Sending Data to the State via FTP

*Questions? From within BS&A, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support team. Questions for our I.T. team may be submitted by phone (same number), or by emailing itsupport@bsasoftware.com.*
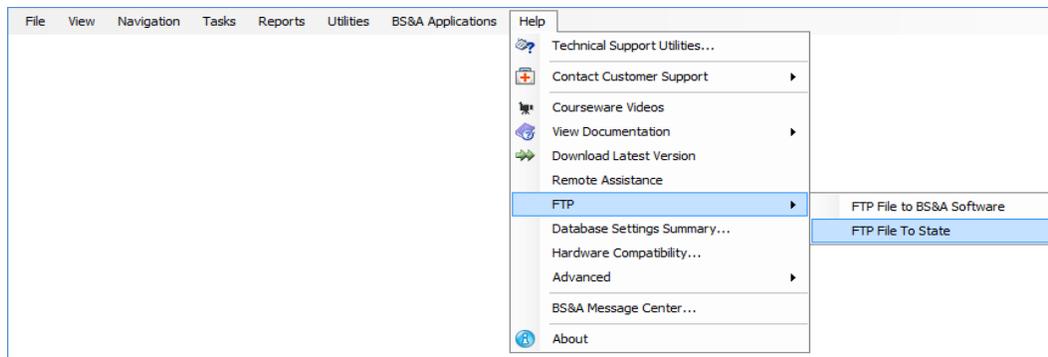
This feature lets you send your most recent backup - or any file being requested - directly to the State with minimal input.
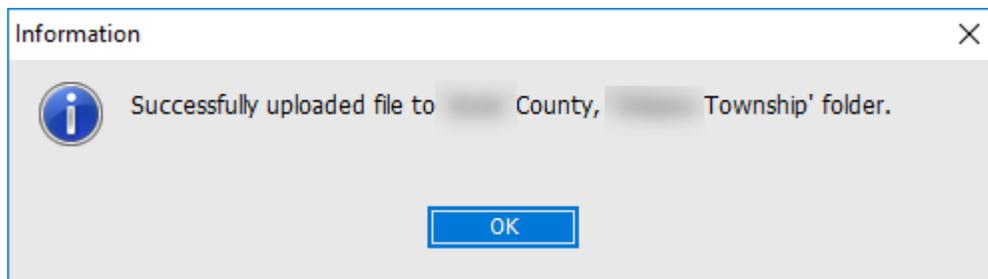
ASSESSING .NET INSTRUCTIONS
Pervasive instructions are on page 2

> Go to Help>About and verify that your license is for the correct unit of government. If not, please contact Support for assistance immediately. The FTP process uses this information to ensure the file is uploaded to the correct location on the State's FTP site.

1. If requested, create the backup.
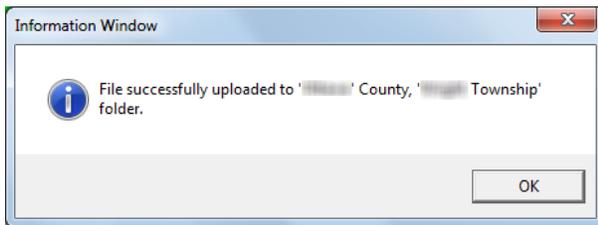2. When ready to send, go to Help>FTP>FTP File to State:

3. File to Upload defaults to the last backup location used. If necessary, browse to the file.
4. Click Ok. A progress bar appears.
5. An Information prompt appears at the end:

The County and City/Township from your license file should be on this prompt. If not, please contact Support immediately. Provided the prompt is correct, click Ok to clear it.

PERVASIVE ASSESSING INSTRUCTIONS

1. *Important.* Click **Help>About** and verify that your license is for the correct unit of government. If not, please contact Tech Support for assistance immediately.

2. The FTP process uses this information to ensure the file is uploaded to the correct location on the State's FTP site.

3. If requested, create the backup.

4. When ready to send, click **Help>FTP>FTP a file to the State**.

5. Click the empty button to browse to the location/file to send.

6. Click **Send**. A progress bar appears.

7. An Information prompt appears at the end:

   The County and City/Township from your license file should be on this prompt. If not, please contact Tech Support immediately.

8. Provided the prompt is correct, click **Ok** to clear it.