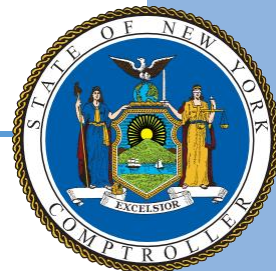


Secure File Transfer Protocol Instructions

OFFICE OF THE NEW YORK STATE COMPTROLLER

Thomas P. DiNapoli, State Comptroller



SECURE FILE TRANSFER PROTOCOL (SFTP) INSTRUCTIONS

Office of Unclaimed Funds SFTP Application

The Office of Unclaimed Fund's (OUF) Secure File Transfer Protocol application is a secure and convenient option to submit your report. The Secure File Transfer Protocol application eliminates the need to encrypt your files prior to submission. Uploaded files are securely transmitted by means of repository encryption via an SSL/SSH tunnel utilizing AE256 encryption algorithm.

Prepare Files for Submission

For proper submission of reports to OUF, the file name(s) must meet the naming convention shown in the chart below and, be in one of the accepted file formats (**RPT55, NAUPA, or NYCD1**). For additional information on more reporting options, visit the NYS OUF Website - <https://www.osc.state.ny.us/unclaimed-funds/reporters>.

File Naming Requirements

Positions	Field	Length	Remarks
1 – 1	Record Identifier	1	Must be a "U"
2 – 6	Last 5 digits of the FEIN or Agency Code	5	Numeric
7 – 8	Report Sequence Number	2	Numeric (e.g. 01, 02) <ul style="list-style-type: none">• Your first report number should be 01• There is a maximum of 25 reports per file and a maximum of 99 files per day
9 – 9	Decimal Point	1	
10 – 14	File Format	5	Approved file formats are RPT55, NAUPA or NYCD1
15 – 15	Decimal Point	1	
16 – 23	Date Submitting Report	8	Numeric (MMDDYYYY)
24 – 24	Decimal Point	1	
25 – 54	Reporting Organization Name	30	Alphanumeric
55 – 55	Decimal Point	1	
56 – 255	Report Type and Contact information (phone number and email address)	200	Include your email address and phone number <ul style="list-style-type: none">• Use "FINAL" if the report contains escheated amounts greater than zero• Use "REVISED" for corrections to a report

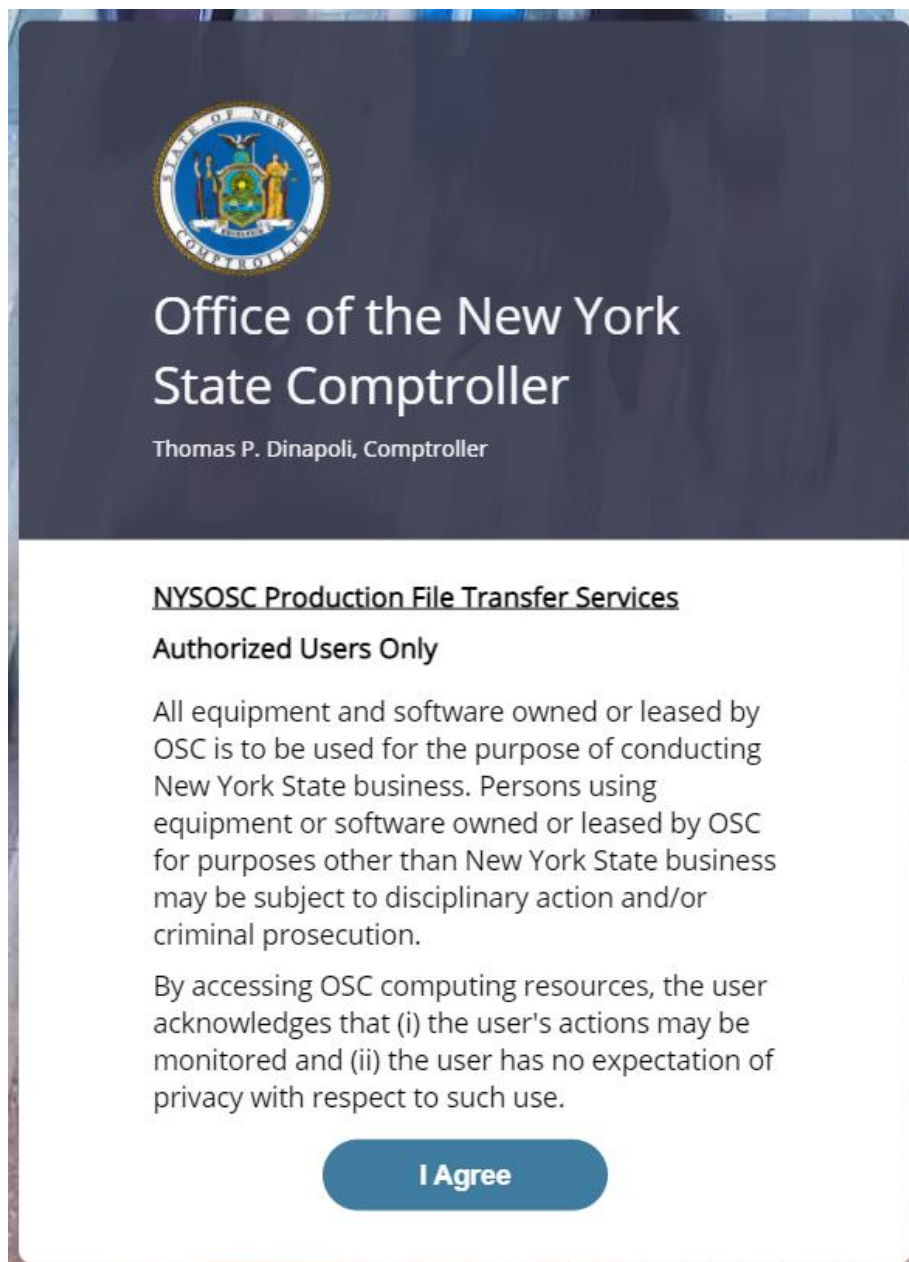
Sample File Names

1. U1234501.NAUPA.08012015.MYBANK.FINALJohnSmith@mybank.com5185551188.txt
2. U1234501.NYCD1.08012015. MYBANK.REVISEDJaneDoe@mybank.com5185551188.txt
3. U1234501.RTP55.0801215.MYBANK.FINALSupport@mybank.com5185551188.txt


Submitting Files

Secure File Transfer Using Web Browser

1. Open web browser (e.g. Google Chrome, Internet Explorer, Edge, Firefox, etc.).
2. Enter <https://sft.osc.state.ny.us/> into the address bar.
3. Review and agree to the terms of use.



The screenshot displays the official website of the Office of the New York State Comptroller. At the top left is the State of New York seal. The main header reads "Office of the New York State Comptroller" with "Thomas P. Dinapoli, Comptroller" listed below. The page title is "NYSOSC Production File Transfer Services" and it is marked "Authorized Users Only". A disclaimer states that all equipment and software owned or leased by OSC is for New York State business use only, and unauthorized use may lead to disciplinary or criminal action. A second disclaimer states that by accessing OSC computing resources, the user acknowledges that their actions may be monitored and they have no expectation of privacy. A blue "I Agree" button is located at the bottom of the page.



Office of the New York
State Comptroller

Thomas P. Dinapoli, Comptroller

NYSOSC Production File Transfer Services

Authorized Users Only

All equipment and software owned or leased by OSC is to be used for the purpose of conducting New York State business. Persons using equipment or software owned or leased by OSC for purposes other than New York State business may be subject to disciplinary action and/or criminal prosecution.

By accessing OSC computing resources, the user acknowledges that (i) the user's actions may be monitored and (ii) the user has no expectation of privacy with respect to such use.

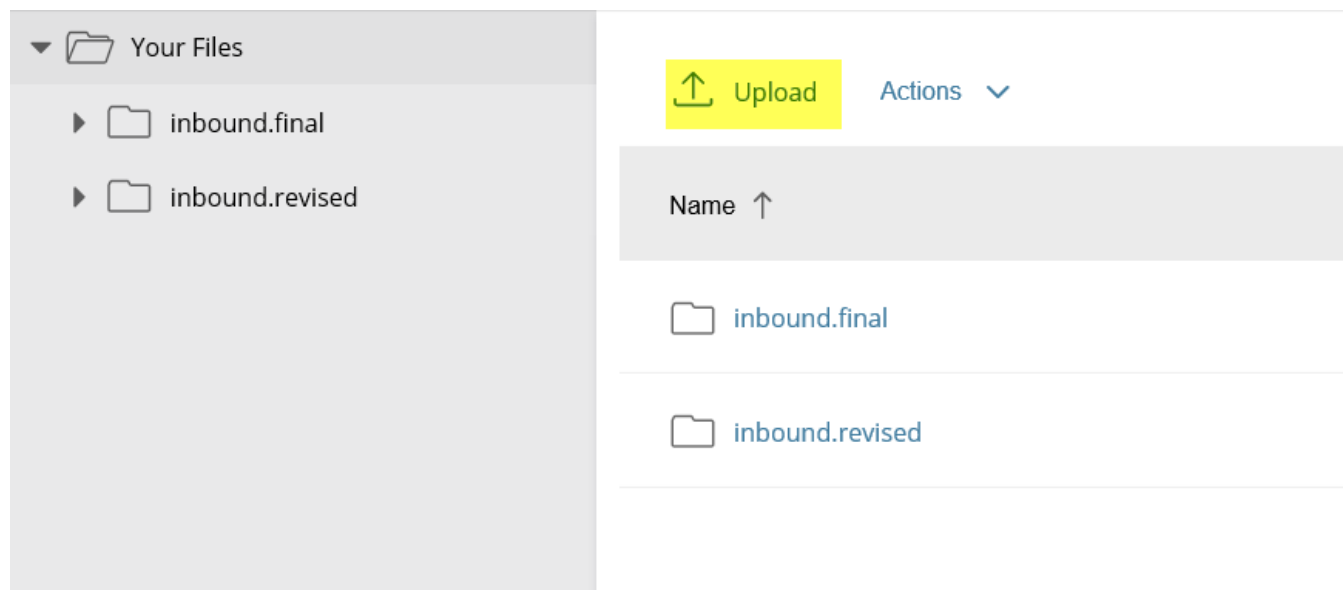
I Agree

4. Enter the authorized credentials. If you do not have credentials, email NYSRPU@osc.ny.gov to obtain them.



The image shows a login page for the Office of the New York State Comptroller. At the top left is the state seal. The header text reads "Office of the New York State Comptroller" and "Thomas P. Dinapoli, Comptroller". The main heading is "Production SFT Login". Below this are two input fields: "Authorized User ID" and "Authorized Password". A blue "Sign in" button is centered below the fields. At the bottom, it says "NYSOSC Secure File Transfer Services Authorized Users Only".

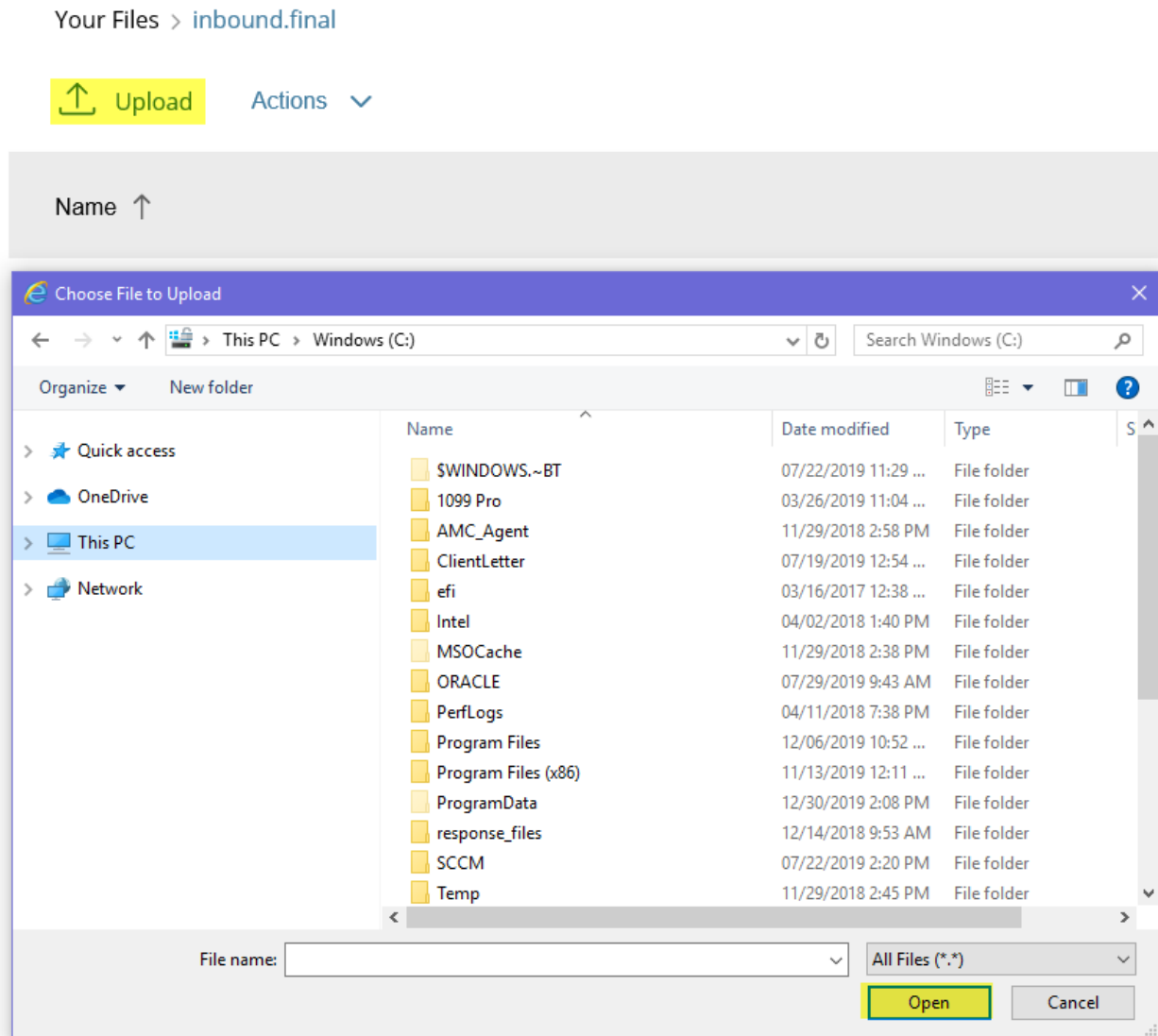
5. Choose the appropriate folder to upload your report.
- Use "inbound.final" if the report contains escheated amounts greater than zero
 - Use "inbound.revised" for corrections to a report



The image shows a file upload interface. On the left, under "Your Files", there are two folder options: "inbound.final" and "inbound.revised". On the right, there is a yellow "Upload" button and an "Actions" dropdown menu. Below the menu is a table with a header "Name" and an upward arrow. The table lists two folders: "inbound.final" and "inbound.revised".

Name ↑
inbound.final
inbound.revised

6. Click **'Upload'**, navigate to the report being submitted, and click **'Open'**.
NOTE: Port 443 must be opened. This port is a part of the network communication. Consult your organization's information technology area for additional assistance with this connection.



7. Click "Open" to upload and submit the file. A notification of receipt will not be sent. If confirmation is needed Email NYSRPU@osc.ny.gov .

You must include the reporting organization's contact phone number and email address to the file name.

Secure File Transfer Using File Transfer Software

Requirements

The reporting organization or third-party software used to transfer files must utilize a secure transport method, such as SFTP or Hypertext Transfer Protocol Secure (HTTPS). WinSCP, Filezilla, WS_FTP Pro and (U)nix SFTP/SCP are the commonly used applications that have been successful with OUF's SFTP application. Secure Shell (SSH) sessions are NOT supported on SFTP or Secure Copy Protocol (SCP).

1. Use the reporting organization or third-party software to connect to sft.osc.state.ny.us.
NOTE: Port 22 must be opened. This port is a part of the network communication. Consult your organization's information technology area for additional assistance with this connection.
2. Enter the authorized credentials. If you do not have credentials, email NYSRPU@osc.ny.gov to obtain them.
3. Choose the appropriate folder to upload your report and transfer the files.
4. A notification of receipt will not be sent. If confirmation is needed Email NYSRPU@osc.ny.gov.

You must include the reporting organization's contact phone number and email address to the file name.