

How to Guide: Using the NYS DMV Managed File Transfer (MFT) Web Client

Overview

The NYS DMV provides a Managed File Transfer (MFT) web client to external entities to access their files. This web client can be used from any location where internet access is available.



Before you begin

Users of the web client must have the SUN Java Plug-in installed onto their computer. The NYS DMV recommends installing version 6 update 7 (build 1.6.0_07-b06) or higher. The web client automatically downloads the plug-in the first time a user visits the site if it was not previously installed.

If you notice that the site is not working as described, please visit <http://java.com/en/download/> and install the most up to date version available. After the installation, please remember to close out of all browser windows before visiting the site again. You may need to have administrator permissions to install the necessary software. Please contact your IT department if you encounter Java installation issues.

Accessing the MFT site

The site is accessible by visiting <https://mft.dmv.state.ny.us> from your web browser (i.e. Internet Explorer, Firefox). If you receive the message “the page must be viewed over a secure channel,” please verify you’re connecting to the site using HTTPS. Also, please contact your IT department if you receive any messages stating that the page cannot be displayed, as they may need to change firewall settings to allow access. If you’re still unable to access the site, contact the NYS DMV Help Desk.



After connecting to the site, you will be presented with a window requesting you to enter your user name and password. Please enter your information as provided by the NYS DMV.

Once you successfully authenticate you may be presented with a warning regarding the application’s digital signature. An example of this message is shown to the left. Please mark the checkbox that states “Always trust content from this publisher” and then select run only after verifying you are connected to the site listed above.

Interface

You will be presented with an interface that allows you to easily perform tasks such as transferring files, viewing transfer histories, changing your password, and performing maintenance on keys.

At the top right of the screen, you will notice the navigation bar shown below. Please note that it may look slightly different depending on the options available to you.



These buttons perform the following tasks (if applicable):

1. Perform uploads and downloads of files
2. View a history of recent successful and failed transfers
3. Change your user password
4. Upload / display both PGP and SSH public keys
5. View this help document

Transferring files



Click on the  (Transfers) icon to view the page which allows you to upload to or download from the NYS DMV MFT site. You will notice the screen below upon accessing the page.

Transfers

 - Directories/files need to be selected before the transfer can be completed.

 - All files will be downloaded by default.

Description	Local File Name		
Tutorial upload	<input type="text" value="Browse"/>	 Browse	 Upload
Tutorial download	<input type="text" value="Browse"/>	 Browse	 Download

Execute All Transfers

You will have several tasks available to you depending on your data exchange requirements with the NYS DMV.

Upload files / directories

In order to upload files, click the Browse button located next to the orange Upload icon. This will present you with you a split pane window. The left pane will show the directories and files available on your computer. Clicking the circle picture next to the grey folder icons will allow you to navigate through your directories. Files are represented by white paper icons and can be selected by clicking in the box to the left of them. Please note that marking a checkbox next to a folder will upload all files available in that directory.

As you select files, their name and location will populate in the right pane of the window. You can deselect files by clearing their checkbox. Once completed, please select OK. Refer to the “Executing transfers” instructions to complete your upload task.

Download files / directories

To download files, click the Browse button located next to the green Download icon. This will present you with you a split pane window. The left pane of the window will show the folders on your computer to which you’re able to save downloaded files. The right pane allows you to select and deselect downloadable files. Files selected for download are highlighted in grey. Once completed, please select OK. Refer to the “Executing transfers” instructions to complete your download task.

Executing transfers

There are several ways to execute transfers for the selected files. If you’re only performing an upload, click on the orange Upload button. If only downloading files from the NYS DMV MFT site, click on the green Download button. If performing both uploads and downloads simultaneously, click the grey Execute All Transfers button.

A new window will open showing the status of your transfers. Please do not close any browser windows during this process as it may cancel your transfers.

Transfer history



Click on the  (History) icon to view a log of all previous transfers. Note that each transfer has a unique Audit ID. Please provide this Audit ID and the filename when contacting the NYS DMV regarding any failed file transfers.

Change password



The  (Change Password) icon will allow you to change your password. You will be required to enter your old password prior to entering your new password. Please take note of the following requirements when creating your password:

1. Minimum length: 8 characters
2. Maximum length: 32 characters
3. Uppercase / lowercase: Required (both)
4. Numeric character: Required (1)
5. Special character: Required (1)
6. Unique characters: Required (3)
7. Password history: Cannot re-use one of your last 12 passwords

Keys



Selecting the  (Keys) icon provides users with the ability to upload their own PGP or SSH public keys. This screen also allows you to view previously uploaded keys from this screen.

Please contact the NYS DMV Help Desk prior to using PGP encryption or performing SSH transfers as these require additional settings.

Error messages

Before contacting the NYS DMV Help Desk regarding any error messages or accessibility issues, please try the following:

1. Verify you're connecting using HTTPS and an up to date Java version (build 1.6.0_07-b06 or higher).
2. Close out of all browser windows before accessing the site.
3. Clear all cookies from your web browser (refer to your browser's help documents).
4. Contact your IT department to verify firewall rules allow access to the site.

Additional questions

Contact the NYS DMV Help Desk with any additional questions regarding the MFT web client. The Help Desk can be reached at the following:

Email: ITHelpDesk@dmv.state.ny.us

Phone: (518) 474-3463