

Michigan Public School Employees' Retirement System

A Pension and Other Postemployment Benefit Trust Fund of the State of Michigan

Archived Reporting Instruction Manual

Chapter 14 – File Transfer Service (FTS)

Archived on March 18, 2022
for historical reference by reporting units of the
Michigan Public School Employees' Retirement System



**MICHIGAN OFFICE OF
RETIREMENT SERVICES**

Big Plans. Small Steps.

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14.00: File Transfer Service (FTS) Guide

The State Of Michigan provides the File Transfer Service (FTS) as a web-based file transfer protocol (FTP), to enable the fast and secure transfer of data files between agencies within the State Of Michigan and their external partners. The https protocol within your Internet Browser provides the security of the transfer over the Internet; no other software is necessary. There is no fee to your reporting unit to use this service. A link to the FTS site is on the left navigation bar.

The FTS is currently used for TDP agreement and addendum files, Health Care Contribution information, Annual Wage Reviews and UAAL Stabilization invoices. To accurately upload secure messages to ORS, you must use the correct Mailbox, Application ID, Transfer Mode, and File Name.

Last updated: 01/29/2016

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14.01: Logging Into the File Transfer Service (FTS) Site

ORS has created a File Transfer Service (FTS) account for your reporting unit.

Your user ID is: ORS followed by your reporting unit number (e.g. ORS12340)

A password was assigned to each reporting unit by ORS. If you have forgotten or never had the password, please contact ORS Employer Reporting at 800-381-5111 or by email at ORS_Web_Reporting@michigan.gov.

Please be sure to keep your user ID and password available for future logins.

1. Using Internet Explorer as your browser, go the FTS website.
2. Enter your Username and Password, then click the Logon button.

MICHIGAN.GOV
Michigan Official Website

State of Michigan FTS Web Client.

Logon to State of Michigan FTS Web Client.

Please enter your credentials below

Username:

Password:

WARNING!
THIS SYSTEM CONTAINS U.S. GOVERNMENT INFORMATION.
By accessing and using this computer system you are consenting to system monitoring for law enforcement and other purposes.
Unauthorized use of, or access to, this computer system may subject you to State and Federal criminal prosecution and penalties, as well as Civil penalties.

Logon

Powered by MessageWay

ipswitch
Secure. Control. Perform.

MI.gov

Last updated: 12/27/2018

14.02: Changing or Resetting FTS Passwords

You may change your password while logged into the FTS site by taking the following steps:

1. Click on the Change Password link at the upper-right of the screen.
2. Populate User, (current) Password, New Password, and Repeat New Password fields.
3. Click on the Submit button.

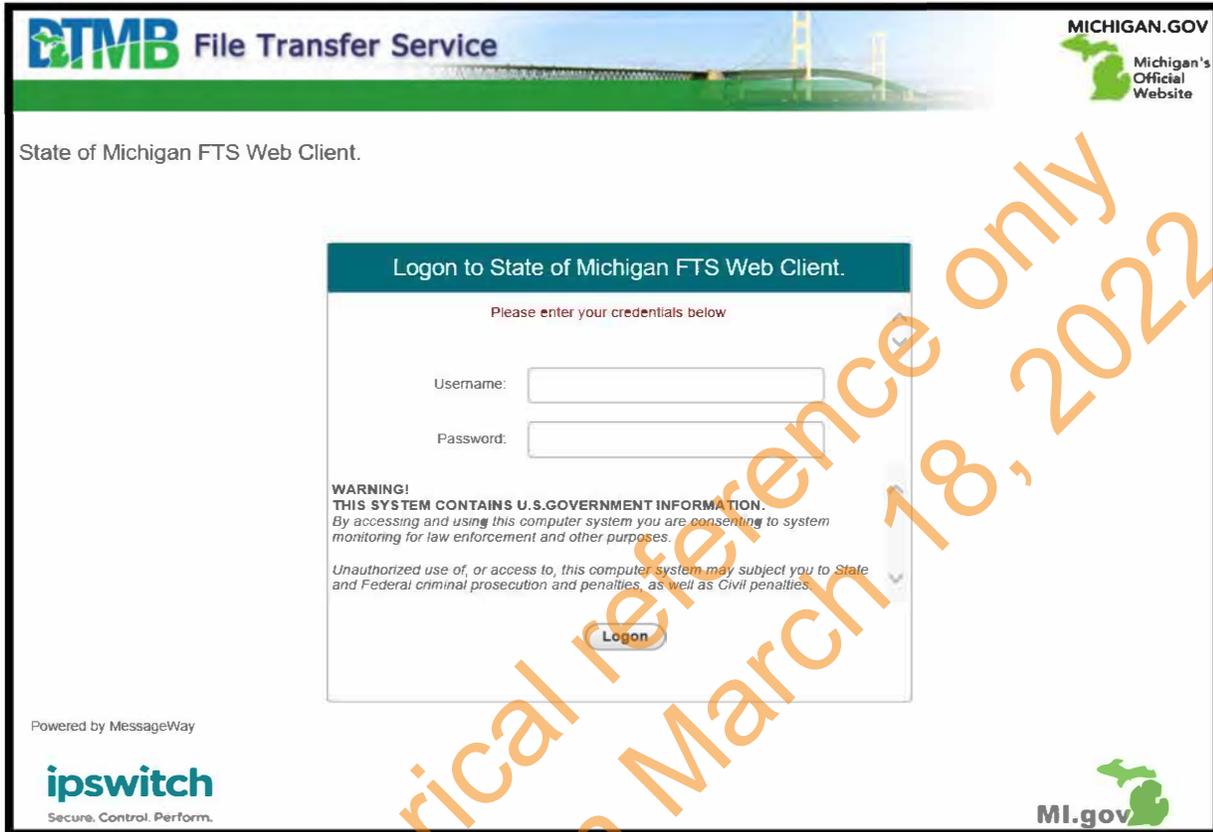


The screenshot shows the 'Change Password' form within the State of Michigan FTS Web Client. The form is titled 'Change Password' and includes a warning: 'If you change your password, you will be logged out and have to re-login.' Below the warning are four input fields: 'User', 'Password', 'New Password', and 'Repeat New Password'. At the bottom of the form, there are 'Submit' and 'Cancel' buttons. A 'Password Restrictions' section is also visible, listing: 'Minimum length 8 characters', 'Minimum characters', and 'Uppercase characters: 1'. The page header includes 'DTMB File Transfer Service' and 'MICHIGAN.GOV Michigan's Official Website'. Navigation buttons for 'Home', 'Help', 'Switch Mailbox', 'Change Password', and 'Logout' are located at the top right of the page.

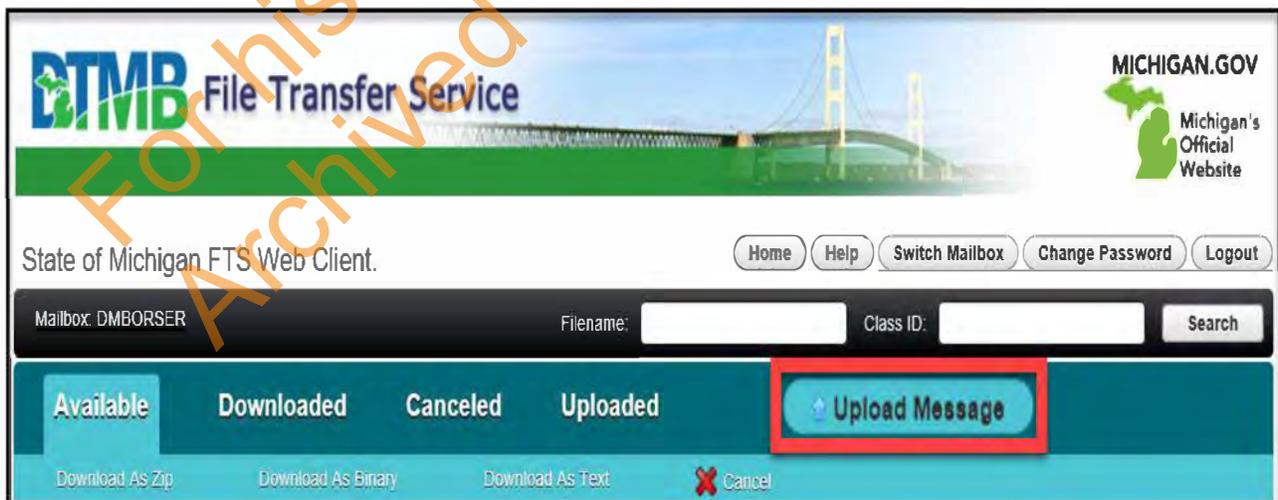
Last updated: 01/29/2016

14.03: Uploading Secure Files

1. Using Internet Explorer as your browser, go to the FTS website. Enter your Username and Password, then click on the Logon button.



2. Click on Upload Message to request an upload.



- To upload a file, refer to the request document to complete the fields on the **Upload Message** screen:

Recipient: DMBORSER
Class ID: **See file request**
Transfer Mode: binary
File: **See file request**

Click the Browse button to search for the file to upload.

Upload Message

Recipient:

Class ID:

Transfer Mode: Binary Text

File:

- When the information has been entered, click on the Upload button. **NOTE: Do not click on any button in the browser until the transfer is complete.**
- Wait a few seconds for a lengthening horizontal bar to start moving across the bottom of your browser window. The bar shows the progress of your upload. Because the FTS doesn't know the size/speed of your upload, it is unable to estimate how long this will take.
- When the transfer is complete you will see a screen similar to the following screen.

Upload Message

Recipient:

Class ID:

Transfer Mode: Binary Text

File:

File Name	File Path	To	Class ID	Direction	Status	
12.20.2019.xls	C:\Users\		Download D	Upload	2021020810202100lhzs	Completed

7. At this point your upload is complete and you can resume using your browser normally. Record the confirmation number for your records.
8. You can click on the Uploaded link to see a history of your upload activities.
9. When finished, click on Logout.
10. If you have any questions or need further assistance with this process please contact ORS Employer Reporting at ORS_Web_Reporting@michigan.gov or 800-381-5111.

Last updated: 03/17/2021

14.04: Downloading Secure Files

You may download messages from two locations on the FTS site:

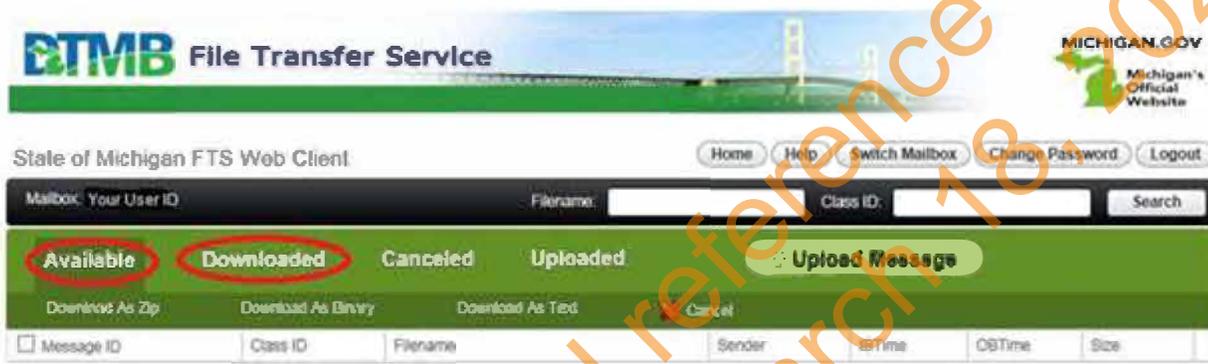
- **Available:** Messages sent to your mailbox that have not been downloaded before. They remain on the FTS site for 14 days if not downloaded. After the message has been downloaded, it disappears from the available section.
- **Downloaded:** Messages you have already downloaded from the Available location will appear here. They remain here for an additional four days if you need to download them again.



Last updated: 01/29/2016

14.05: Downloading from Available or Downloaded Tabs

1. Using Internet Explorer as your browser, go to the FTS website.
2. Log in.
3. Click on the Available or the Downloaded tab option on the Action Menu Bar. See section 14.04: Downloading Secure Files for additional information on downloaded file locations.
4. Use the instructions included in your notification email to complete the download process.



Last updated: 01/29/2016

14.06: Obsolete - Download HCC Adjustment File

OBSOLETE section – HCC Adjustment files are no longer sent through the DEG or FTS

The following instructions work with Internet Explorer.

1. Navigate to the DEG website at <https://dxgweb.state.mi.us>.
2. Log in.
3. The Available Msgs will show all Messages available.
4. Locate the file named HCC.
5. Click on the binary icon to download. The icon appears as the number "10".
6. A File Download dialogue box will open. Click the Save button.
7. A Save As dialog will open.
8. Navigate to the location where you would like to save the file.
9. Change the file name to HCC.csv. Note: Make sure you type the .csv ending. If omitted the file will not open properly.
10. Change the Save As type to All Files.
11. Click the Save button.
12. Find the location where the file was saved and double-click on the file name to open it.

Last updated: 04/13/2012

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14.07 Obsolete - Download Missing DTL4 Notice (DTL4NOT) File

OBSOLETE section – Missing DTL4 Notice (DTL4NOT) Files are no longer sent through the DEG or FTS.

The following instructions work with Internet Explorer. The file is in .csv format and instructions for converting the file into an Excel spreadsheet are below. To open as a text file .csv format:

1. Navigate to the DEG website at <https://dxgweb.state.mi.us>.
2. Log in.
3. The Available Msgs will show all Messages available.
4. Locate the file named DTL4NOT.
5. Click on the binary icon to download. The icon appears the number "10".
6. A File Download dialogue box will open. Click the Save button.
7. A Save As dialog will open.
8. Navigate to the location where you would like to save the file.
9. Change the file name to DTL4NOT.csv. Note: Make sure you type the .csv ending. If omitted the file will not open properly.
10. Change the Save As type to All Files.
11. Click the Save button.
12. Find the location where the file was saved and double-click on the file name to open it.

Last updated: 05/19/2014

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14.09: Download Annual Wage Review File

FTS File Download Instructions for the Annual Wage Review data:

1. Use Internet Explorer as your browser.
2. Go to the [File Transfer Service \(FTS\) website](#).
3. Log in.
4. The Available link will show all Messages available.
5. Locate the filename called AWRdata.
6. Click the box next to the file you want to download.
7. Click the Download as Binary link.
8. A File Download dialog box will open.
9. Navigate to the location where you would like to store the file.
10. Click the Save button.
11. Open the folder where you chose to save the file in step 9.
12. Double-click the file to open.

Last updated: 01/29/2016

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14.10: Obsolete - Download Interest Letters or Shortfall Letters

OBSOLETE section – Interest Letters and Shortfall Letters are no longer sent through the DEG or FTS.

The following instructions work with Internet Explorer.

1. Navigate to the DEG website at <https://dxgweb.state.mi.us>
2. Log in.
3. The Available Msgs will show all Messages available.
4. For interest letters, locate the file named monthINLET. For shortfall letters, locate the file named monthSFLET.
5. Click on the 10 icon to download as binary.
6. A File Download dialogue box will open. Click the Save button.
7. A Save As dialog will open.
8. Navigate to the location where you would like to save the file.
9. Change the file name to name.pdf. Note: Make sure you type the .pdf ending. If omitted the file will not open properly.
10. Change the Save As type to All Files.
11. Click the Save button.
12. Find the location where the file was saved and double-click on the file name to open it.

Last updated: 04/13/2012

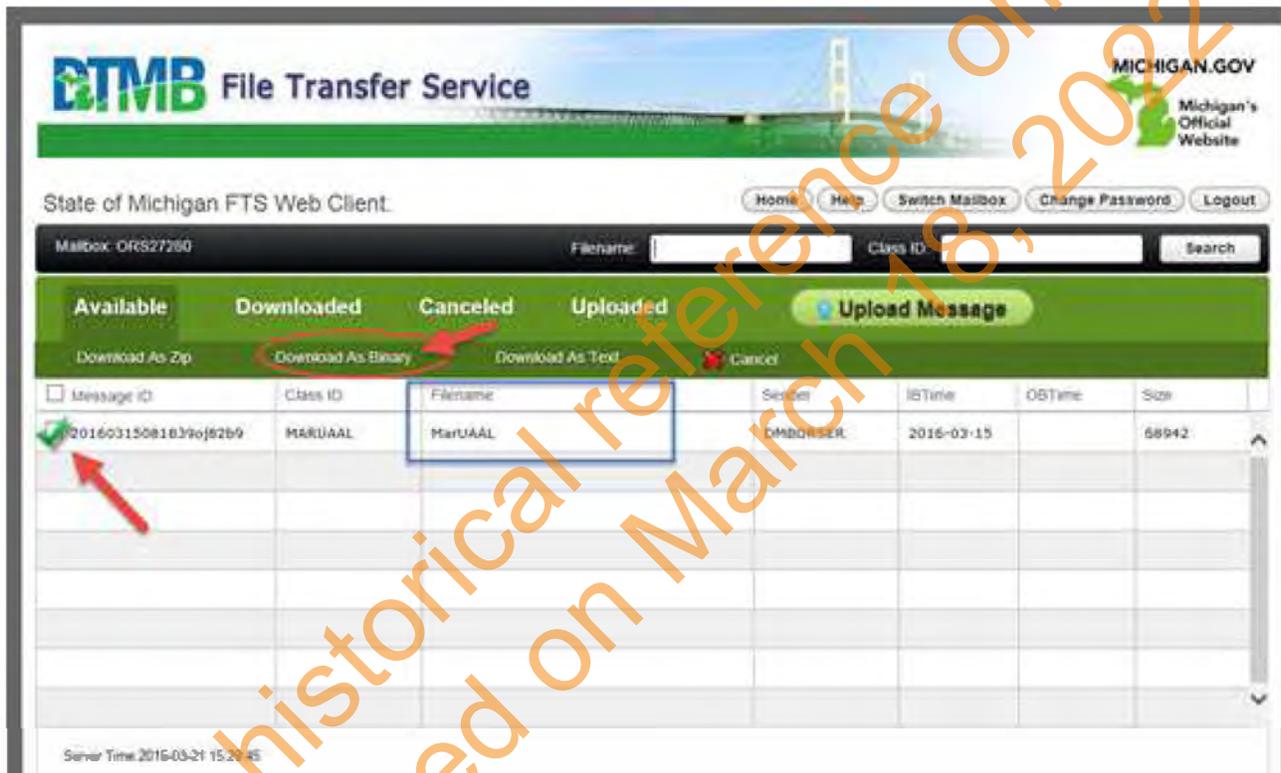
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14.11: Obsolete - Download UAAL Rate Stabilization Invoice

OBSOLETE section – UAAL Rate Stabilization invoices are no longer sent through the File Transfer Service.

FTS File Download Instructions for UAAL rate stabilization invoice:

1. Use Internet Explorer as your browser.
2. Go to the File Transfer Site (FTS) website File Transfer Site (FTS) at <https://dxgweb.state.mi.us>.
3. Log in.
4. The Available link will show all Messages available.



5. Locate the filename called (month)UAAL.
6. Click the box next to the file you want to download.
7. Click the Download as Binary link.
8. A File Download dialog box will open.
9. Navigate to the location where you would like to store the file.
10. Click the Save button.
11. Open the folder where you chose to save the file in step 9.
12. Double-click the file to open.

Last updated: 04/30/2020

14.12: Download Attainment File

FTS File Download Instructions for the Attainment file:

1. Use Internet Explorer as your browser.
2. Go to the [File Transfer Service \(FTS\) website](#).
3. Log in.
4. The Available link will show all Messages available.
5. Locate the filename called attainmnt.
6. Click the box next to the file you want to download.
7. Click the Download as Binary link.
8. A File Download dialog box will open.
9. Navigate to the location where you would like to store the file.
10. Click the Save button.
11. Open the folder where you chose to save the file in step 9.
12. Double-click the file to open.

Last updated: 02/20/2020

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14.13: Obsolete - Download New Hire Benefit Election File

OBSOLETE section – The New Hire Benefit Election File is no longer sent via the DEG or FTS.

The following directions work with Microsoft's Internet Explorer:

1. Go to DEG site at <https://dxgweb.state.mi.us>
2. Login
3. Select the Available Msgs option on the Action Menu Bar
4. Locate the file named mbrfile
5. Click the Binary Format icon 10 to start the download
6. A Save As dialog box will open. Navigate to the location where you would like to save the file. (Saving to your desktop is recommended.)
7. Change Save As prompt to All Files
8. Rename file to MbrFile.csv ****NOTE: Make sure you type the .csv ending; if omitted the file will not open properly**
9. Go to desktop and open spreadsheet by double-clicking on icon.

Last updated: 04/14/2014

For historical reference only
Archived on March 18, 2022

14.14: Obsolete - Download Missing DTL4 Invoice (DTL4INV) File

OBSOLETE section – ORS no longer sends Missing DTL4 Invoice (DTL4INV) Files via the DEG or FTS.

The following directions work with Microsoft's Internet Explorer:

1. Go to DEG site at <https://dxgweb.state.mi.us>
2. Login
3. Select the Available Msgs option on the Action Menu Bar
4. Locate the file named DTL4INV.
5. Click the Binary Format icon 10 to start the download
6. A Save As dialog box will open. Navigate to the location where you would like to save the file. (Saving to your desktop is recommended.)
7. Change Save As prompt to All Files
8. Rename file to DTL4INV.csv ****NOTE: Make sure you type the .csv ending; if omitted the file will not open properly**
9. Go to desktop and open spreadsheet by double-clicking on icon.

Last updated: 05/19/2014

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