



Federal Home Loan Bank
NEW YORK

FHLBNY

File Transfer System (FTS)

COL-014: FTS Guide for Web Browser Connections

January 2025

FHLBNY File Transfer System (FTS) Overview

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

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How to Access the FHLBNY's File Transfer System (FTS) & Setup Your Multifactor Authentication (MFA)

The FHLBNY File Transfer System can be accessed using the following browsers:

- A. Microsoft Edge – v110 or later,
- B. Chrome – v110 or later,
- C. Firefox – v65 or later, or
- D. Safari – Mac, v11 or later.

Note: Cookies must be enabled in the browser.

Current Users:

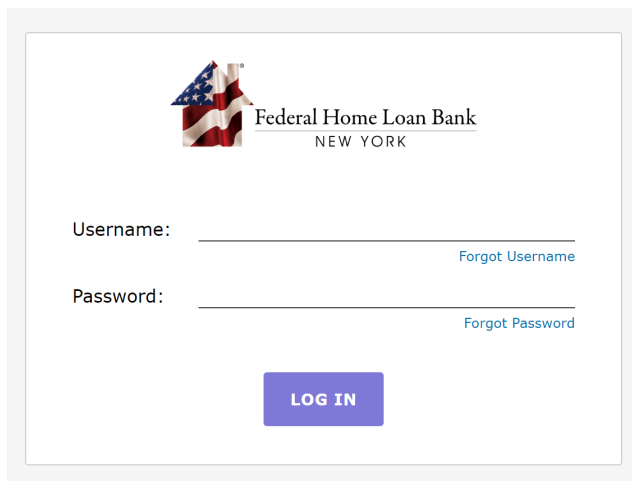
If you have forgotten your username and/or password, select [**Forgot Username**] or [**Forgot Password**] to establish your credentials. If the problem persists, contact the FHLBNY Security Administrator at (212) 441-6685.

New Users:

Please refer to FHLBNY's Technical Instructions for Transmitting Files Using the FHLBNY File Transfer System ([COL-013](#)) to establish an account.

1. Login

Visit <https://transfer.fhlbny.com> to log into the FHLBNY's File Transfer System and enter your username and password then select [**Log In**].



The screenshot shows the login interface for the FHLBNY File Transfer System. At the top left is the logo for the Federal Home Loan Bank of New York, which includes a stylized American flag. To the right of the logo, the text 'Federal Home Loan Bank' is displayed above 'NEW YORK'. Below the logo and text 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 of the form is a blue button with the text 'LOG IN' in white capital letters.

2. Enter One-Time Passcode

- A. After you select the [**Log in**] button, you will be asked to enter a one-time passcode, which is sent via email from noreply-FTS@fhlbny.com to the email address you supplied when you enrolled in the FHLBNY FTS. If you do not see the e-mail, check your spam folder, and ensure the email address, noreply-FTS@fhlbny.com, is whitelisted.

From: Federal Home Loan Bank of New York <noreply-FTS@fhlbny.com>
Sent: Tuesday, December 3, 2024 11:19 AM
To: Doe, John <John.Doe@email.com>
Subject: Complete the authentication process in EFT

Hi john.doe@email.com,


Here is your one-time passcode to access the FHLBNY File Transfer System (FTS):

384643

This passcode will expire in 5 minutes.

If you have any questions, please contact us at the following email address:
Collateral Users: mediafiles@fhlbny.com
Homebuyer Dream Program® Users: HDP@fhlbny.com

B. Enter the one-time passcode from your email and select **[Submit]**.



File Transfer System

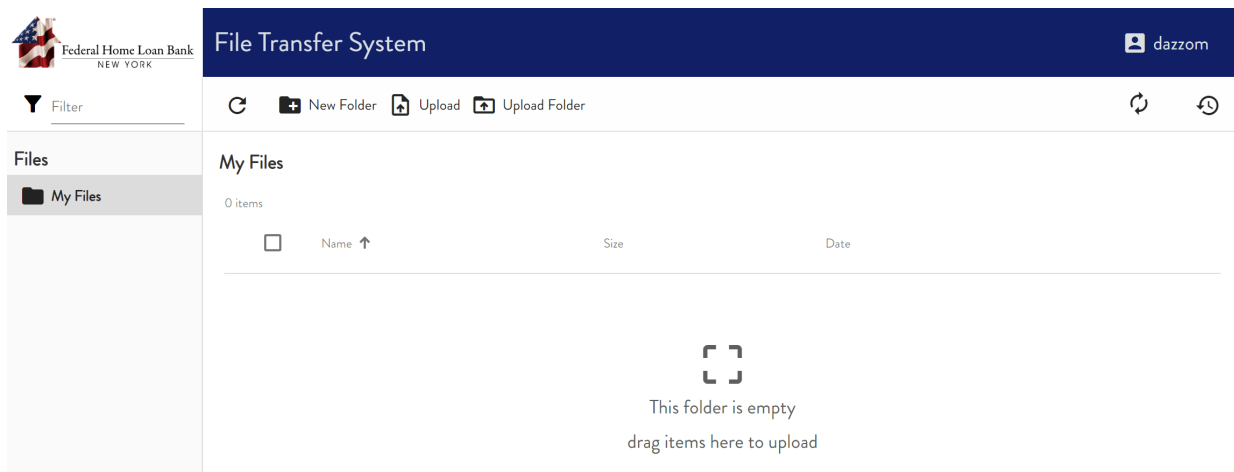
Please enter your one-time passcode that was sent to your email.

Passcode

384643

Submit

C. Upon successful verification, you will be able to access the FHLBNY FTS.

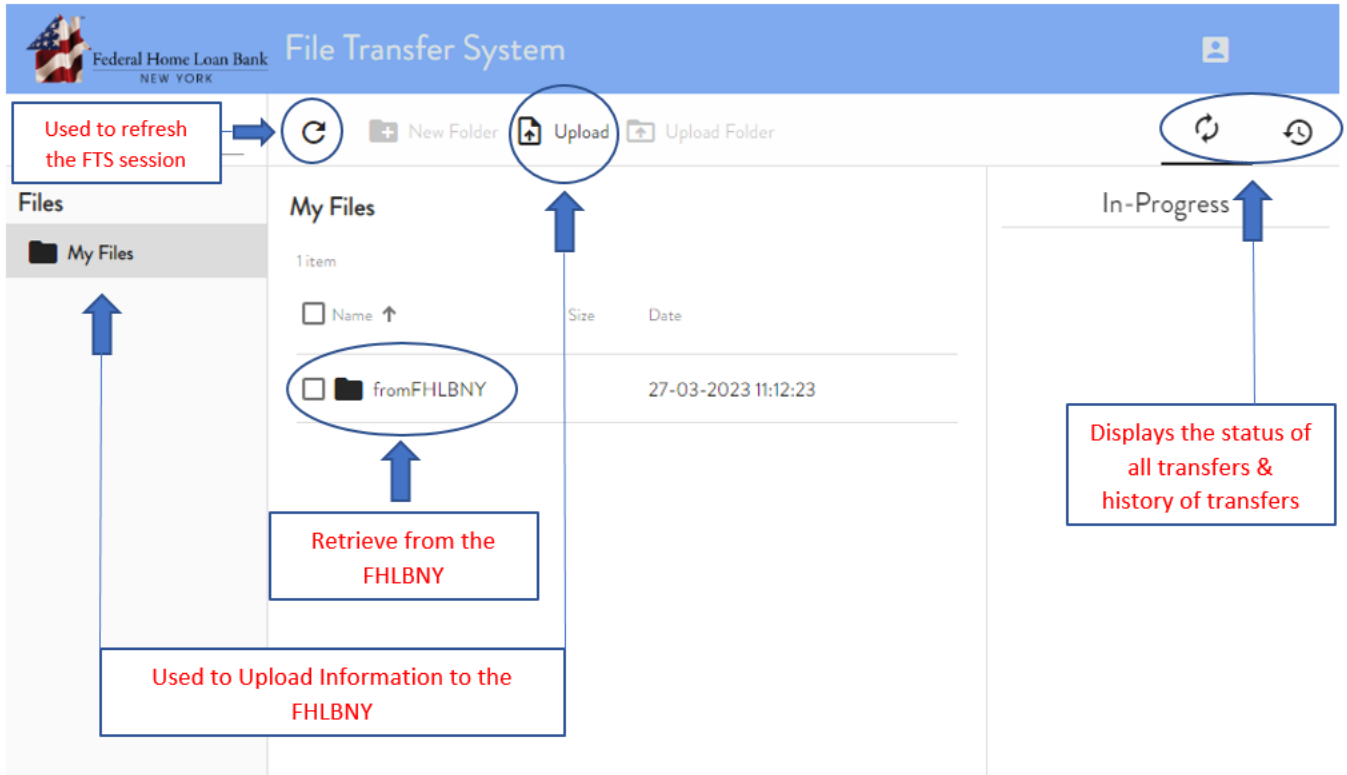


The screenshot shows the FHLBNY File Transfer System interface. At the top left is the FHLBNY logo. The main header is dark blue with the text 'File Transfer System' and a user profile icon labeled 'dazzom'. Below the header is a toolbar with icons for 'Filter', 'New Folder', 'Upload', and 'Upload Folder'. On the left is a sidebar with 'Files' and 'My Files' (selected). The main area is titled 'My Files' and shows '0 items'. Below this is a table with columns for 'Name', 'Size', and 'Date'. At the bottom, there is a message: 'This folder is empty drag items here to upload' with a dashed box icon.

Getting Familiar with the FTS

The FTS allows you to securely send and retrieve information between you and the FHLBNY.

The main screen is comprised of four components: My Files, fromFHLBNY, In-Progress, and History (clock icon above the In-Progress section).

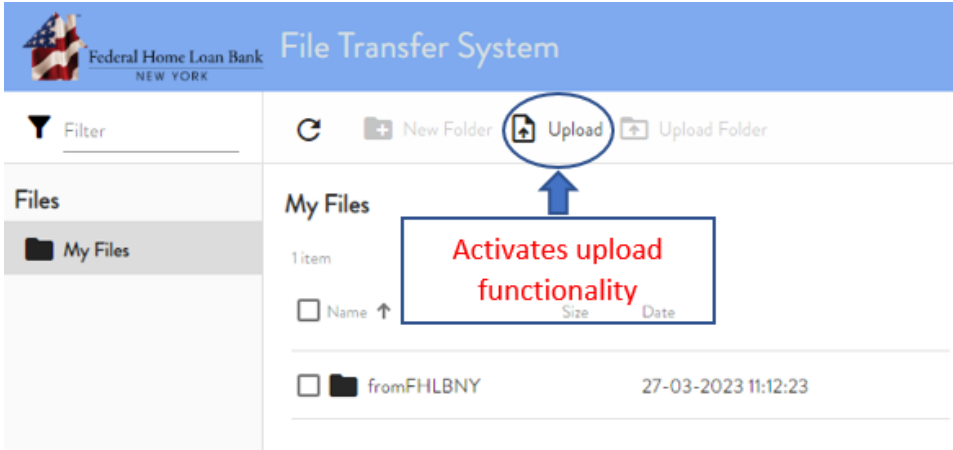


You can also change their password after your account is established by selecting the [Account Icon] at the top right of the screen.

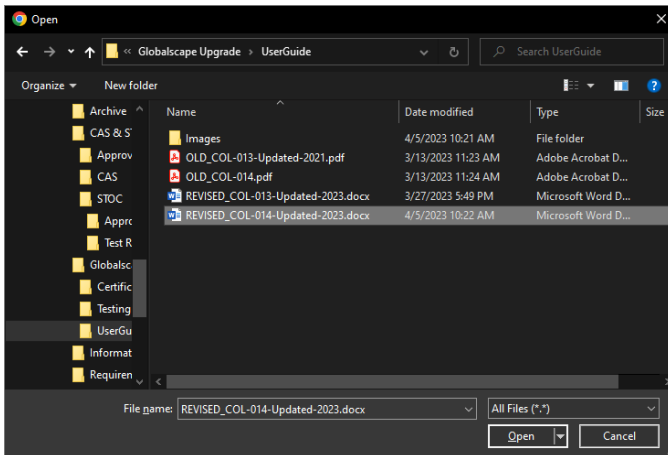


My Files:

- D. Used to upload/send files to the FHLB NY.
- E. Located on the left side of the screen. You must select **[My Files]** first to upload/send files.
- F. Upload functionality is activated by selecting the document with an up-arrow icon to display your local computer.

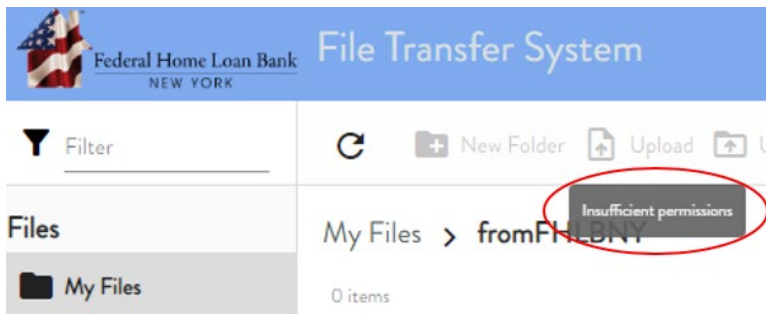


- G. Allow the FTS to search your local computer.



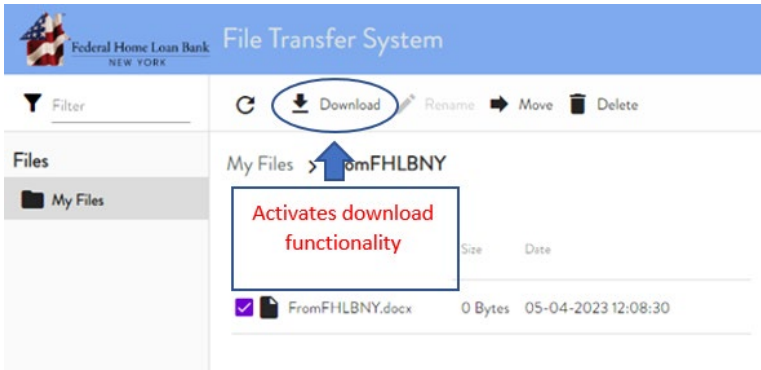
Note: Uploads to the "fromFHLB NY" folder are prohibited.

A message "Insufficient Permissions" will display when attempting to load to the "fromFHLB NY" folder.



The 'fromFHLBNY' Folder:

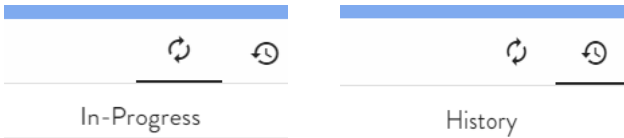
- H. Used to download/retrieve information from the FHLBNY.
- I. Displays the FHLBNY secure folder's available contents.
- J. Select the items you want to download.
- K. The Down arrow activates the download functionality.



- L. Downloaded information saves to your local computer.

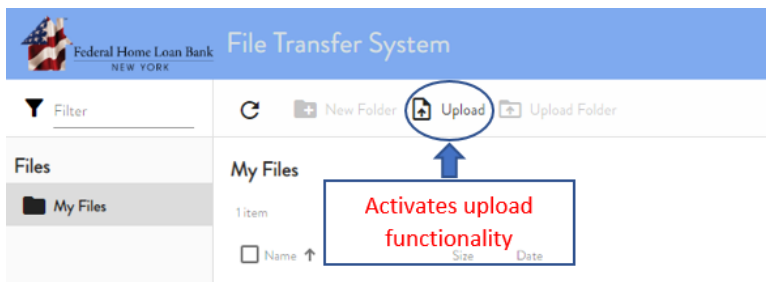
In-Progress and History

- M. Displays the status* of any transfer: completed, in progress or errors during the FTS session.
- N. Located on the right side of the screen.
- O. Delete any completed transfers.
- P. Cancel or Clear any transfers in progress or pending.



Note: Ensure that you are in "My Files" when uploading.
 Attempts to upload/transfer to the fromFHLBNY folder will fail to transfer and generate an error message.

Select the document/up-arrow icon to activate the Upload functionality.

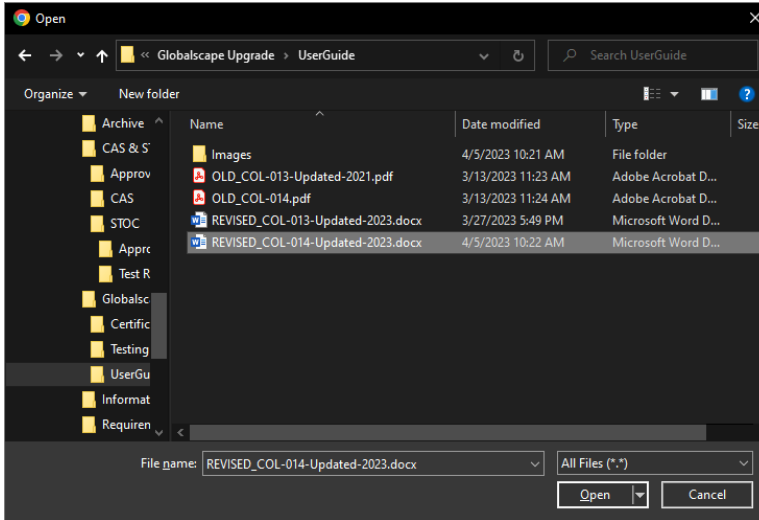


Transferring Files Using the Web Browser

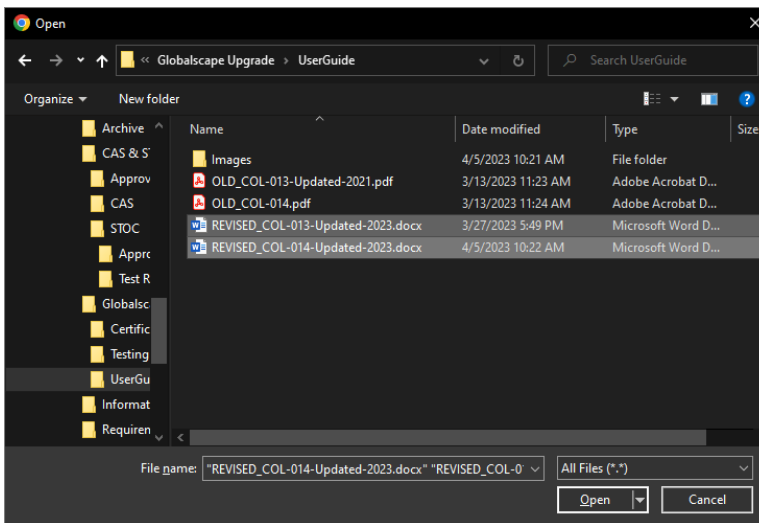
Uploads to Send to the FHLB NY

Method 1: Using the Open Button

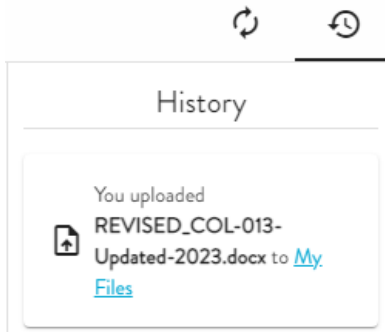
- Q. Log into the FTS system. Select **[My Files]** on the left side of the screen.
- R. Select the **[Upload]** button in the banner to activate the upload functionality.
- S. The 'Open' dialog box will display. Locate the file(s) to send.



- T. Highlight/select the file(s) to transfer, then select **[Open]** at the bottom of the dialog box to transfer the file(s) from your computer to the FHLB NY FTS server.



The transferred filename(s) will appear in the History area when the transfer is complete.



Note: The upload of folders is **NOT** supported.

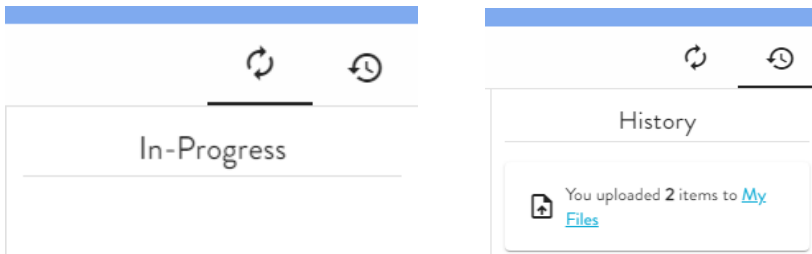
Method 2: Double Clicking/Selecting the File Name

- U. Select the [**Upload**] button in the banner to activate the upload functionality.
- V. The 'Chose file' dialog box will display.
- W. Select/highlight the file(s) to transfer.
- X. Once highlighted, double click on the file name.

The transferred filename(s) will appear on the right under In-Progress or History.

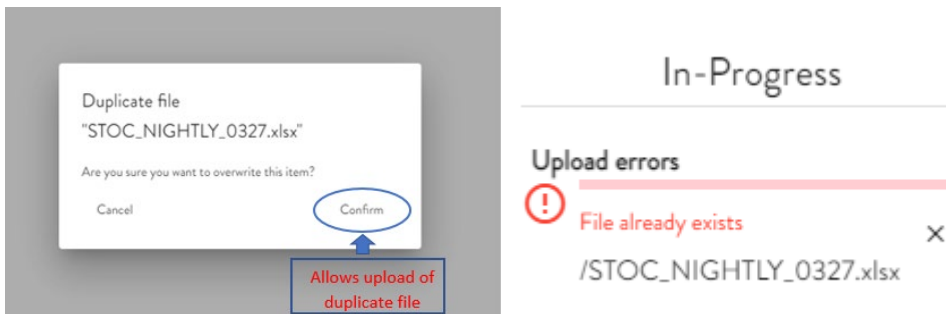
When an upload transfer begins using Method 1 or 2, it will appear under 'In Progress'.

When the upload transfer is finished, it will display under 'History'.



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

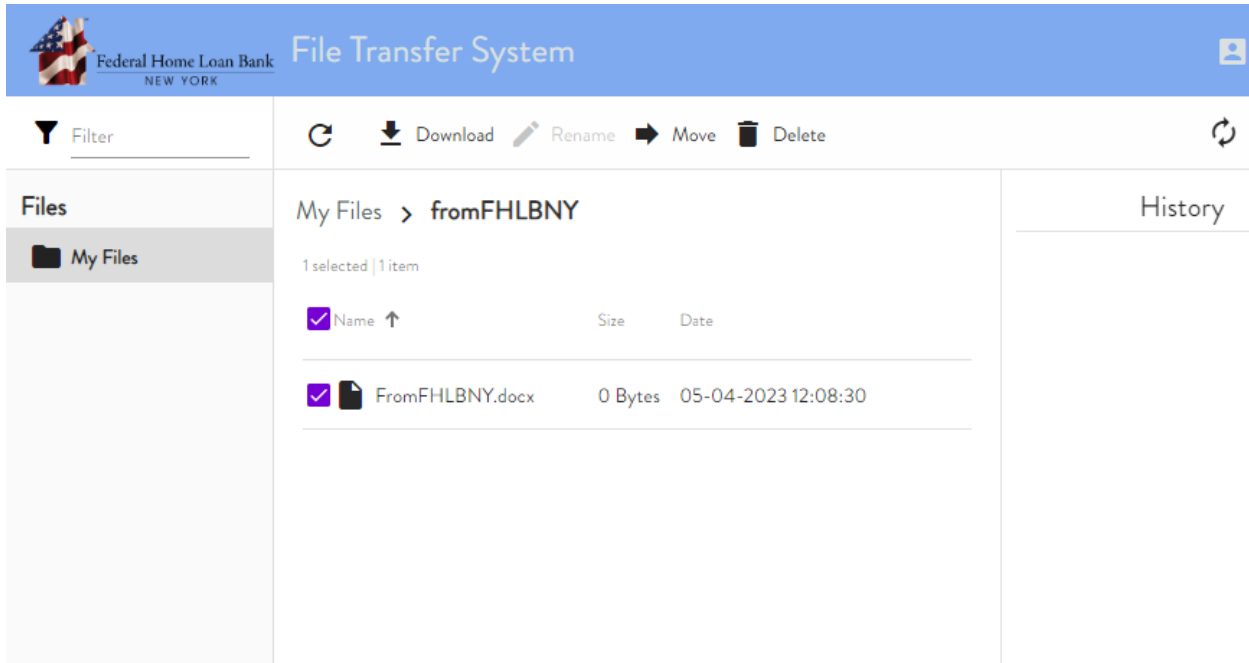
When attempting to upload a duplicate file, you must select 'confirm' to overwrite and continue. If the overwrite is cancelled, the file must be renamed in order to upload.



Downloads from the FHLBNY FTS

You can retrieve files from the FHLBNY by downloading them from the 'fromFHLBNY' folder/section.

- Y. Select [**fromFHLBNY**]. The files on the FHLBNY FTS server available for download will display.
- Z. Select the file(s) for download: select the box next to the desired item.
- AA. Select the downward pointing arrow in the banner at the top of the screen. The browser will determine the save and open options displayed.



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.

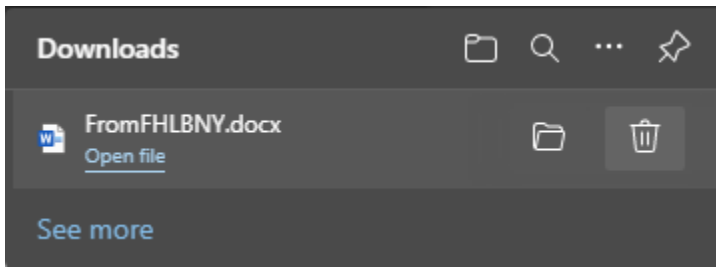
For Chrome Users:

The downloaded information will appear at the top or bottom of the screen. Select the arrow next to the filename for open and save options.



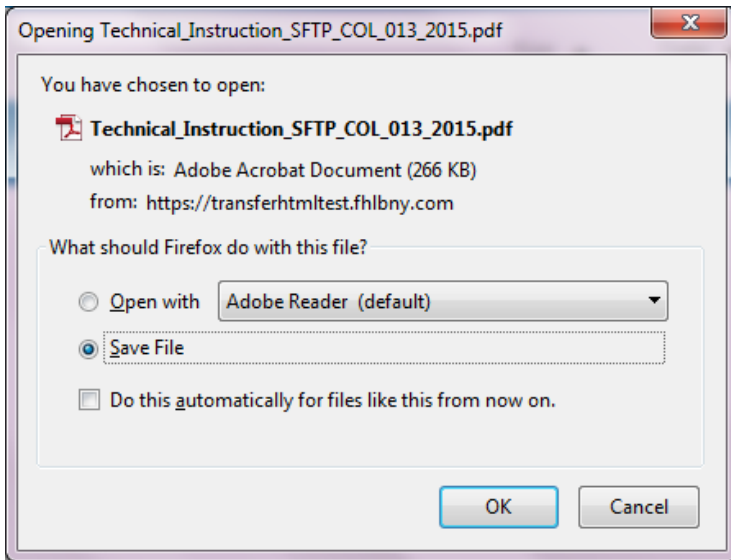
For Microsoft Edge Users:

The downloaded information will appear at the top of the screen. The downloads dialog box will display prompting you to select an action: open file, show in folder, or delete the file.



For Firefox Users:

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



Mac Safari Users:

Follow the prompts as displayed on the screen for opening and saving.