

## STATE OF CONNECTICUT TEACHERS' RETIREMENT BOARD 21 GRAND STREET HARTFORD, CT 06106-1500 Toll free 1-800-504-1102 (860) 241-8400 Fax (860) 525-6018 "An Affirmative Action/Equal Opportunity Employer" www.ct.gov/trb

February 15, 2008

TO: Business Managers and Transmittal Processors

We've revised the manner in which local school districts will submit the monthly transmittal to us. The primary objective of this revision is to enhance security over the data during the transmission process.

The attached instructions document the new procedure. You should obtain your login name and password (item #2 in the instructions) from your TRB contact.

This procedure should be used beginning with the March, 2008 transmittal which is due to us on April 7, 2008.

Let me or your TRB contact know if you have questions or need additional information.

Louis Laccavole

Fiscal Administrative Supervisor

## Secure File Transmission to TRB

We have come up with a more secure way for you to transmit data to us. We are using a browser based system that provides file transports via a secure channel. Please follow the instructions below to send the monthly transmittal information to us. You are only allowed to upload the files. If you make a mistake and upload an incorrect file, please email your TRB contact to have it deleted.

## NOTE: The use of this software is restricted to the transmission of transmittal files between BOEs and TRB.

The following instructions will guide you through your transmittal file upload:

1. Open your internet browser and type in <a href="https://sfile.ct.gov">https://sfile.ct.gov</a> in the address field of the browser. A Security Alert will pop up, click the [Yes] button to proceed.

Security Alert 🔀				
£	Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.			
	÷	The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.		
	0	The security certificate date is valid.		
		The name on the security certificate is invalid or does not match the name of the site		
Do you want to proceed?				
		<u>Y</u> es <u>N</u> o <u>V</u> iew Certificate		

2. On the login screen, enter the login name and password provided to you by TRB. Login ids and passwords are case sensitive and therefore, must be entered as they were sent to you. Click the [Log In] button to proceed.

Tumbleweed SecureTransport					
	Welcome to doit-mstwftp4.exec.ds.state.ct.us SecureTransport 4.5				
Login					
Name:					
Password:					
	Log In				
Welcome to SecureTransport Tumbleweed SecureTransport is an enterprise file transfer system leading the industry in security, reliability, performance, scalability, and extensibility.					

3. The following screen provides system access. Please do not click the [Set ASCII] and [Change Password] buttons. To upload your transmittal file click the [Browse] button. Browse to the appropriate location and select the transmittal file. The file would be found in the same location that you normally send it from.

Tumbleweed	d SecureTransport			🔁 Tumbleweed	
Welcome to SecureTransport					Logout
<u>)</u>					
	Browse	Upload File	Set ASCII	Change Password	
Files					
Name	Size [B]	Date		File Options	

4. After you have selected the file to upload, the box next to the [Browse] button will get filled in as shown below. Click the [Upload File] button and you are done. You don't need to send us an email.

Tumbleweed	SecureTransport			🔁 Tumble	eveed°
Welcome to SecureTra	nsport				Logout
<b>₽</b> <u>/</u>					
C:\Program	Files\TRB Tra Browse	Upload File	Set ASCII	Change Password	
Files					
Name	Size [B]	Date		File Options	

5. Once completed, the file name will appear in the list of the current viewed directory.

Tumbleweed	bleweed SecureTransport			Carl Cumbleweed	
Welcome to SecureTran	sport			Logout	
<u>&gt;/</u>	Browse Upl	oad File Set ASCI	Change Password		
Files					
Name	Size [B]	Date	File Options		
<u> </u>	<u>5</u> 480	Feb 5 11:26	*		

6. Finally, logout by clicking on the system [Logout] link that appears on the upper right corner of the screen.