



FTP Website Using Microsoft Internet Explorer and Edge Web Browsers

"Welcome to the Original Assessment Section's Outreach training on utilizing the File Transfer Protocol (FTP) website, <https://moftp.mo.gov>."

-- Jeffrey Smith, Manager – Original Assessment Section

We will cover 5 topics:

- Introducing the State of Missouri FTP website;
- Signing On to the FTP Website;
- Installing the Required FTP Software;
- Uploading Files to the FTP Website; and
- Updating the FTP Software

The First Topic is: Introducing the State of Missouri FTP Website

- The FTP acronym 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 railroad and utility companies, as well as county assessors and county clerks, submitting documents to the Commission.
- Using FTP is more efficient and effective for transferring information and is the preferred method for submitting documents to the Original Assessment Section.

The benefits are:

1. FTP is more efficient than email for multiple and/or large files;
2. Files received through FTP can be retained digitally, requiring less paper and less file cabinet storage;
3. FTP is more secure than email; and
4. Files received through FTP are archived with automated time and date stamps for tracking purposes.

Notes:

The Second Topic is: Signing On to the 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, 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.

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.

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.

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.

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The Third Topic is: Installing the Required FTP Software

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.

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.

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The Fourth Topic is: Uploading Files to the FTP Website

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. The first step in this process is to select the upload folder.

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. 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.

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. 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

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. 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 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.

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.

A new section at the bottom of the “Home” screen displays a Transfer Report “Local File” column and a “Status” column under an “Upload Wizard Transfer Report” header. 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 “OK” at the end of the “Uploaded to” file path, to indicate the file was received by the Commission successfully.

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. 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.

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The Fifth Topic is: Updating the FTP Software

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.

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:" caption to view both the:

1. Installed ActiveX software version number; and
2. Latest ActiveX software version number available.

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.

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.

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.

The PC Administrator must select the "Upgrade" link to begin the software update to the most current version of the ActiveX software. 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. 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. Verify the FTP software upgraded to the latest version of the ActiveX software using the "My Account" link instructions provided above.

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