



## TECHNICAL INSTRUCTIONS FOR TRANSMITTING FILES USING THE FHLB NY FILE TRANSFER SERVICE

There are two methods that an institution can use to securely transfer files to the FHLB NY. For simple, manual uploads of files to the FHLB NY server, please follow the instructions below under **Method 1: Using a Web Browser**.

For institutions that are uploading large files (greater than 50MB), have slow Internet connections, or intend to automate their uploads, please follow the instructions below under **Method 2: Using SFTP Client Software**.

**PLEASE NOTE:** The scheduled maintenance period for the File Transfer Service is each week from Saturday 12:00PM to Monday 8:30AM. There may be times where the service may not be available during this maintenance period. If you encounter difficulties during this period or do not receive an e-mail confirmation after an upload, please try the transmission again anytime between Monday from 8:30AM to Saturday 12:00PM.

The files should be either in an ASCII text format (.txt) or Microsoft Excel file (.xls) format using our standard FHLB NY Mortgage Collateral data layout ([COL-121](#)). For details about file formatting please refer to the Getting Started with FHLB NY File Transfer Service ([COL-012](#)) document or access this information online through the FHLB NY website at: <http://www.fhlbny.com/members/subform-pages/collateral/general-collateral-forms.aspx>

The FHLB NY text file format and data definitions are located in document ([COL-121](#)).  
The FHLB NY Excel format template can be found in document ([COL-122](#)).

### **Before you start: Obtain a user ID and password**

Regardless of which upload method you choose, you will need to obtain a user ID and password. To establish a user ID and password a FTS Enrollment form must be completed, signed and mailed to the FHLB NY as instructed on the [File Transfer Enrollment Form](#) web page.

### **METHOD 1: Using a Web Browser**

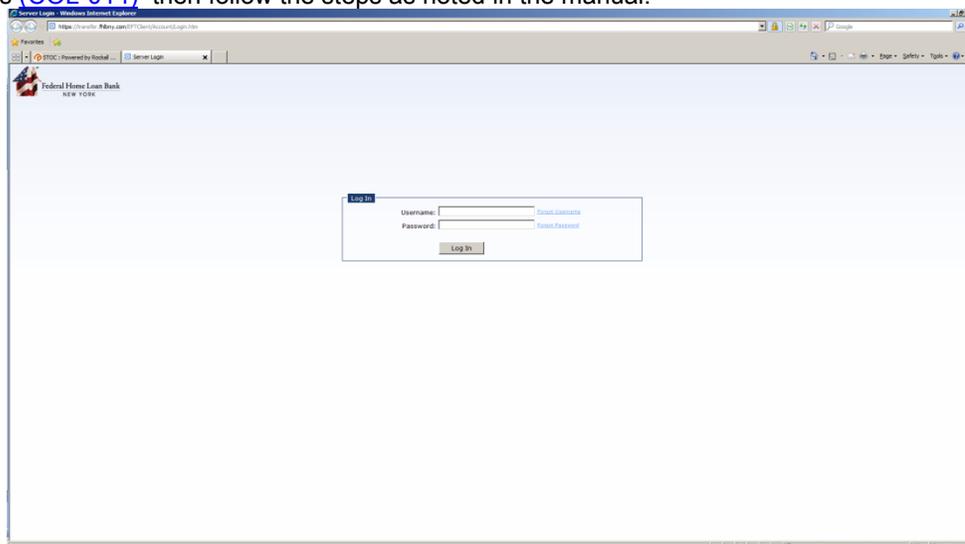
#### **1. Connect to the FHLB NY File Transfer Server on the World Wide Web.**

Using a web browser such as Internet Explorer or Netscape, navigate to the following URL: <https://transfer.fhlbny.com/>

**NOTE:** Your firewall must allow you to initiate outbound connections to port 443/TCP to the FHLB NY network ranges 206.128.172.0/24 and 206.28.71.0/24.

#### **2. Enter your user ID and password.**

After successfully logging in, you will see a screen that says **transfer.fhlbny.com** in bold letters at the top. See *screen* below. If your screen does not display as shown below, please refer to The Instruction Manual for Web Browser Connections ([COL-014](#)) then follow the steps as noted in the manual.



**3. Browse to your file.**

Click on the Browse button. The Choose File window will open and you can navigate to your local file system or network to find the file you want to upload.

**4. Transfer your file.**

Click on the Upload button to start the upload process

**5. Confirm successful transfer.**

Once your file is transmitted, it is automatically moved from your directory to the FHLBNY Collateral Services Group's directory. You may no longer see your file on the screen.

The File Transfer Service will automatically send you an e-mail for each file you upload as soon as the file has been received. If you don't receive the email, your file transfer was not completed. Please try again. If difficulties persist, contact FHLBNY Computer Operations at 201-356-1108 during business hours Monday through Friday 8:30AM to 5:00PM.

**METHOD 2: Using SFTP Client software****1. Install an SFTP client in order to access the FHLBNY File Transfer Service.**

The File Transfer Service will work with any SFTP client that supports the open standard SFTP protocol. We recommend WinSCP or Filezilla, which are free, open-source Windows clients. For automating uploads, the command line clients which come with PuTTY are known to work. These tools can be downloaded from the World Wide Web at the addresses below. The FHLBNY does not provide support for the installation and configuration of third-party tools.

WinSCP <http://winscp.net/>

FileZilla <http://filezilla.sourceforge.net/>

PuTTY <http://www.chiark.greenend.org.uk/~sgtatham/putty/>

**2. Connect to the FHLBNY File Transfer Server using a SFTP client:**

Connect to **transfer.fhlbny.com** on port **2022/tcp**. (2022/tcp is not the default port for SFTP; you'll have to change it in your software before connecting.)

**NOTE:** Your firewall must allow you to initiate outbound connections to port 2022/TCP to the FHLBNY network ranges 206.128.172.0/24 and 206.28.71.0/24

**3. Transfer a file.**

For graphical SFTP clients such as WinSCP or FileZilla, you can simply drag the file from your source (usually a local drive) on one side of the screen to the destination directory on the other side of the screen. This destination will be your designated area for placing files. By default, the File Transfer System will automatically point to this location when you login using your SFTP client. For institutions uploading large files (greater than 50MB), please Zip files using a utility such as WinZip or PkZip prior to transferring a file.

**4. Confirm successful transfer.**

Once your file is transmitted, it is automatically moved from your directory to the FHLBNY Collateral Services Group's directory. You may no longer see your file on the screen.

The File Transfer Service will automatically send you an email for each file you upload as soon as the file has been received. If you don't receive the email, your file transfer was not completed. Please try again. If difficulties persist, contact FHLBNY Computer Operations at 201-356-1108 during business hours Monday through Friday 8:30AM to 5:00PM.

**Problems?**

Contact FHLBNY Computer Operations at 201-356-1108 during business hours Monday through Friday 8:30AM to 5:00PM.