



Federal Home Loan Bank
NEW YORK

FHLBNY File Transfer System (FTS)

Instruction Manual
for Web Browser Connections

Release Date: June 2019



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.

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Accessing the FHLB NY FTS

The FHLB NY File Transfer Services can be accessed using the following browsers:

Internet Explorer – v10 or later, Firefox – v29 or later, Safari Mac-v6 or later, Chrome – v34 or later. *Cookies must be enabled in the browser.


To access the FHLB NY FTS to transfer and/or retrieve files.

Login using: <https://transfer.fhlbny.com:2443/> or
<https://transfer.fhlbny.com:443/>

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](#) to establish an account.

Log in



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NEW YORK

Username: [Forgot Username](#)

Password: [Forgot Password](#)

The Web Transfer Client has been tested for use with the following browsers:

- Internet Explorer - v10 or later
- Firefox - v29 or later
- Safari - Mac, v6 or later
- Chrome - v34 or later

Please Note: Cookies must be enabled in the browser.

Getting Familiar with the FTS

The FHLB NY File Transfer Service allows users to securely send & retrieve information between the user & the FHLB NY.

The main screen is comprised of three components:

My Folders, fromFHLB NY & Upload Manager

The screenshot shows the FHLB NY File Transfer System interface. At the top left is the logo for Federal Home Loan Bank NEW YORK. The top navigation bar includes 'Filter', 'Tools', a search box, and a user profile icon. Below this is a dark blue header with 'FILE TRANSFER SYSTEM' and a refresh icon. The main content area is divided into three sections: 'My Folders', a file list, and 'Upload Manager'. The 'My Folders' section shows a folder named 'fromFHLB NY'. The file list shows a file named 'fromFHLB NY' with a date of 5/22/2019. The 'Upload Manager' section shows three categories: 'Completed (0)', 'In Progress (0)', and 'Pending (0)', each with a corresponding status message. Annotations with yellow boxes and lines point to these elements: 'Retrieve from the FHLB NY' points to the 'fromFHLB NY' folder; 'Used to Upload Information to the FHLB NY' points to the 'Upload Manager' icon; and 'Displays the status of all transfers' points to the 'Upload Manager' section.

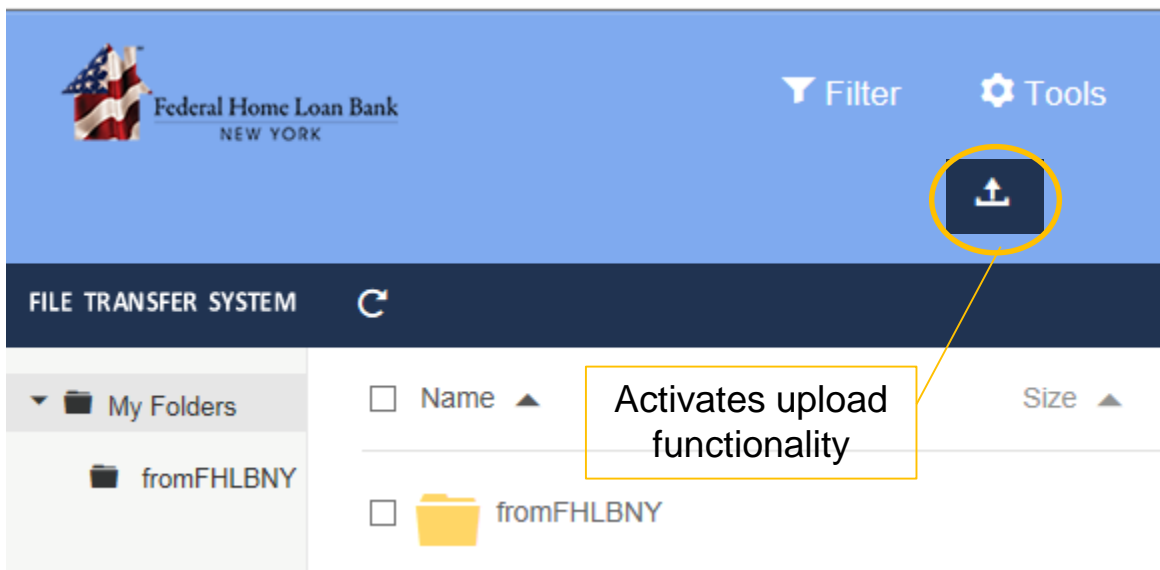
Users can also change their password after the account has been established by clicking on the "Account Icon" at the top right of the screen.



Getting Familiar with the FTS

» My Folders:

- Used to Upload/Send files to the FHLBNY
- Located on the left side of the screen you must click My Folders first.
- Upload functionality is activated by clicking the up arrow to display the user's local computer.
- Allows for the search of the FTS user's local computer.
- Uploads to the "fromFHLBNY" folder are prohibited.



A message *"Move to My Folders to Upload files to FHLBNY"* will display when attempting to upload to the "fromFHLBNY" folder.

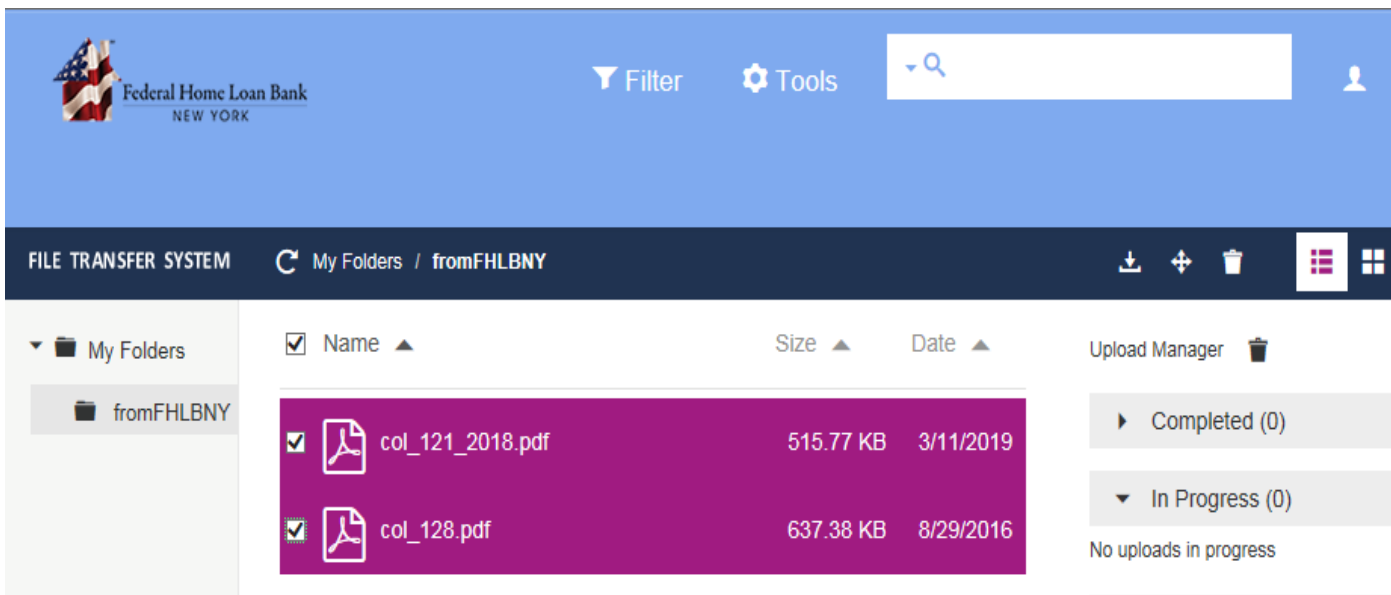


Move to My Folders to upload files to FHLBNY



Getting Familiar with the FTS

fromFHLBNY:

- Used to Download/Retrieve information from the FHLBNY.
- Displays the FHLBNY secure folder's available contents.
- Must Click on from FHLBNY located on the left side of the screen first.
- Selected items will be highlighted.
- The Down arrow activates the download functionality.
- Downloaded information saves to the user's local computer.



The screenshot displays the FHLBNY File Transfer System (FTS) interface. At the top left is the FHLBNY logo. The main header includes a search bar, 'Filter', and 'Tools' options. Below the header, the breadcrumb path is 'My Folders / fromFHLBNY'. The left sidebar shows a tree view with 'My Folders' and 'fromFHLBNY'. The main content area shows a table of files in the 'fromFHLBNY' folder:

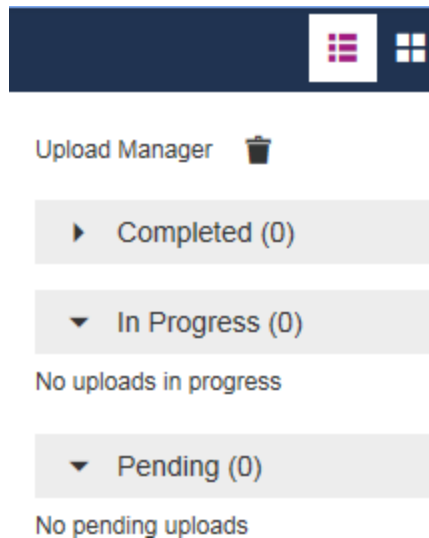
<input checked="" type="checkbox"/>	Name ▲	Size ▲	Date ▲
<input checked="" type="checkbox"/>	 col_121_2018.pdf	515.77 KB	3/11/2019
<input checked="" type="checkbox"/>	 col_128.pdf	637.38 KB	8/29/2016

On the right side, there is an 'Upload Manager' section with a trash icon, showing 'Completed (0)' and 'In Progress (0)' items, and a note 'No uploads in progress'.

Getting Familiar with the FTS

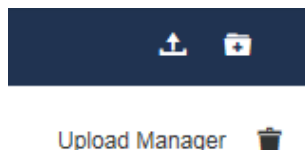
» Upload Manager

- Displays the status* of any transfer: completed, in process or errors, or pending during the FTS session.
- Located on the right side of the screen.
- Delete any completed transfers from the list view.
- Cancel and Clear any in progress or pending transfers.



Users should ensure they are in “My Folders” when uploading.
**Attempts to upload to the fromFHLBNY folder will fail transfer & generate an error message.*

(Click the up arrow to activate UPLOAD functionality)

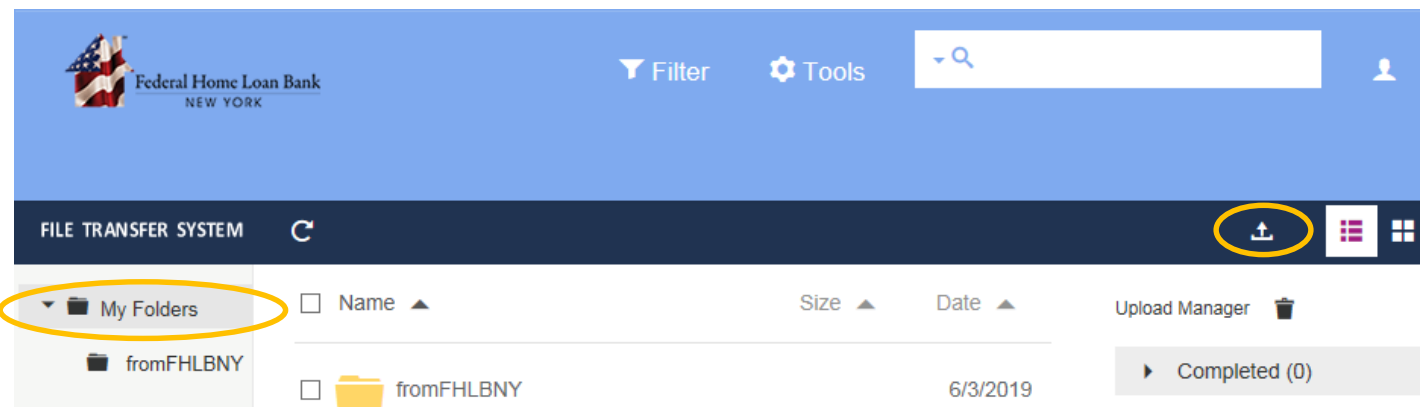


Transferring Files using the Web Browser

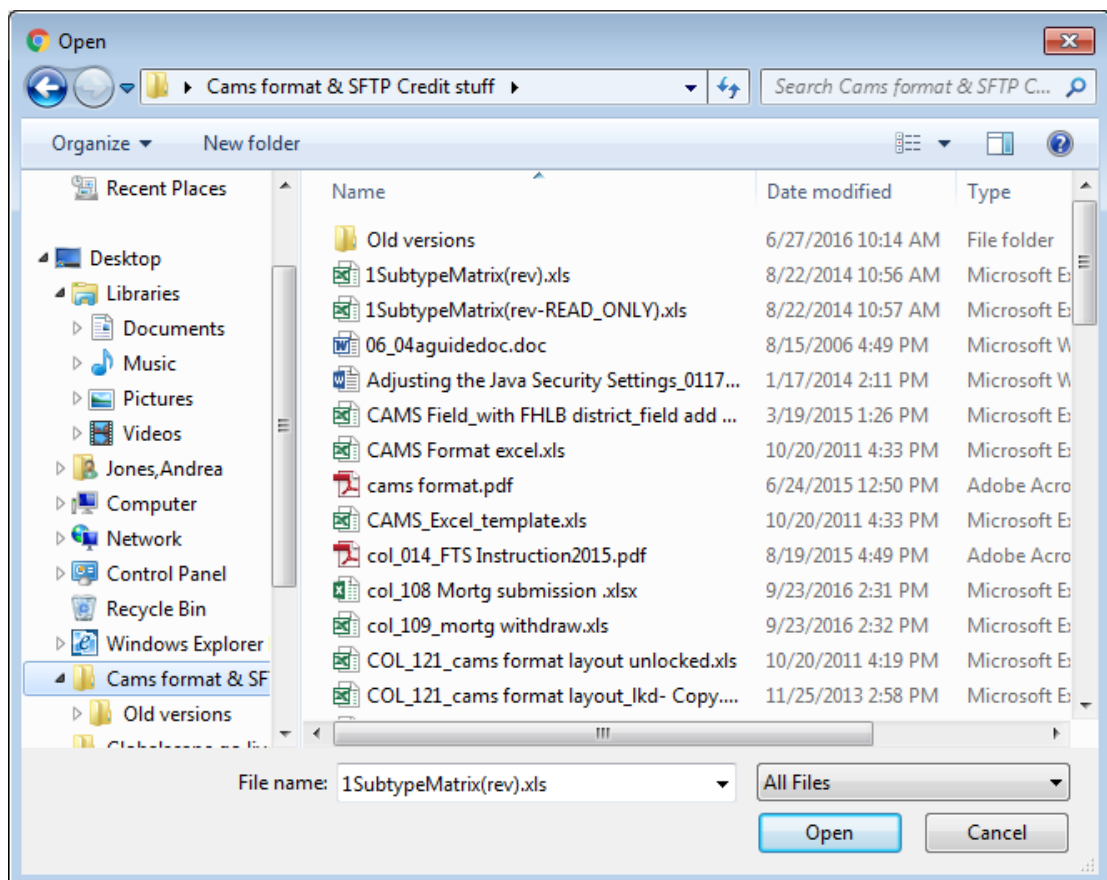
UPLOADS-Send to the FHLBNY

Method 1: Using the Open Button

- o Log in to the server. Click on My Folders on the left side of the screen.
- o Click the Up Arrow in the blue header to activate the Upload functionality.

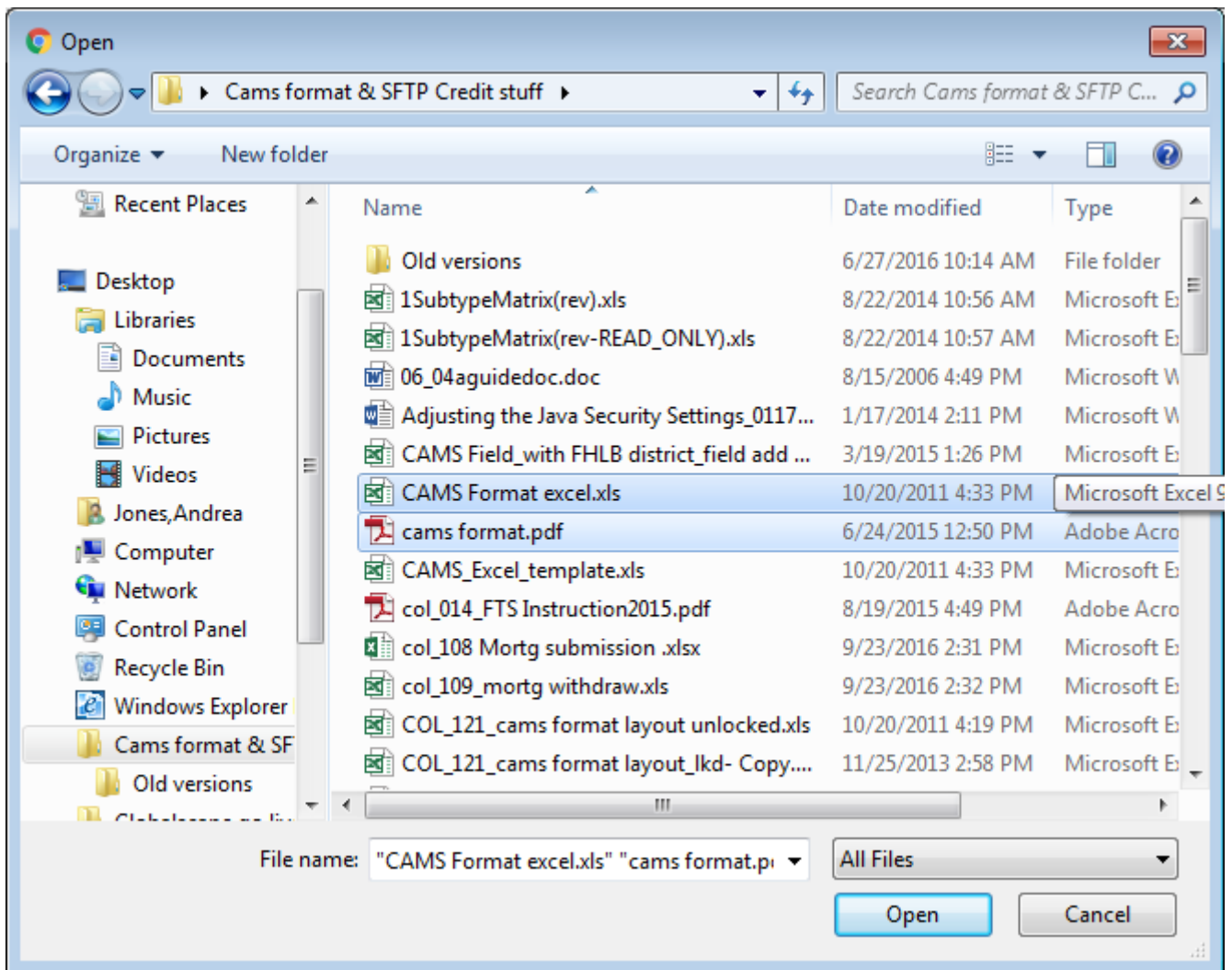


- o The Choose file dialog box will display. Locate the file(s) to send.



Transferring Files using the Web Browser

- Highlight/Select the file(s) to transfer.
- Click the open button at the bottom of the dialog box to transfer between the user's computer and the FHLBNY FTS server.



The transferred filename(s) will appear in the upload manager when the transfer is complete.

The Upload of folders is **NOT** supported.

Transferring Files using the Web Browser

Method 2: Double Clicking the File Name

- Click the Up Arrow in the blue header to activate the Upload functionality.
- The chose file dialog box will display.
- Select/Highlight the file(s) to transfer.
- Once highlighted double click on the file name.

The transferred filename(s) will appear in the upload manager.

When an upload transfer begins using Method 1 or 2, it will appear in the Upload Manager under In Progress.

When the upload transfer is finished, it will display under Completed in the Upload Manager.

The screenshot shows the 'Upload Manager' interface. At the top, it says 'Upload Manager' with a trash icon. Below this, there are three sections: 'Completed (2)', 'In Progress (0)', and 'Pending (0)'. Under 'Completed (2)', there are two files listed: 'CAMS Format excel.xls - 258.00 KB' and 'cams format.pdf - 99.45 KB', each with a trash icon to its right. Under 'In Progress (0)', it says 'No uploads in progress'. Under 'Pending (0)', it says 'No pending uploads'.

An upload confirmation will be sent to the user email account on file.

At the end of each month **all files or reports available for download will be deleted off the FTS Server**. Anytime during the month, if a space quota is exceeded on the FHLBNY FTS server, a message **will appear** 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 FHLBNY MediaPro@fhlbny.com and request an increase to your allowed space quota or to have your files deleted.

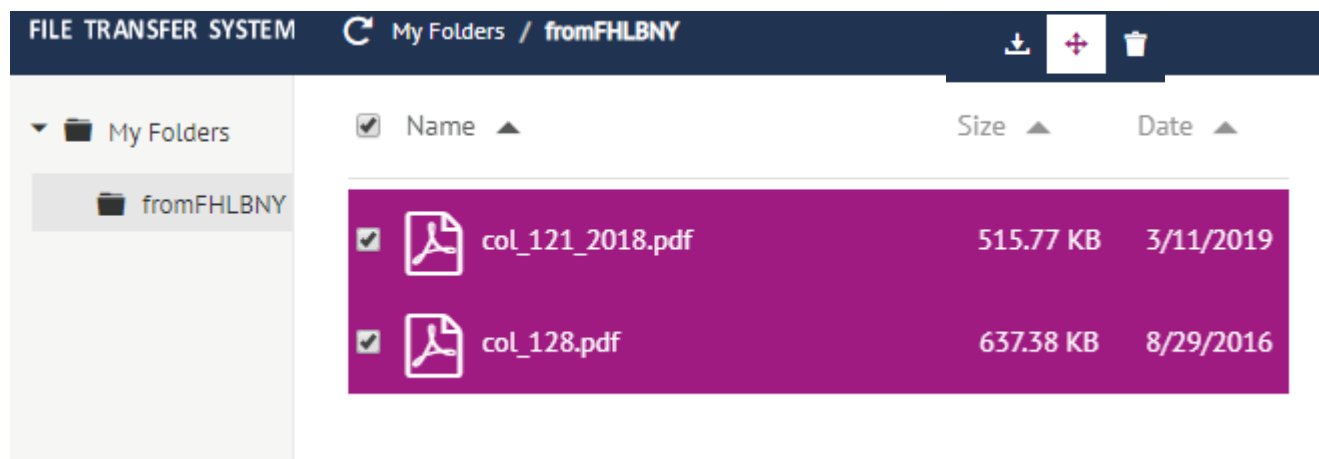


Transferring Files using the Web Browser



Downloads-Retrieve from the FHLB NY

[fromFHLB NY](#)

- Click on fromFHLB NY. The files on the FHLB NY FTS Server available for download will display.
- Select the file(s) for download: Click in the box next to the desired item.
- Click the downward pointing arrow in the blue header at the top of the screen. The browser will determine the save & open options displayed.



The screenshot shows a web interface for a FILE TRANSFER SYSTEM. The breadcrumb path is "My Folders / fromFHLB NY". The interface includes a sidebar with "My Folders" and "fromFHLB NY". The main area displays a table of files with columns for Name, Size, and Date. Two files are listed: "col_121_2018.pdf" (515.77 KB, 3/11/2019) and "col_128.pdf" (637.38 KB, 8/29/2016). Both files have a checkmark in the Name column, indicating they are selected. The table is highlighted in a purple color.

<input checked="" type="checkbox"/>	Name ▲	Size ▲	Date ▲
<input checked="" type="checkbox"/>	 col_121_2018.pdf	515.77 KB	3/11/2019
<input checked="" type="checkbox"/>	 col_128.pdf	637.38 KB	8/29/2016

For Chrome Users:

The downloaded information will appear on the bottom of the screen. Click the drop down menu arrow next to the filename for open and save options.

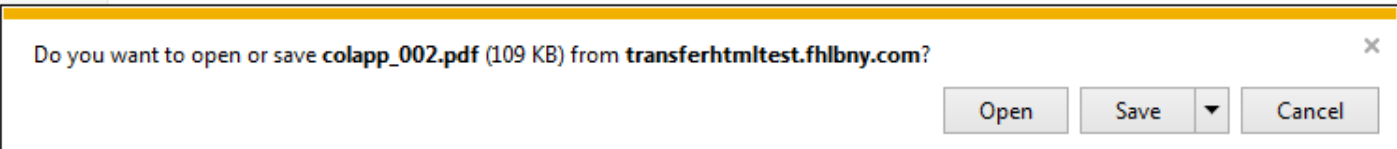


The screenshot shows the download bar at the bottom of the browser. It contains two download items: "col_128.pdf" and "col_121_2018.pdf". Each item has a small PDF icon and a dropdown arrow. A "Show all" button is located on the right side of the bar.

Transferring Files using the Web Browser

For Internet Explorer Users:

The download dialog box will display prompting the user to select an action: open, save, or cancel the download. The Save, Save as, Save & Open options will prompt the user to select a download location on their local network.

A screenshot of an Internet Explorer download dialog box. The title bar is yellow and contains the text "Do you want to open or save colapp_002.pdf (109 KB) from transferhtmltest.fhlbny.com?". Below the title bar, there are three buttons: "Open", "Save" (with a dropdown arrow), and "Cancel".

Do you want to open or save **colapp_002.pdf** (109 KB) from **transferhtmltest.fhlbny.com**?

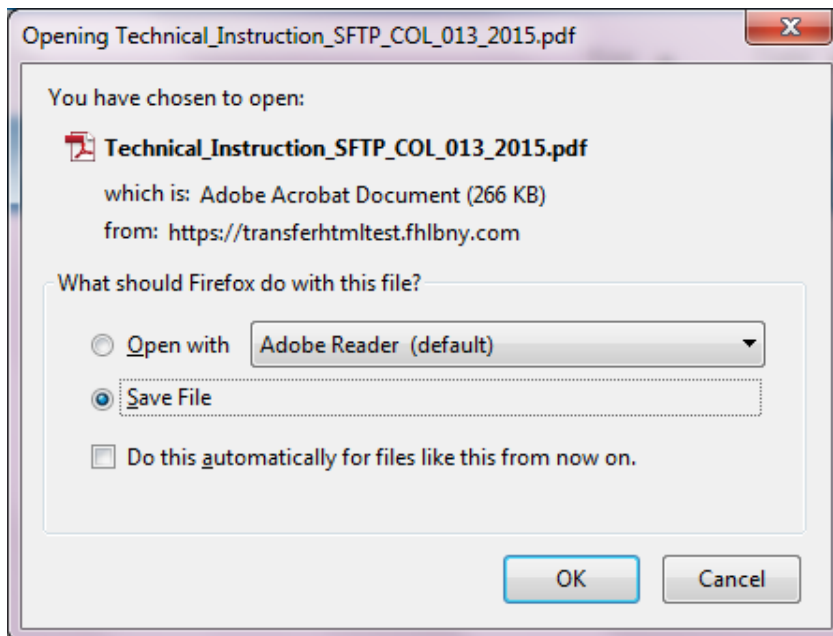
Open

Save

Cancel

For Firefox Users:

The download dialog box will pop up prompting the user to open or save the file.



Mac Safari Users:

Should follow the prompts as displayed on the screen for opening and saving.