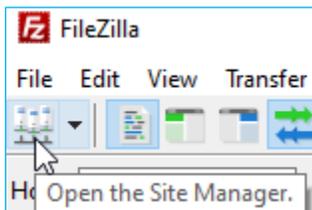
Connect to the secure FTP site with FileZilla

- Staff will need Internet access to reach files on the remote FileZilla SFTP site.
- On county-owned computers, the local IT staff may have to contact the MN WIC Help Desk for assistance with accessing the site and to obtain the correct passwords.
- Local WIC staff have access to FileZilla on state-owned computers. The WIC Coordinator can call the MN WIC Help Desk for the password.

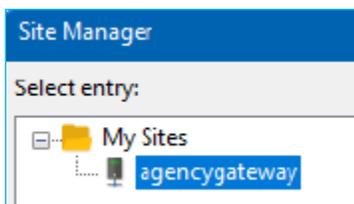
STEP 1: Open FileZilla by double clicking on the icon.



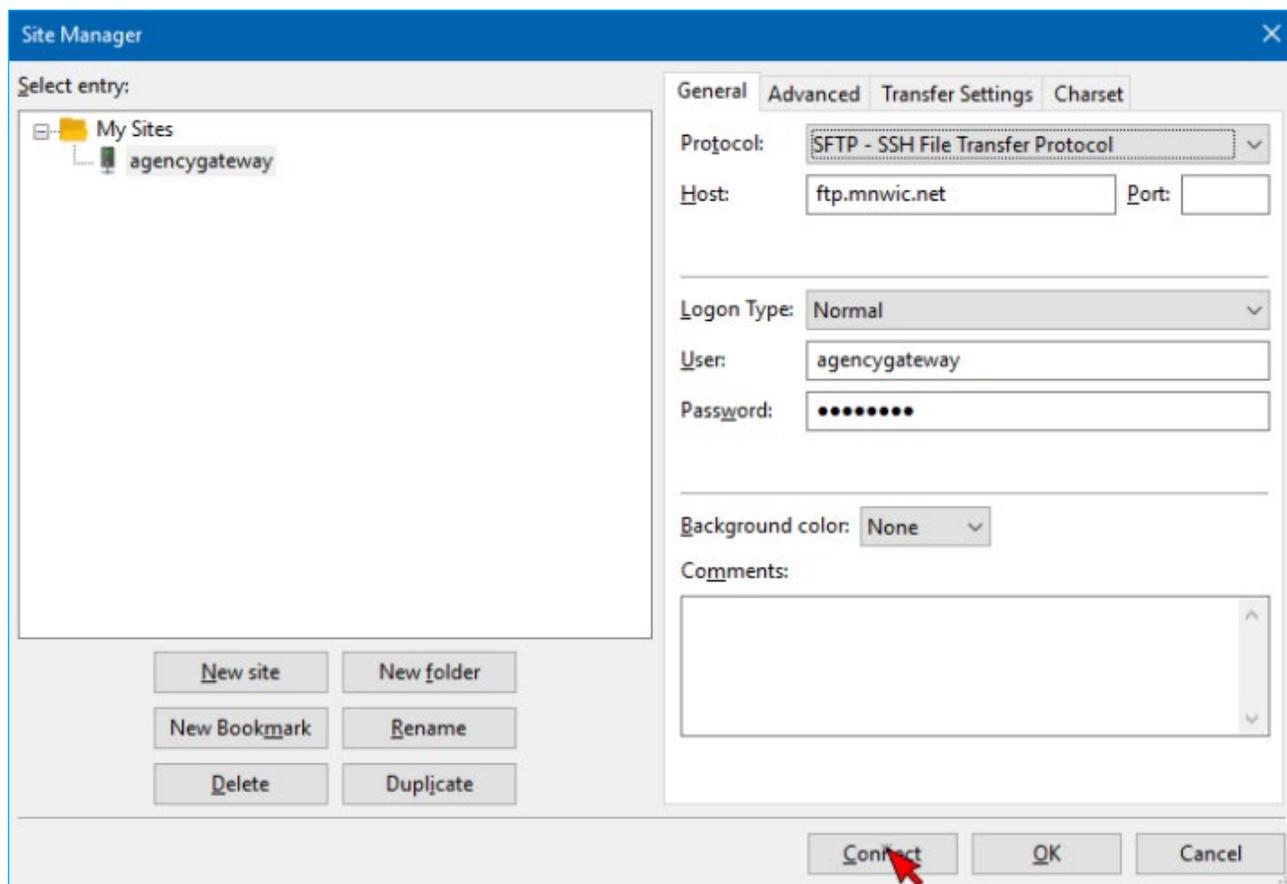
STEP 2: To set up this site the first time, click the **Open the Site Manager** icon.



STEP 3: In the Site Manager under “My Sites,” click on **agencygateway** to highlight.



STEP 4: Click the **Connect** button at the bottom of the Site Manager screen.



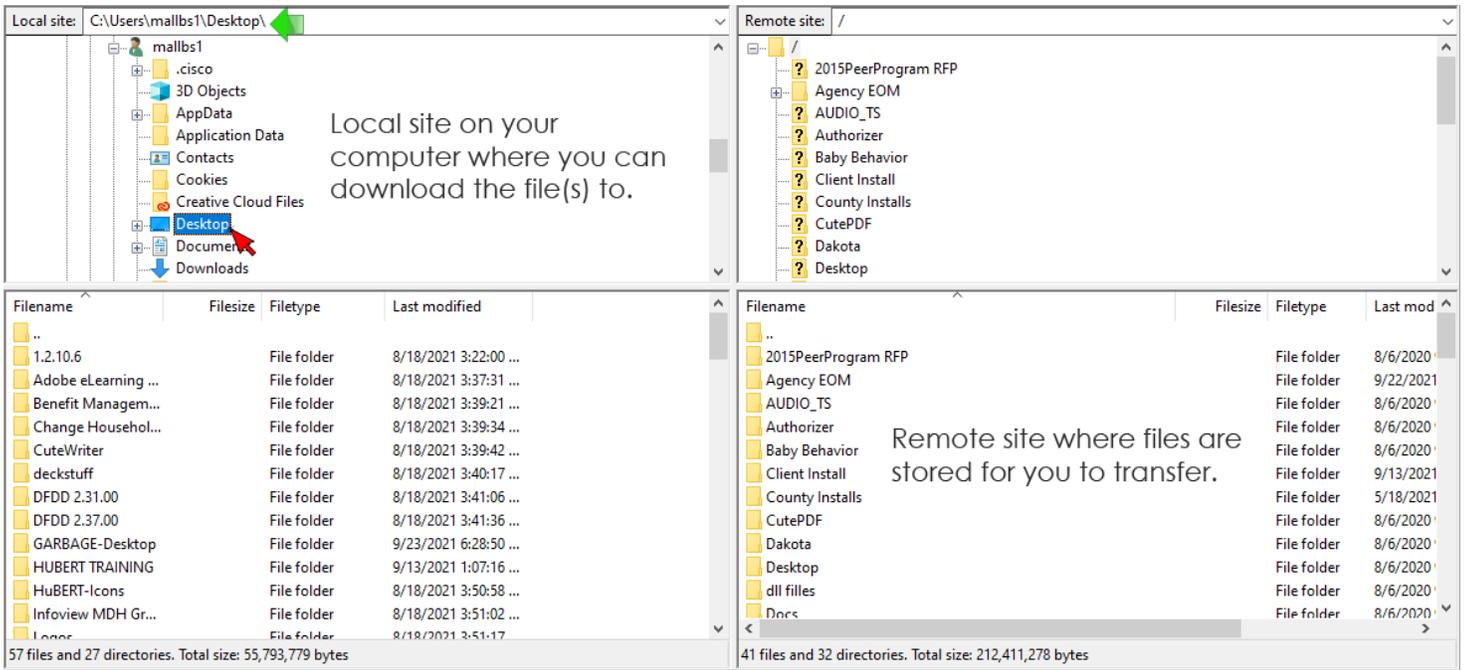
How to use FileZilla

After you connect to the secure FTP site within FileZilla, the right side of the screen, the **Remote site**, will display the filename folders from which files can be downloaded. The left side of the screen, under **Local Site**, displays the folders on your computer (the local machine).

To download a file:

- On the left side of the screen, under **Local site**, navigate to the location where you want to download the file to.
- On the right side of the screen, under **Remote site**, double-click on the folders to navigate to the file you want to download. Double-click on the file to start the transfer (or select the file and right-click on it to open the menu and select Download).

FILEZILLA INTRODUCTION

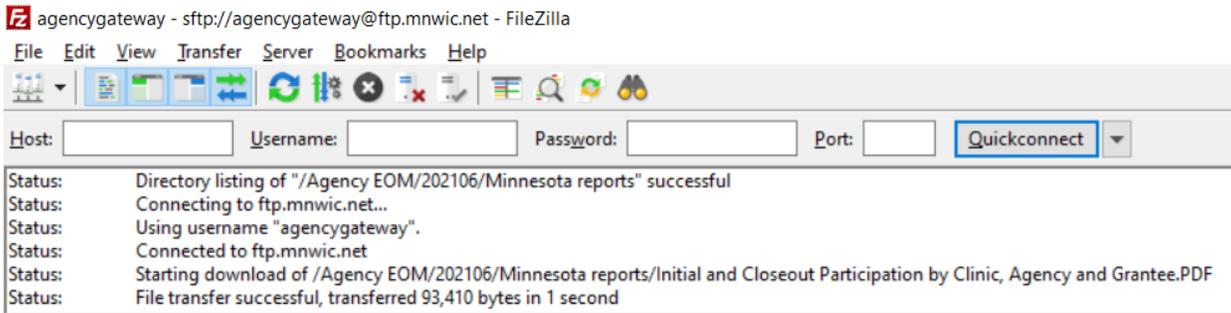


Successful File Transfer

You will receive a message that the file has been downloaded and the file will be saved to the location you had selected in your Local Site.

Successful file transfers are:

- Indicated at the top of the screen:



- Indicated in the **Successful Transfers** tab at the bottom of the screen:



Questions?

You, or your agency's IT staff, may contact the MN Help Desk (mnhelpdesk@dxc.com or 1.800.488.8799; press, 2, 2) if any questions.

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 651-201-4404, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 651-201-4404