



Federal Home Loan Bank
NEW YORK

FHLBNY File Transfer System (FTS)

Instruction Manual
for Web Browser Connections

Release Date: June 2012



FHLBNY File Transfer System (FTS) Overview

The FHLBNY File Transfer Service allows you to transfer files between your local computer and the FHLBNY in a secure manner.

Table of Contents

Accessing the FHLBNY FTS.....	3
Current Users	3
New Users.....	3
Getting Familiar with the FTS	4
My Files and Folders.....	5
Remote Server Files and Folders	6
Transfer Queue.....	7
Transferring Files using the Web Browser.....	8



Accessing the FHLB NY FTS

Login using: <https://transfer.fhlbny.com:2443> or <https://transfer.fhlbny.com:443/> to access the FHLB NY FTS in order to transfer and retrieve files.

» **Current users:**

If you have forgotten your username and/or password, click on "Forgot Username" or "Forgot Password" to establish your credentials. If the problem persists, please contact the FHLB NY Bank Security Administrator at (212) 441-6685.

» **New users:**

Please refer to [FHLB NY File Transfer Enrollment Forms](#) in order to set up a user account.

Server Login

Find: Previous Next Options

 Federal Home Loan Bank of New York

Log In

Username: [Forgot Username](#)

Password: [Forgot Password](#)

(1 item remaining) Internet | Protected Mode: Off 100%

Getting Familiar with the FTS

The FTS screen is comprised of three panes:

- » **My Files and Folders** (*Left Pane*)
 - Displays the FTS user's computer.
- » **Remote Server Files and Folders** (*Right Pane*)
 - Displays the FHLBNY secured folder location.
- » **The Transfer Queue** (*Bottom Pane*)
 - Displays the status of any uploads/downloads during the FTS session.

The screenshot shows the FHLBNY File Transfer System interface within a Windows Internet Explorer browser. The interface is divided into three main panes: "My Files and Folders", "Remote Server Files and Folders", and "Transfer Queue".

My Files and Folders: This pane shows local files on the user's computer. A callout box points to a green arrow icon, stating: "Upload Arrow: Transfers to the FHLBNY".

Remote Server Files and Folders: This pane shows files on the remote server. A callout box points to a blue arrow icon, stating: "Download Arrow: Retrieves from the FHLBNY".

Transfer Queue: This pane shows the status of ongoing transfers. It includes buttons for "Stop", "Stop All", "Resume", "Clear", and "Clear All". Callout boxes provide instructions for these buttons:

- "Use to stop a single upload or download. (User must select the desired file to stop)"
- "Use to stop all uploads or downloads. (All items in the queue will be stopped)"
- "Use to restart a single or all uploads or downloads stopped."
- "Clear a single or all finished or cancelled items from the transfer queue."

Other interface elements include a "Password" field and "Log Out" button, and a "Help" button in the top right corner.

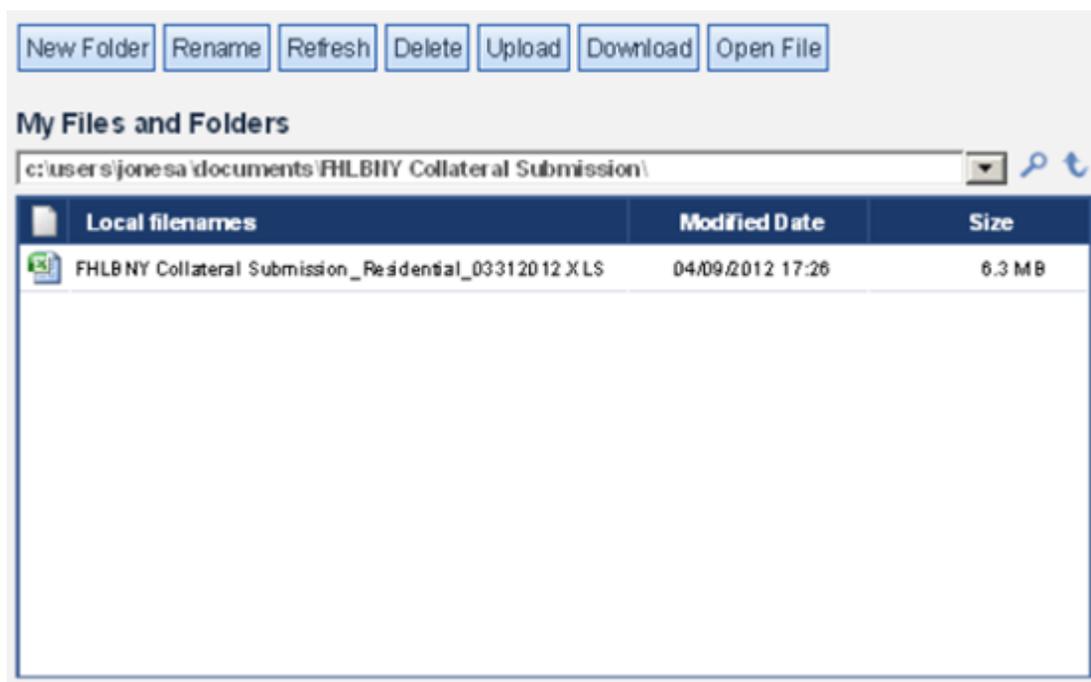
My Files and Folders

(Left Pane)

My Files and Folders display the files on your local computer, the last time each file was modified, and the file's size. The numbers of files in the remote folder, if more than four are displayed to the right of the filename column title.

In the My Files and Folders pane, you can:

- » Select files for upload:
 - Single file
 - Multiple files individually (CTRL+click)
 - Entire set of files provided they are grouped together (SHIFT+click).
- » Create a new folder on your computer
- » Delete a file or folder from your computer
- » Rename a file or folder on your computer
- » Navigate within the files and folders on the user's computer
- » Navigate up a folder
- » Sort information by type, name, date modified, or bytes (click the column header to sort by that category)



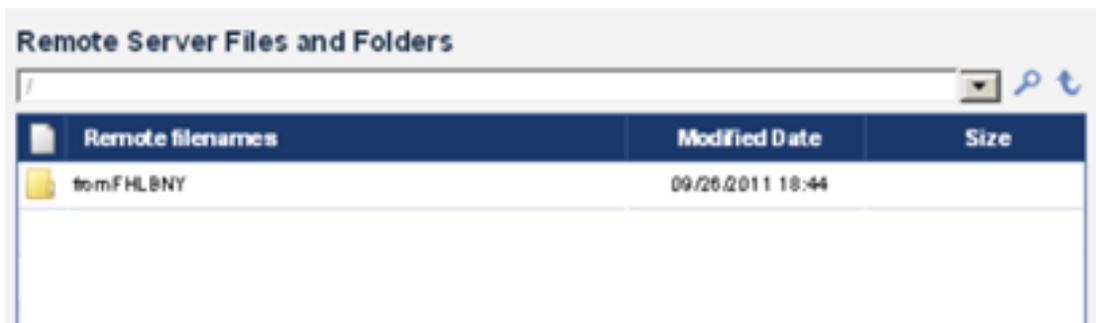
Remote Server Files and Folders

(Right Pane)

Remote Server Files and Folders display the files on the FHLB NY FTS Server you are connected to, the last time each file was modified, and the file's size. The numbers of files in the remote folder, if more than four are displayed to the right of the filename column title.

In the Remote Server Files and Folders pane, you can:

- » Select files for download:
 - Single file
 - Multiple files individually (CTRL+click)
 - Entire set of files provided they are grouped together (SHIFT+click).
- » Create a new folder on the FHLB NY FTS Server
- » Delete a file or folder on the FHLB NY FTS Server
- » Rename a file or folder on the FHLB NY FTS Server
- » Navigate within the files and folders on the FHLB NY FTS Server
- » Navigate up a folder
- » Sort information by type, name, date modified, or bytes (click the column header to sort by that category)



At the end of each month all files will be deleted. However, if during the month a space quota is exceeded on the FHLB NY FTS server, a message appears when you attempt to upload more files. To continue to upload your files, files must be deleted to allow for new files. If this happens, contact the FHLB NY MediaPro@fhlbny.com and request an increase to your allowed space quota or to have your files deleted.



Transfer Queue

(Bottom Pane)

The Transfer Queue lists the transfers from the current FTS session.

In the Transfer Queue, you can:

- » Stop* - Stop the selected file transfer(s)
- » Stop All - Stop all file transfers in the queue
- » Resume* - Resume the selected file transfers
- » Clear* - Clear the selected file transfer(s) from the queue
- » Clear All - Clear all successfully completed transfers from the queue; transfers that were not successfully completed are not cleared, giving you the opportunity to resume them. (To clear an incomplete transfer, select it and then click Clear instead of Clear All.)

*In order to select file(s) for Stop, Resume and Clear actions:

- o Single file (click)
- o multiple files individually (CTRL+click)
- o entire set of files provided they are grouped together (SHIFT+click).

Transfer Queue

Stop Stop All Resume

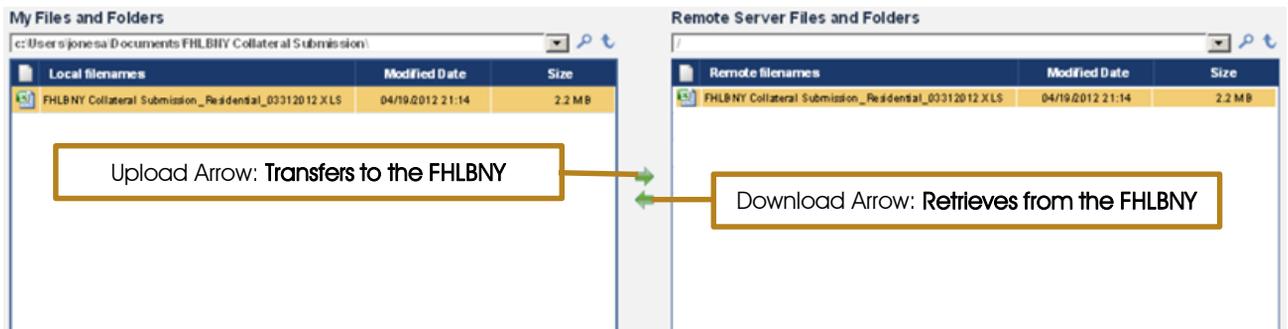
	Name	Status	Progress	Dir	Size	Speed	Local Folder
✓	FHLBNY Collateral Submission_Residential_03312012.XLS	Completed but unverified	 100%	➔	2.2 MB	25.9 Mbps	c:\Users\jone.sar\Documents\FHLBNY Collateral Submission\

Transfer Queue Icons and Status Descriptions	
Icon	Status
	<ul style="list-style-type: none">• Pending
	<ul style="list-style-type: none">• Completed and verified (successful transmission)• Completed (successful transmission)• Skipped - files identical (a file using that name is already in the queue)• Completed, but unverified (successful transmission)
	<ul style="list-style-type: none">• Canceled
	<ul style="list-style-type: none">• Failed• Path length too long (refer to the filename & file location on your computer)• Disk quota exceeded• Exceeds transfer size• Uploads limit exceeded• Downloads limit exceeded
	<ul style="list-style-type: none">• Uploading• Downloading• Preparing for transfer• Verifying transfer integrity• Retry attempt• Resuming

Transferring Files using the Web Browser

Method 1: Using the Transfer Arrows

- » Highlight/Select the file or folder you want to transfer.
- » To transfer between computer's local folders and the FHLBNY FTS server, click the desired arrow.
- » The transferred file should appear in the respective pane once the transfer is complete.

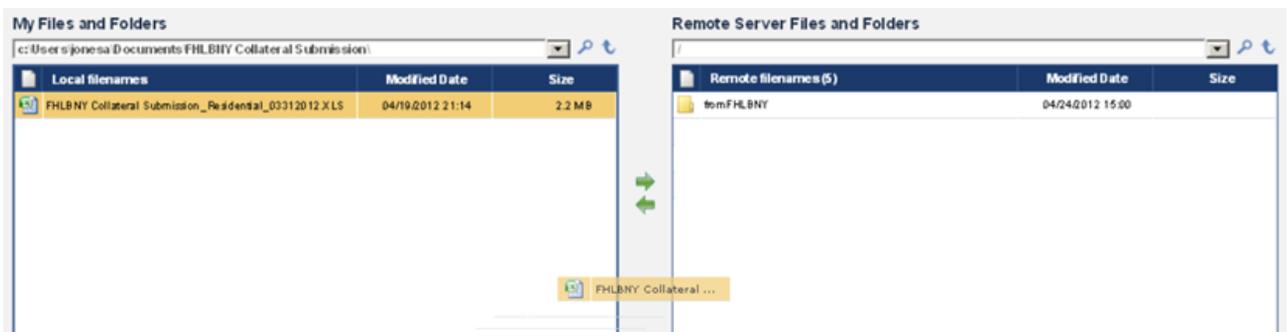


Method 2: Drag and Drop

- » Select and drag the file(s)/folder(s) in the My Files and Folders or Remote Server Files and Folders (holding left mouse button down):

Left to Right performs an upload to the FHLBNY FTS location

Right to left performs a download from the FHLBNY FTS location



The upload transfer progress appears in the Transfer Queue at the bottom of the screen. When the upload transfer is finished, the Progress column will reflect 100% in the transfer queue.

FTS allows for transfers (downloads/uploads) up to 5 files at a time.

