



State Tax Commission of Missouri Original Assessment Outreach

<https://stc.mo.gov>
<https://moftp.mo.gov>
OriginalAssessment@stc.mo.gov

FTP Website



Original Assessment Section - State Tax Commission of Missouri - Tax Year 2021

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Slide 1 FTP Website

Welcome to the Original Assessment Outreach training video on File Transfer Protocol (FTP) Website. I'm Stacey Cowan, staff member of the Original Assessment team. The other team members are Sandy Wankum, Outreach Coordinator and Rosella Schad, Manager, Original Assessment.

Overview

- Introducing the State of Missouri FTP website
- Starting the FTP process
- Installing the required FTP software
- Running the FTP software
- Maintaining the current FTP software version



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Slide 2 Overview

We will cover 5 topics in this training video:

- Introducing the State of Missouri FTP website;
- Starting the FTP process;
- Installing the required FTP software;
- Running the FTP software; and
- Maintaining the current FTP software version.

State of Missouri FTP

- The acronym FTP stands for FILE TRANSFER PROTOCOL
- The State of Missouri hosts the FTP website utilized by the State Tax Commission of Missouri (Commission)
- The FTP website address is <https://moftp.mo.gov>. The website is available to County Assessors and County Clerks, as well as others submitting documents to the State of Missouri
- Using FTP is more efficient and effective for transferring information retained digitally and is the preferred method for document submissions to the Original Assessment Section



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Slide 3 State of Missouri FTP

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Using FTP is more efficient and effective for transferring information retained digitally and is the preferred method for document submissions to the Original Assessment Section.

FTP Benefits

- The benefits are:
 1. FTP is more efficient than email for multiple and/or large files;
 2. Files received through FTP use less paper and require less storage;
 3. FTP is more secure than email; and
 4. Files received through FTP are archived with automated time and date stamps for tracking



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3. FTP is more secure than email; and
4. Files received through FTP are archived with automated time and date stamps for tracking.

Opening the FTP Website
<https://moftp.mo.gov>

The Sign On window
appears



STATE OF MISSOURI
Secure File Transfer Server

Username
|

Password
Password

[Request a password change](#)

STATE OF MISSOURI
Security Notice
This computer system is for authorized use
only. Users (authorized or unauthorized) have

Sign On



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Slide 5 Opening FTP website

To open the FTP website, type <https://moftp.mo.gov> in the computer's browser address bar and then select the "Enter" key on the keyboard (The "STATE OF MISSOURI Secure File Transfer Server" banner displays in the top left of the "Sign On" screen).

Sign On Credentials

- There is one standardized user name for each County Assessor and one standardized user name for each County Clerk
- The initial temporary password is issued by Melina Scheperle of the Commission's Administration Section and is valid for 30 days
- The user name and password assigned to each county office are required to use the FTP website



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Slide 6 Sign On Credentials

“Sign On” credentials, required for using the FTP website, include one standardized Username for each County Assessor and one standardized Username for each County Clerk. For example, the Adair County Assessor Username is stc.adair.assessor and the Adair County Clerk Username is stc.adair.clerk. (For a railroad or utility company, a Username such as stc.abcpipelinecompany would be assigned for ABC Pipeline Company).

The initial temporary password is issued by Melina Scheperle of the Commission's Administration Section and is valid for 30 days. Contact Melina Scheperle at melina.scheperle@stc.mo.gov or 573-751-1724, for assistance.

Creating a Permanent Password

After a successful sign on with the user's temporary password, the "You are required to change your password now" message displays

The permanent password must meet the FTP user website requirements, which are displayed below the "Change Password..." header

Permanent password are valid for 365 days. A simple sign on and immediate sign out will keep the permanent password valid for another 365 days.

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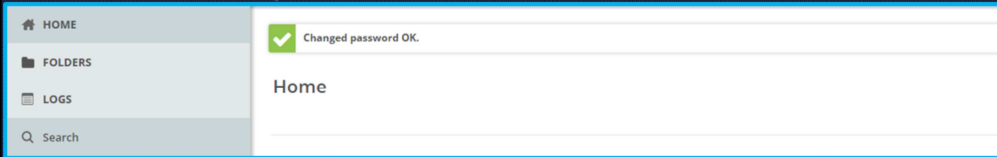
Slide 7 Creating a Permanent Password

After receiving an assigned Username and temporary Password, type these in the designated entry field boxes provided and select the "Sign On" button. The sign on defaults to the FTP "Home" screen.

After a successful sign on with the user's temporary Password, the "You are required to change your password now." instruction message with a green checkmark box displays in the top of the "Home" screen. The permanent Password requirements are displayed below the "Change Password..." title. Create a new password in the "Enter Your New Password:" entry field box that meets the Password requirements and then enter the same Password a second time in the "Enter Your New Password Again:" entry field box. Select the "Change Password" button to submit the new Password.

Confirming Permanent Password

After a successful sign on with the user's permanent password, the "Changed password OK." instruction message with a green checkmark box displays in the top of the "Home" screen



The screenshot shows a web interface with a dark blue background. On the left is a sidebar with a light blue background containing links: HOME, FOLDERS, LOGS, and a search bar. The main content area is white and displays a green checkmark icon followed by the text 'Changed password OK.' Below this, the word 'Home' is visible. A red arrow points from the text above to the message box. At the bottom left is a speaker icon, and at the bottom right is the text 'Original Assessment Section - State Tax Commission of Missouri - Tax Year 2021' and the number '8'.

Slide 8 Confirming Permanent Password

After a successful sign on with the user's permanent Password, the "Changed password OK." instruction message with a green checkmark box displays in the top of the "Home" screen. Each time the user signs on after establishing a permanent Password, the user's Username and permanent Password must be entered in the designated entry field boxes provided.

Permanent Passwords are valid for 365 days. A calendar reminder set to later in the year for the user to sign on to the FTP website is recommended, in order to keep the permanent Password valid. A simple sign on and immediate sign out will keep the permanent Password valid for another 365 days. If the permanent Password is not used for 365 days, the permanent Password must be reset by Melina Scheperle.

Viewing the FTP “Home” Screen

Selecting the “Sign On” button takes the user to the default FTP “Home” screen

From any screen on the FTP website, a user may select the “Home” button on the left sidebar menu to return to the “Home” screen

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Slide 9 FTP Home Screen

Selecting the “Sign On” button takes the user to the default FTP “Home” screen. Each sign on with the permanent Password displays the “Welcome to the State of Missouri!” instruction message with a green checkmark box in the top of the “Home” screen.

From any screen on the FTP website, a user can select the “Home” button on the left sidebar menu to return to the “Home” screen.

Web Browser Information

- These instructions are for using the Microsoft Internet Explorer (IE) web browser or Microsoft Edge (Edge) web browser, which require additional software called “ActiveX” be installed to load the Upload Wizard features.
- The Google Chrome (Chrome) and Mozilla Firefox (Firefox) web browsers utilize a JavaScript software for uploading files. Both of these web browsers do not require this additional software to perform the function of uploading files. The Chrome and Firefox web browsers always open to the latest version of the Upload Wizard software.



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Slide 10 Web Browser Information

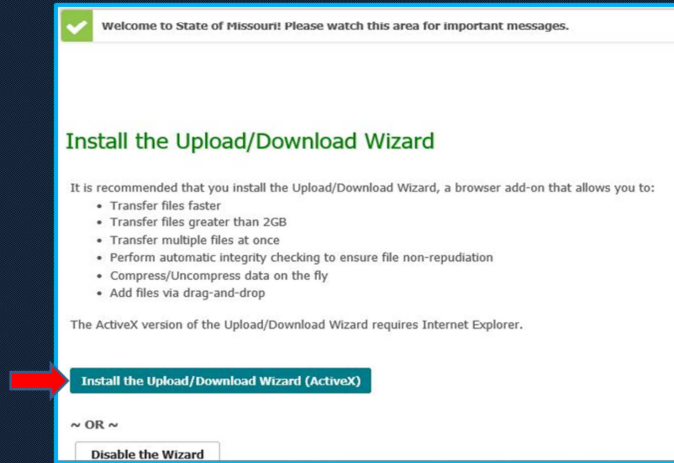
These instructions are for using the Microsoft Internet Explorer (IE) web browser or Microsoft Edge (Edge) web browser, both of which require additional software called ActiveX be installed to load the Upload Wizard features. The Google Chrome (Chrome) and Mozilla Firefox (Firefox) web browsers utilize a JavaScript software for uploading files. Both of these web browsers do not require this additional software to perform the function of uploading files. The Chrome and Firefox web browsers always open to the latest version of the Upload Wizard software.

Contact Sandy Wankum, the Original Assessment Outreach Coordinator, at sandy.wankum@stc.mo.gov or 573-751-1709, or Stacey Cowan, Appraisal Specialist, at stacey.cowan@stc.mo.gov or 573-526-6403, for additional assistance on using Chrome and Firefox web browsers. Correspondence and documents may also be sent by email to OriginalAssessment@stc.mo.gov.

IE and Edge web browsers use the ActiveX software to load the Upload Wizard. The ActiveX software must be installed on the computer. If the user does not have Administrator rights to the computer, an error message will be displayed when attempting to install any additional software. Contact IT personnel for assistance with installing software on the computer.

Installing Software on the Computer

The first time a user installs ActiveX software on the user's computer for the Upload Wizard features, the user must select the "Install the Upload/Download Wizard (ActiveX)" button



IE uses "ActiveX" software to load the Upload Wizard features;
the ActiveX software must be installed on the computer

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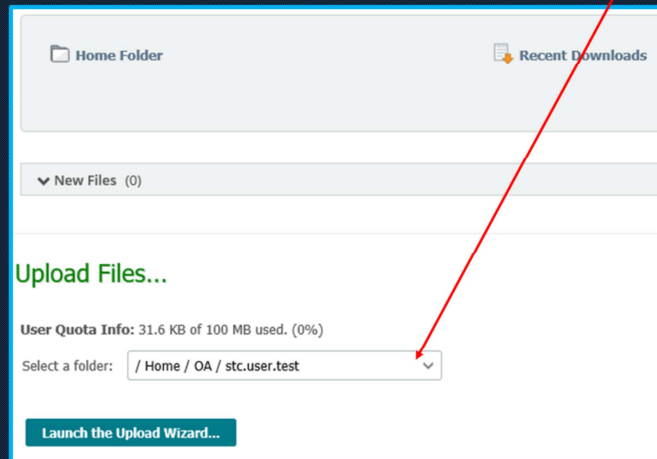
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Slide 11 Installing Software

The first time a user utilizes the FTP website on a computer to upload files, the user must select the "Install the Upload/Download Wizard (ActiveX)" button under the "Install the Upload/Download Wizard" header for the Upload Wizard features mentioned earlier. All Upload Wizard features will be referred to simply as, Upload Wizard.

Selecting the File Path

Select the down arrow in the right end of the “Select a folder” file path box below the “Upload Files” header. Selecting the down arrow causes a dropdown list to display in the file path box.



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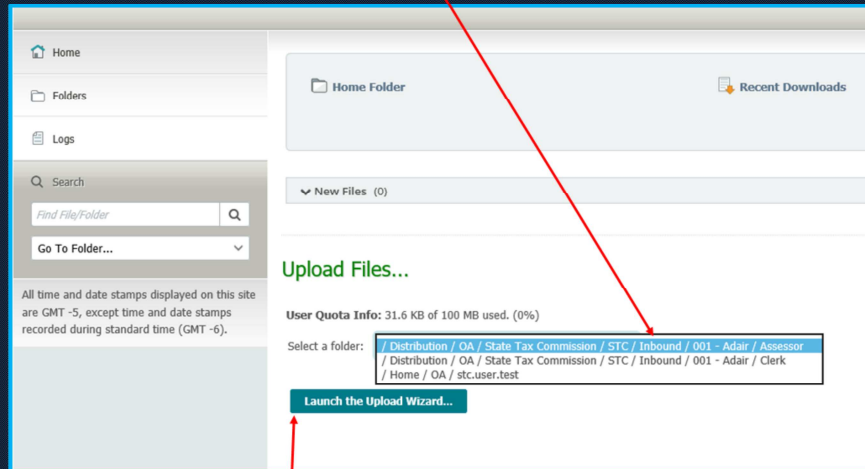
Slide 12 Selecting the File Path

Although no confirmation is provided when the ActiveX software installation is complete, the FTP website returns the user to the “Home” screen with an “Upload Files...” header, to begin the file transfer process.

To select the upload folder, select the down arrow to the right of the “Select a folder” file path window. Selecting the down arrow causes a drop down list to display in the file path box.

Selecting the Upload Folder

The default file path is the user's "Home" folder. Select the "inbound" folder that ends with either the "Assessor" or "Clerk" name.



Select "Launch the Upload Wizard" button to run the Upload Wizard

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Slide 13 Selecting the Upload Folder

The default folder is the user's "Home" folder. Select the "Inbound" folder that ends with the naming convention reflective of the user, e.g., assessor, clerk, or the company's name.

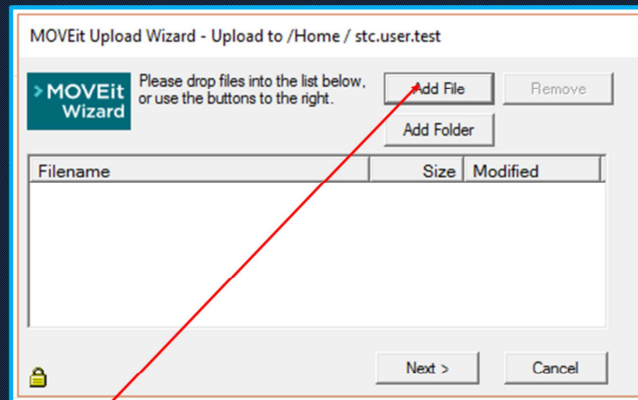
After highlighting the desired file path, select the "Launch the Upload Wizard..." button to run the Upload Wizard.

This second step assists with directing the file transfer process, but does not cause more software to be installed on the computer.

The Upload Wizard is a tool to take the user through the remaining steps of the file transfer process.

Running the Upload Wizard

When the user runs the Upload Wizard, the FTP website displays the first “MOVEit Wizard” window to assist with adding or removing a file or folder



Select the “Add File” button to begin selecting files to upload



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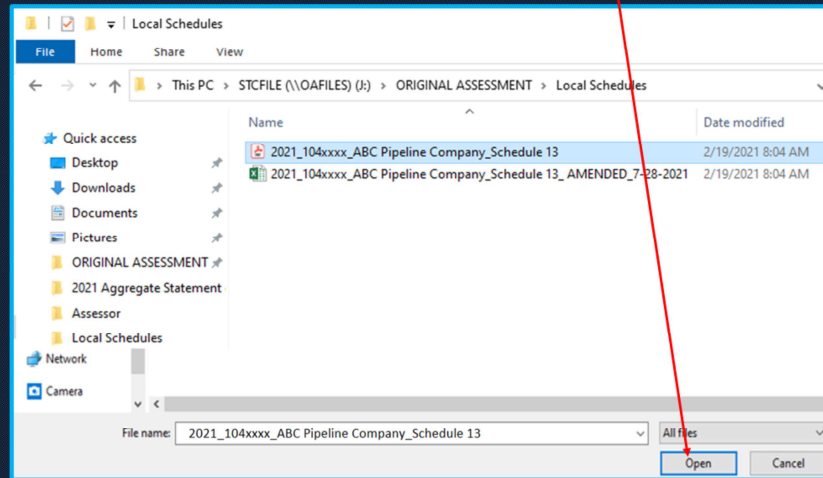
Slide 14 Running the Upload Wizard

When the user runs the Upload Wizard, the FTP website displays the first “MOVEit Wizard” window to assist with adding a file or folder or removing them. The “MOVEit Wizard” windows are simply features of the Upload Wizard and will be referred to still as the Upload Wizard.

Select the “Add File” button in the Upload Wizard window to begin selecting files to upload. A navigation window displays so that the user can see where files have been saved. To locate files to be uploaded, the user will need to navigate to them on the computer.

Highlighting Files to Upload

The user should highlight the file to upload. Select the “Open” button to signal the highlighted files are ready to be placed in an Upload Wizard que for file upload



Tip: Hold down the “Ctrl” (Control) key continuously while highlighting each file to upload

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Slide 15 Highlighting Files to Upload

The user should highlight the file to upload. The user may select multiple files by holding down the “Ctrl” (Control) key continuously while highlighting each file to upload. Select the “Open” button to signal the highlighted files are ready to be placed in an Upload Wizard que for file upload.

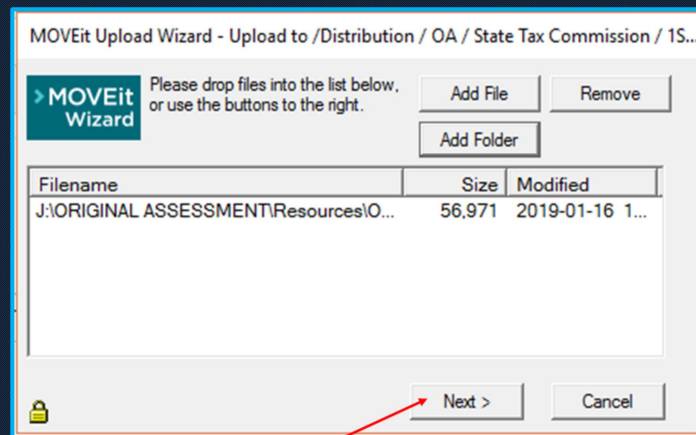
All files need to be named with a consistent file naming convention, as follows:

1. Tax Year
2. Company Account number assigned by the Original Assessment Section
3. Company Name
4. Document Name
5. Date, if needed for clarification

Examples:

- 2021_104xxxx_ABC Pipeline Company_Schedule 13
- 2021_104xxxx_ABC Pipeline Company_Schedule 13_AMENDED_7-28-2021

Viewing the Files in the Upload Wizard Window Que



Select the "Next" button to choose upload options



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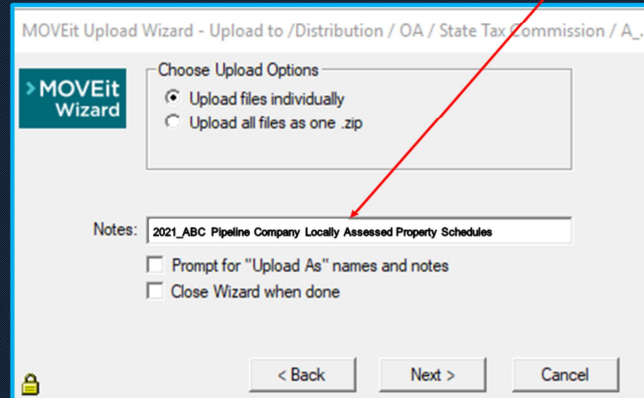
Slide 16 Viewing Files in the Upload Wizard Window Que

The Upload Wizard will display the file or files in the Upload Wizard window que that are waiting to be uploaded. The files are listed in the Upload Wizard window que with the "Filename" column, "Size" column, and "Modified" column, shown at the top of the Upload Wizard window que. The file's full file path and name may not be visible.

The user can select the "Add File" button again if additional files need to be added. The user should select the "Next" button when file selection has been completed.

Choosing Upload Wizard Options

Enter a description of the file(s) in the “Notes” field, similar to the subject line in an email



Select the “Next” button to begin the transmitting the files placed in the Upload Wizard window que



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Slide 17 Choosing Upload Wizard Options

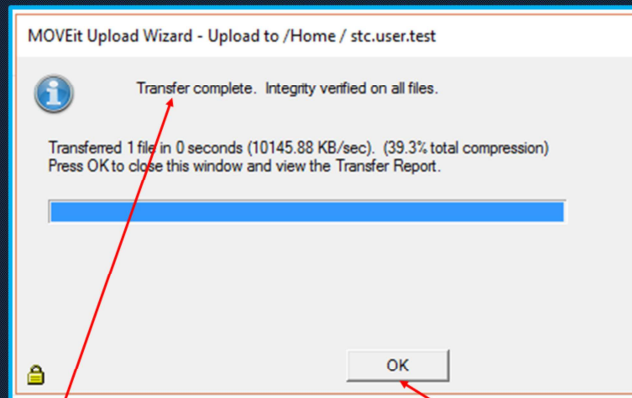
A second Upload Wizard window displays. This second Upload Wizard feature offers additional parameters for use.

Prior to transmitting the files placed in the Upload Wizard window que, the user should:

1. Accept the default selection at the “Upload files individually” radio dial button under the “Choose Upload Options” header;
2. Enter a description in the “Notes” field that describes the selected files. Entering a description is recommended; however, this is an optional step. The “Notes” field **[Advance]** is similar to a subject line in an email. This information will be displayed when the files are viewed at the Commission. For example, a note could say, “2021_ABC Pipeline Company Locally Assessed Property Schedules” or “2021_104xxxx_ABC Pipeline Company_Schedule 13_AMENDED_7-28-2021”;
3. Leave the “Prompt for ‘Upload As names and notes” box unchecked; and
4. Leave the “Close Wizard when done” box unchecked.

The user should select the “Next” button to begin the transmission to the Commission of the files placed in the Upload Wizard window que. A transmission progress indicator will quickly display and close. The amount of time the Upload Wizard needs to upload the files will depend on the number of files, file size, and the available internet connection speed.

Verifying Upload Wizard File Transfer



Verify the transfer is complete and select the "OK" button to close the Upload Wizard window



Slide 18 Verifying Upload Wizard File Transfer

After the transmission window closes, a third Upload Wizard window displays. The third Upload Wizard window provides transfer status and information with a "Transfer complete" message and a blue horizontal progress completion bar. The user should select the "OK" button to close the Upload Wizard window and proceed to viewing the Transfer Report on the "Home" screen.

Upload Wizard Transfer Report

After closing the Upload Wizard window, a “Transfer Report” title displays in the bottom of the “Home” screen

Upload Files..

User Quota Info: 31.6 KB of 100 MB used, (0%)

Select a folder: / Distribution / OA / State Tax Commission / A, v

Launch the Upload Wizard...

Upload Wizard Transfer Report

Local File	Status
J:\ORIGINAL ASSESSMENT\Resources\OA Training\FTP Sample\2019 Form 40 Ozark - Amendment 1.pdf	Uploaded to / Distribution / OA / State Tax Commission / A_Railroads_Uilities / Inbound / 002 - Andrew / Assessor OK (ID #612856649)

The report includes a Transfer Report “Local File” column and a “Status” column below an “Upload Wizard Transfer Report” header; the “Status” column reports an “OK” status message in the right end of the “Uploaded to” file path



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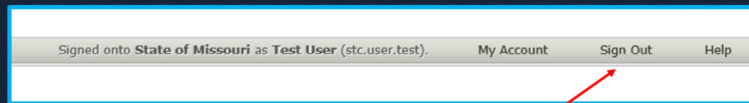
Slide 19 Upload Wizard Transfer Report

A new section at the bottom of the “Home” screen displays a Transfer Report, 1“Local File” column and a 2“Status” column under an “Upload Wizard Transfer Report” 3header.

The “Local File” column identifies the “local” file or files that were transferred from the Upload Wizard window que.

The “Status” column reports the status of the uploaded file with an 4“OK” at the end of the “Uploaded to” file path, to indicate the file was received by the Commission successfully.

Closing the FTP Website



- Select the “Sign Out” link in the upper right of the “Home” screen to sign out and close the FTP website session
- The “Sign Out” link takes the user to the “Sign On” screen



Slide 20 Closing the FTP Website

After uploading the file or files successfully, the FTP website returns the user to the “Home” screen. The user should select the “Sign Out” link at the upper right of the FTP “Home” screen to sign off and close the FTP website session and return the user to the “Sign On” screen.

FTP “Sign On” Screen

STATE OF MISSOURI
Secure File Transfer Server

Username
Password

[Request a password change](#)

STATE OF MISSOURI
Security Notice
This computer system is for authorized use only. Users (authorized or unauthorized) have

Sign On

✓ Signed off successfully.

The “Signed Off Successfully” message with a green checkmark displays in the bottom of the “Sign On” screen.



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Slide 21 FTP Sign On Screen

After a successful sign off, the “Signed Off Successfully” instruction message displays on the “Sign On” screen with a green checkmark.

The user may start another FTP website session by entering the user’s sign on credentials in the designated entry field boxes provided on the “Sign On” screen and following the instructions for signing on to the FTP website provided above.

Checking the ActiveX Software Version Number

Maintenance of the FTP software

- Checking the version number of the ActiveX software on the user's computer
- Installing an upgrade of the ActiveX software on the user's computer
- Chrome and Firefox web browsers always open to the latest version of the Upload Wizard software



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Slide 22 Checking ActiveX Software Version Number

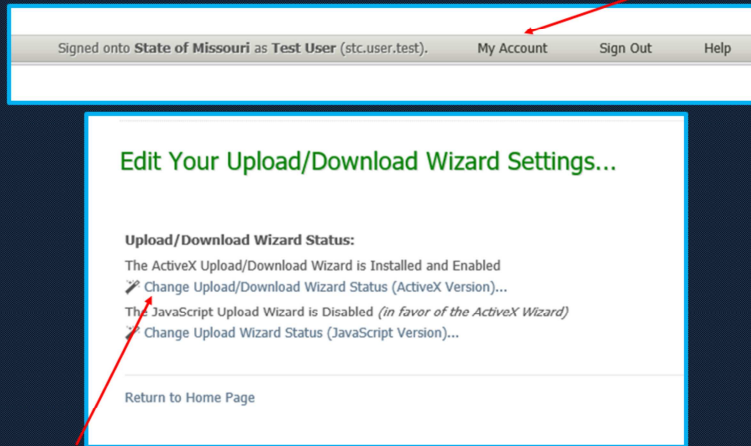
Maintenance of the FTP software is needed to be able to use the most current features of the latest Upload Wizard.

This includes:

- Checking the version number of the ActiveX installed software on the user's computer; and
- Installing an upgrade of the ActiveX software on the user's computer.

Using the “My Account” Link for Maintenance of the FTP Software

Select the “My Account” link in the upper right of the “Home” screen to locate information about the ActiveX software installed on the user’s computer



Scroll down to the bottom of the “My Account” screen to select the “Change Upload/Download Wizard Status (ActiveX Version)...” link



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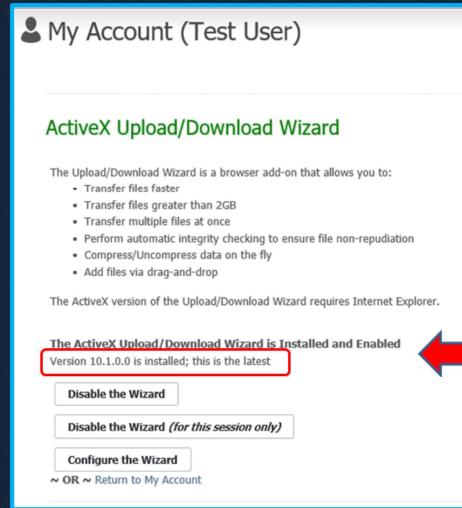
Slide 23 Using the “My Account” Link for Maintenance of the FTP Software

Select the “My Account” link at the upper right of the “Home” screen, to locate information about the ActiveX software installed on the user’s computer.

The user will need to scroll down to the bottom of the “My Account” screen and select the “Change Upload/Download Wizard Status (ActiveX Version)...” link under the “Upload/Download Wizard Status:”

Viewing the ActiveX Software Version Number

The ActiveX software information is below the “The ActiveX Upload/Download Wizard is Installed and Enabled” subtitle



The version number of the software installed will display and will be followed by the “this is the latest” message, if the current software version is installed

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Slide 24 Viewing the ActiveX Software Version Number

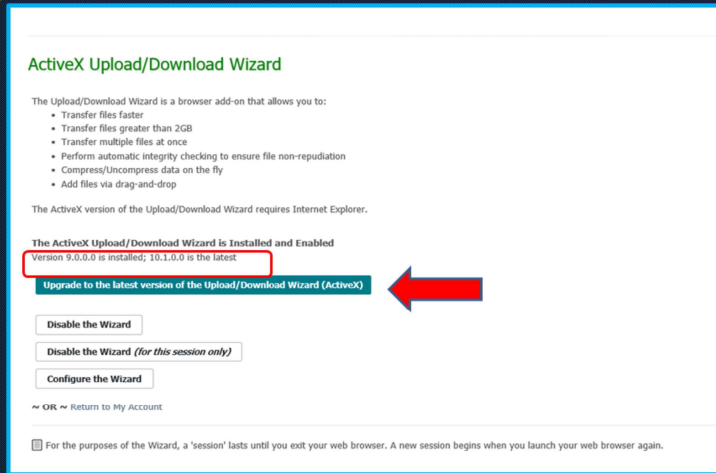
The “The ActiveX Upload/Download Wizard is Installed and Enabled” message displays on the “My Account” screen under the “The ActiveX Upload/Download Wizard” header. After the version number, look for a “this is the latest” statement, indicating the most current version of the ActiveX software is installed.

No further action is necessary if the latest software is installed.

As of August 2020 the latest version number of the ActiveX software is 10.1.0.0.

Upgrading the Installed ActiveX Software Version

If the current version of the ActiveX software is not installed, both the installed version number and the current version number will display



- Select the “Upgrade to the latest version of the Upload/Download Wizard (ActiveX)” button to initiate the upgrade
- If the user has Administrator Rights to the computer, the software upgrade will begin
- Follow the installation prompts to complete the installation



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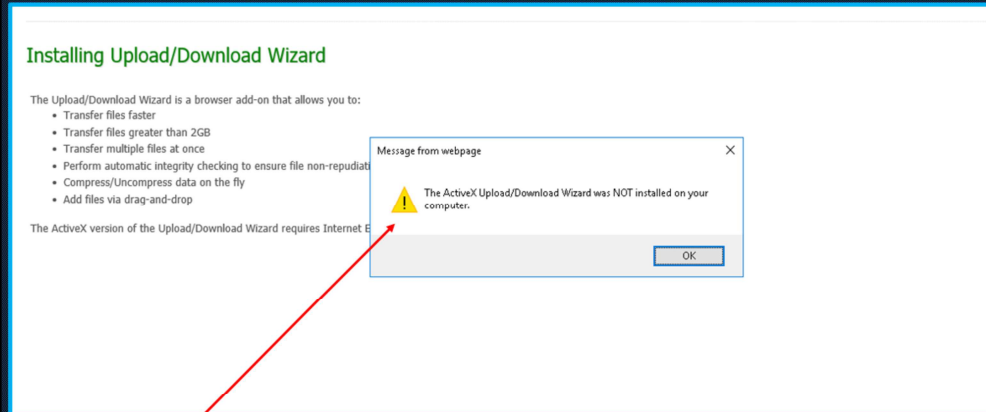
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Slide 25 Upgrading the Installed ActiveX Software Version

If the user does not have the latest version of the ActiveX software installed, the “Upgrade to the latest version of the Upload/Download Wizard (ActiveX)” link displays on the screen. Select the “Upgrade” link to begin the software update to the most current version of the ActiveX software.

If the user has Administrator Rights to the computer, the software upgrade will begin. Follow the installation prompts to complete the installation.

ActiveX Software Installation Error



If the user initiates the upgrade and does not have Administrator rights to the computer, the "Message from webpage" instruction message displays with an error exclamation point inside a yellow triangle. Select the "Ok" button and contact the county's IT personnel for assistance.



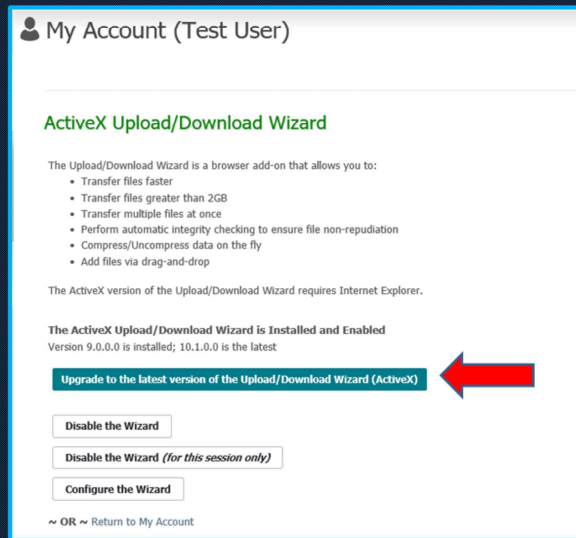
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Slide 26 ActiveX Software Installation Error

If the user does not have Administrator rights to the computer and the user selects the link to begin the software upgrade to the latest version of the ActiveX software, the FTP website displays the "Message from webpage" window. This is an error message with an exclamation point inside a yellow triangle. Contact IT personnel for assistance with installing or making upgrades to software on the computer.

ActiveX Software Installation Utilizing a PC Administrator



 The PC Administrator will select the “Upgrade to the latest version of the Upload/Download Wizard (ActiveX)” button to initiate the upgrade

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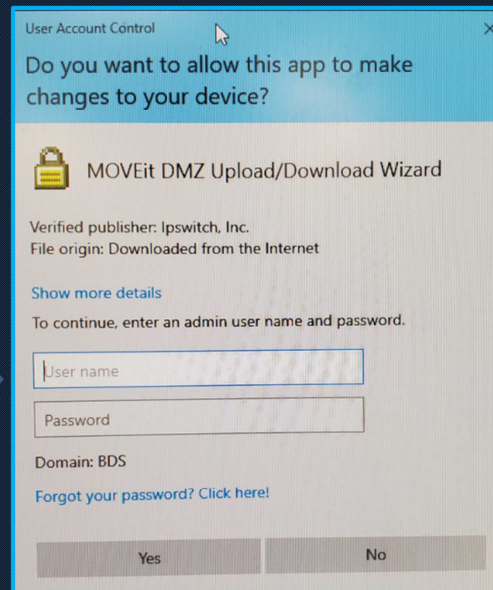
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Slide 27 ActiveX Software Installation Utilizing a PC Administrator

The PC Administrator must select the “Upgrade” link to begin the software update to the most current version of the ActiveX software.

Authorization by a PC Administrator

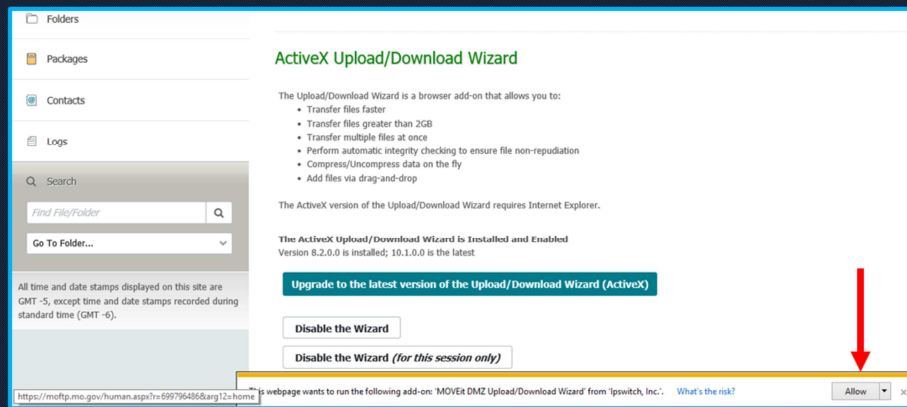
- A “User Account Control” pop-up window will display
- The PC Administrator will enter the PC Administrator’s username and password and then select the “Yes” button to initiate the software installation or upgrade



Slide 28 Authorization by a PC Administrator

The “User Account Control” popup window will display for the PC Administrator. The PC Administrator will enter the Administrator’s Username and Password, then select the “Yes” button to proceed with the software installation.

Upgrading the ActiveX Software Using PC Administrator



The PC Administrator will select the “Allow” button from the pop-up window in the bottom of the “Home” screen to complete the software installation or software upgrade



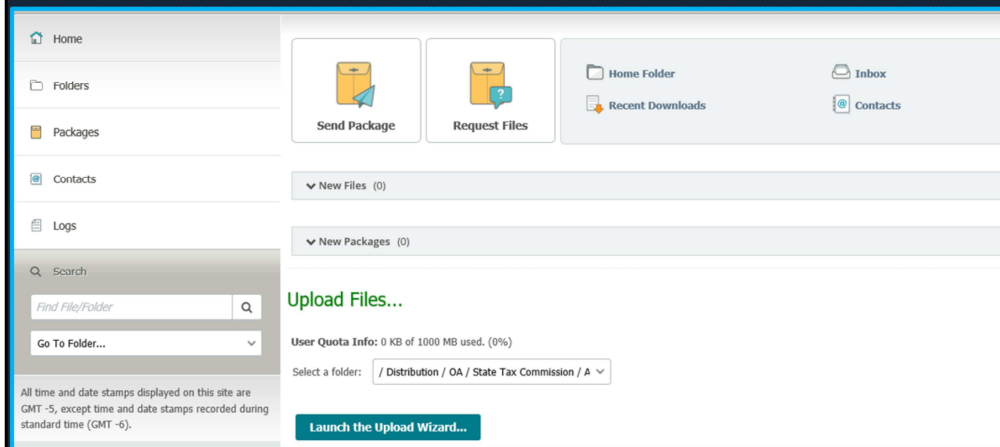
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Slide 29 Upgrading the ActiveX Software Using a PC Administrator

Select the “Allow” button from the popup notice at the bottom of the display to proceed with the installation. After the software installation finishes, the user’s “Home” Screen is displayed.

After the ActiveX Software Upgrade Finishes



After the ActiveX software upgrade finishes, the FTP "Home" screen displays. Confirm the current software has installed.

Slide 30 After the ActiveX Software Upgrade Finishes

Verify the FTP software upgraded to the latest version of the ActiveX software using the "My Account" link instructions provided above.

For additional assistance contact:

State Tax Commission of Missouri
Original Assessment Outreach

<https://stc.mo.gov>

<https://moftp.mo.gov>

OriginalAssessment@stc.mo.gov

- Sandy Wankum, Outreach Coordinator – 573-751-1709
- Stacey Cowan, Appraisal Specialist – 573-751-1708
- Rosella Schad, PE, CPA, Manager – 573-751-1729



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Slide 31 Reaching the Outreach Coordinator

Thank you for viewing the Outreach Training video on submitting documents to the Commission through the FTP website. Contact Sandy Wankum, the Original Assessment Outreach Coordinator, at 573-751-1709, or Stacey Cowan, Appraisal Specialist, at 573-751-1708, or Rosella Schad, Manager, at 573-751-1729 for additional assistance. You may also send an email to OriginalAssessment@stc.mo.gov.