



TECHNICAL INSTRUCTIONS FOR TRANSMITTING FILES USING THE FHLBNY FILE TRANSFER SYSTEM

There are two methods that an institution can use to securely transfer files to the FHLBNY. For simple, manual uploads of files to the FHLBNY 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 contact Collateral Analysis Department at (201) 356-1069 or email MediaPro@fhlbny.com to use **Method 2: Using SFTP Client Software**.

PLEASE NOTE: The scheduled maintenance period for the File Transfer System 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 format (.xls) using the FHLBNY's standard Collateral System Mortgage Data Format ([COL-121](#)). For details about file formatting please refer to the Getting Started with FHLBNY Mortgage Data Reporting ([COL-012](#)) document or access this information online through the FHLBNY website at: <https://www.fhlbny.com/members/forms-agreements-page/#general-collateral-forms>.

The FHLBNY text file format and data definitions are located in document ([COL-121](#)).
The FHLBNY 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, the File Transfer System Enrollment Form ([COL_APP-002](#)) must be completed, signed and returned to the FHLBNY.

METHOD 1: Using a Web Browser

1. Connect to the FHLBNY File Transfer System online.

Navigate to the following URL: <https://transfer.fhlbny.com/>.

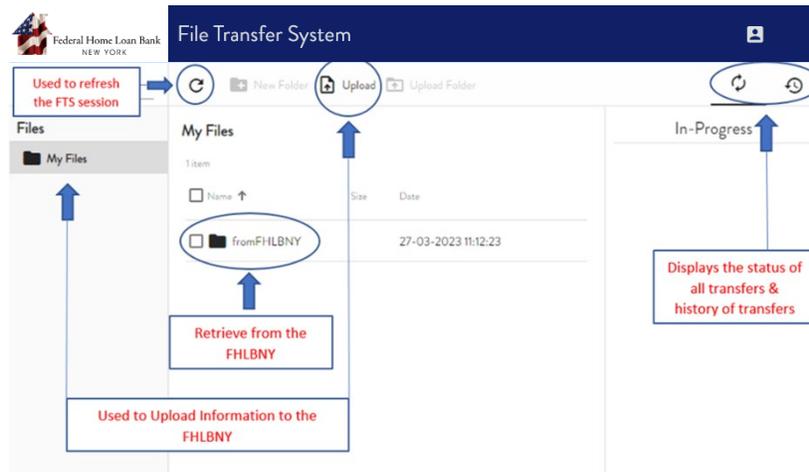
The following browsers are recommended & compatible with the site: Microsoft Edge v110 or later, Chrome v110 or later, Firefox v65 or later, Safari-Mac v11 or later. Please note: COOKIES MUST BE ENABLED.

The screenshot shows a login interface for the Federal Home Loan Bank New York. At the top, there is a logo with an American flag and the text 'Federal Home Loan Bank NEW YORK'. Below this, there are two input fields. The first is labeled 'Username:' and has a 'Forgot Username' link to its right. The second is labeled 'Password:' and has a 'Forgot Password' link to its right. At the bottom center, there is a blue button with the text 'LOG IN' in white capital letters.

NOTE: If you have trouble connecting using HTTPS protocol please reach out to Collateral Analysis Department at (201) 356-1069 or email MediaPro@fhlbny.com.

2. Enter your user ID and password.

After successfully logging in, you will see File Transfer System in grey on the top left of the screen. Refer to the following screenshot. If your screen does not display as shown below, please refer to the File Transfer System Guide ([COL-014](#)) then follow the steps as noted in the manual.



3. Browse to locate your file.

For purposes of sending/uploading your file, click on My Files located on the left side of the screen to activate the upload functionality.

Under the blue banner, click Upload with the page and arrow pointing upward, 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.

Double click on your file or click the Open 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 will see your file’s name in the dropdown list under the In-Progress section on the right side of the screen.

The File Transfer System 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 the FHLBNY Data Center at MediaFiles@fhlbny.com or (201) 356-1108 during business hours Monday through Friday 8:30AM to 5:00PM.

METHOD 2: Using SFTP Client Software

The FHLBNY FTS will work with any SFTP client that supports the open standard SFTP protocol. To use this option to transfer files to the FHLBNY, please contact Collateral Analysis Department at (201) 356-1069 or email MediaPro@fhlbny.com.

Problems?

To get started using this system, contact the FHLBNY Collateral Analysis Department at MediaPro@fhlbny.com or (201) 356-1069. If you need technical assistance, contact the FHLBNY Data Center at MediaFiles@fhlbny.com or (201) 356-1108 during business hours Monday through Friday 8:30AM to 5:00PM.