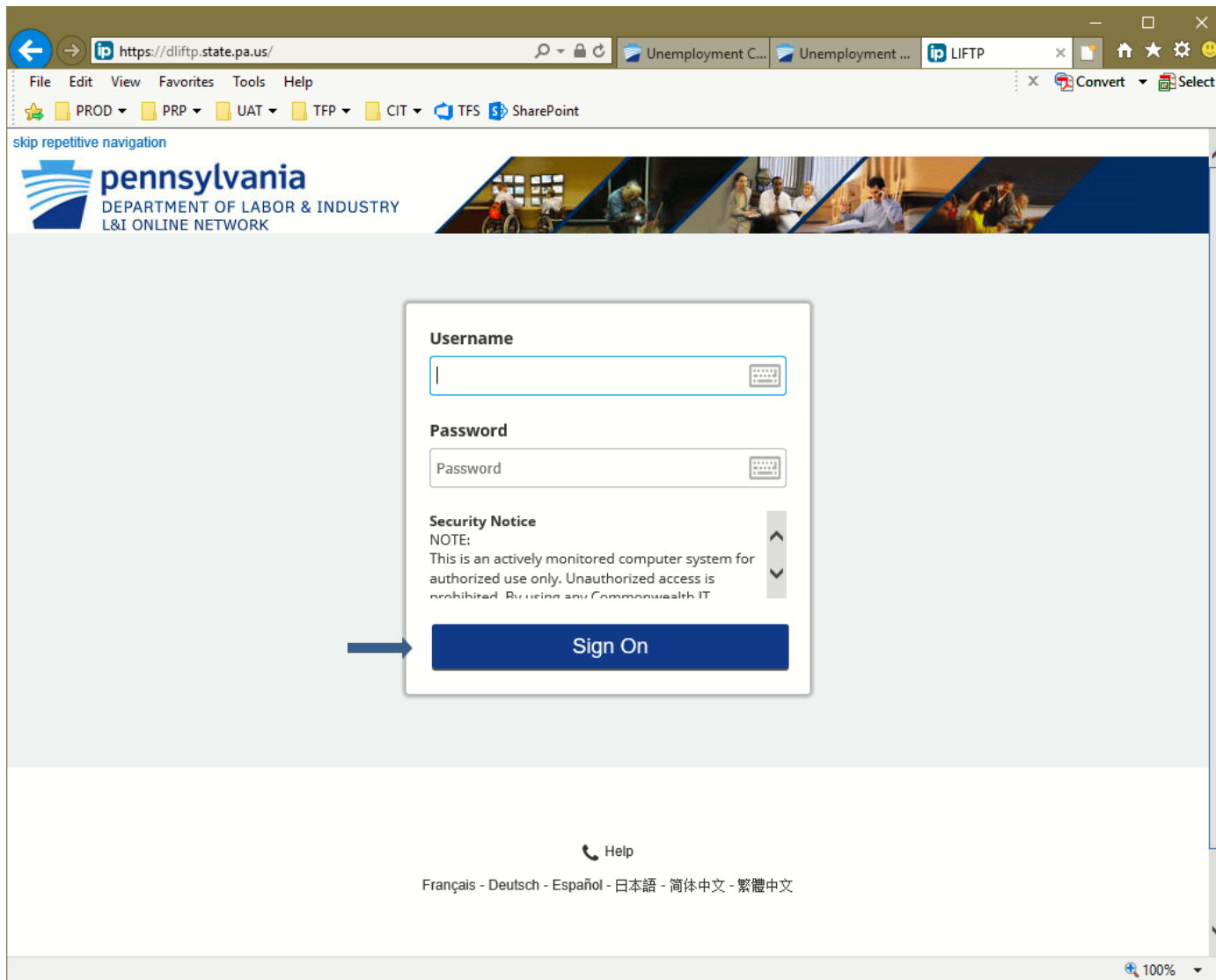


INSTRUCTIONS FOR SUBMITTING FILES VIA FTP

The web site for filing your Tax and/or Wage information via FTP is: <https://dliftp.state.pa.us>

Once you navigate to the site, this is the first screen that you will see.

Use your Unemployment Compensation Management System portal access Keystone/User ID and Password to log into the FTP server. Click Sign On.



The screenshot shows a web browser window with the address bar displaying <https://dliftp.state.pa.us/>. The browser's address bar also shows tabs for "Unemployment C...", "Unemployment ...", and "LIFTP". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Convert" and "Select". The browser's status bar shows "100%".

The page header includes the text "skip repetitive navigation" and the Pennsylvania Department of Labor & Industry logo, which reads "pennsylvania DEPARTMENT OF LABOR & INDUSTRY L&I ONLINE NETWORK".

The main content area features a login form with the following fields and elements:

- Username**: A text input field with a cursor.
- Password**: A text input field with the placeholder text "Password".
- Security Notice**: A section with the text "NOTE: This is an actively monitored computer system for authorized use only. Unauthorized access is prohibited. By using any Commonwealth IT".
- Sign On**: A blue button with white text.

A blue arrow points to the "Sign On" button.

At the bottom of the page, there is a "Help" link and a list of languages: "Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文".

The screenshot shows a web browser window with the address bar displaying `https://dlift.state.pa.us/`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there are several tabs: Unemployment C..., Unemployment ..., and LIFT. The page header features the Pennsylvania Department of Labor & Industry logo and the text "L&I ONLINE NETWORK". A navigation bar contains links for PROD, PRP, UAT, TFP, CIT, TFS, and SharePoint. The main content area is a light blue box with a white border, containing a login form. The form has two input fields: "Username" and "Password". Below the password field is a "Security Notice" section with a "NOTE" stating: "This is an actively monitored computer system for authorized use only. Unauthorized access is prohibited. Reusing any Commonwealth IT". At the bottom of the form is a blue "Sign On" button. Below the form, there is a "Help" link with a telephone icon. At the very bottom, there is a language selection bar with options: Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文. The browser's status bar at the bottom right shows a zoom level of 100%.

skip repetitive navigation

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
L&I ONLINE NETWORK

Username

Password

Security Notice
NOTE:
This is an actively monitored computer system for authorized use only. Unauthorized access is prohibited. Reusing any Commonwealth IT

Sign On

Help

Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文

Please Note: If you have difficulty signing on or you receive an "Invalid username/password" or "Not allowed to sign on from this location" error, please click on the Tech Support link for additional instruction and contact information.

INSTRUCTIONS FOR SUBMITTING FILES VIA FTP AFTER LOG IN

Step 1. Launch the Upload Wizard at the bottom of the page. Based on your Keystone/User ID, the correct folder in which to place your file will be pre-selected.

The screenshot displays the LIFT FTP web interface. At the top, the browser address bar shows the URL <https://liftftp.state.pa.us/human.aspx?r=506810748&orgid=5576&rd=1>. The page header includes the Pennsylvania Department of Labor & Industry logo and the text "L&I ONLINE NETWORK". A green banner at the top right indicates the user is signed on as "b-aurban".

The left sidebar contains navigation links: Home, Folders, Logs, Search, Find File/Folder, and Go To Folder... Below these links, a note states: "All time and date stamps displayed on this site are GMT -5, except time and date stamps recorded during daylight savings time (GMT -4)." The main content area displays a welcome message and a warning: "This resource is for use by Authorized Users only." It also includes information about "Management Directive 205.34" and "Commonwealth of Pennsylvania Information Technology Acceptable Use Policy". A section titled "Please note that the UC-2010 File Layouts and Formats for UCMS has been updated with a revision date of 06-18." provides details about file format changes effective January 1, 2020. Below this, a "Home Folder" section shows a list of folders, including "New Files (0)".

At the bottom of the page, there is a section titled "Upload Files..." with a "User Quota Info" of 0 KB of 500 MB used (0%). A "Select a folder:" dropdown menu is set to "/ Distribution / LiRepository / PrdStor / UCMS". A blue arrow points to a button labeled "Launch the Upload Wizard..." at the bottom left of the page.

Step 2. Click on the Add File button.

MOVEit Upload Wizard - Upload to /Distribution / LiRepository / PrdStor / UCMS / ...

> MOVEit Wizard

Please drop files into the list below, or use the buttons to the right.

Add File

Add Folder

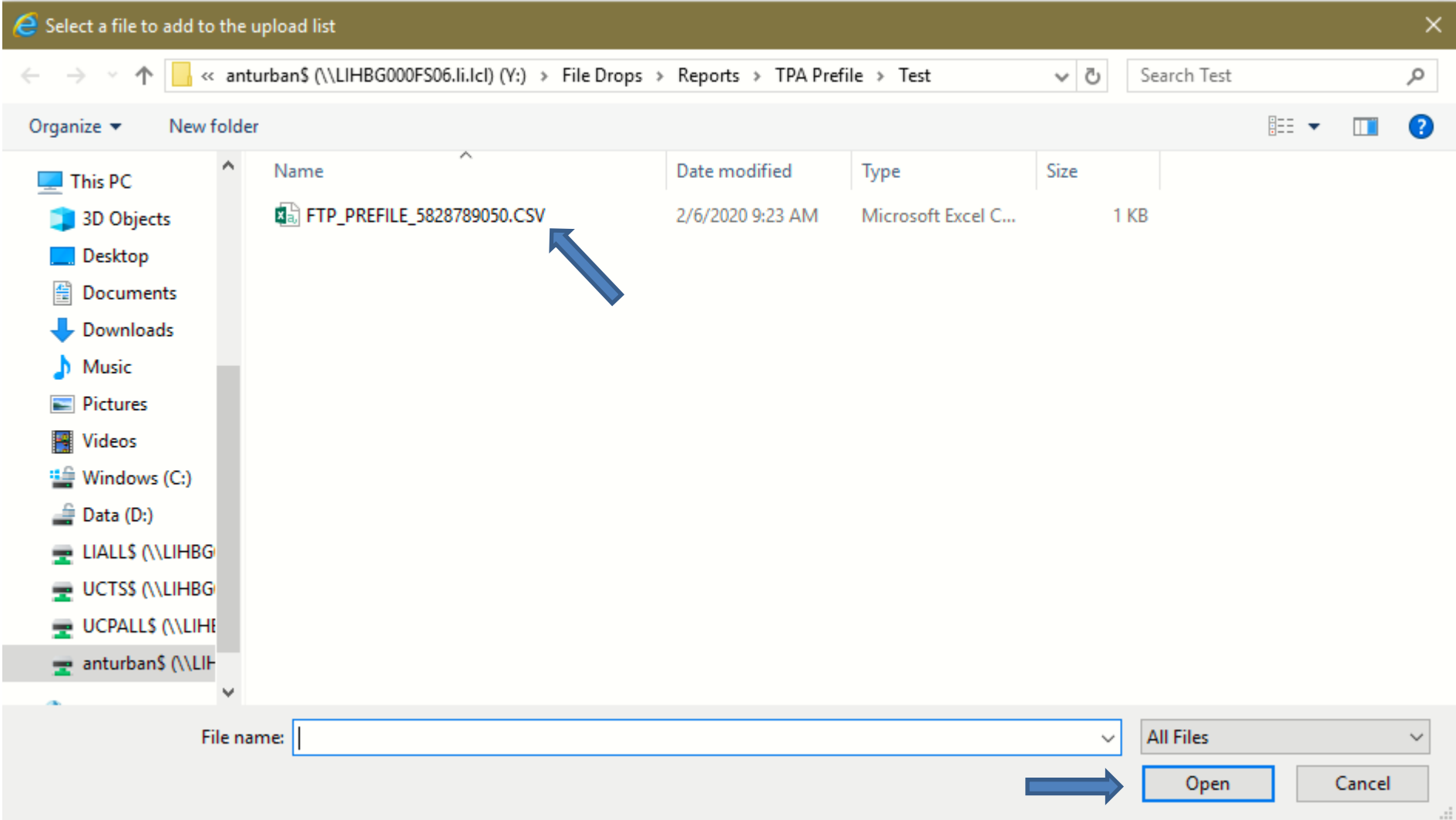
Remove

Filename	Size	Modified
----------	------	----------

Next >

Cancel

Step 3. Navigate to the file you wish to upload. Highlight the file you wish to upload and click on the Open button.



Step 3. After the file has been selected, click on the Next> button.

MOVEit Upload Wizard - Upload to /Distribution / LiRepository / PrdStor / UCMS / ..

> MOVEit Wizard

Please drop files into the list below, or use the buttons to the right.

Add File

Add Folder

Remove

Filename	Size	Modified
Y:\File Drops\Reports\TPA Prefile\Test\FTP...	117	2020-02-06 0...


➡

Next >

Cancel

Step 4. Enter any comments you may have in the "Notes" field and click the Next> button.

MOVEit Upload Wizard - Upload to /Distribution / LiRepository / PrdStor / UCMS / ...



Choose Upload Options



☒ Upload files individually

☐ Upload all files as one .zip

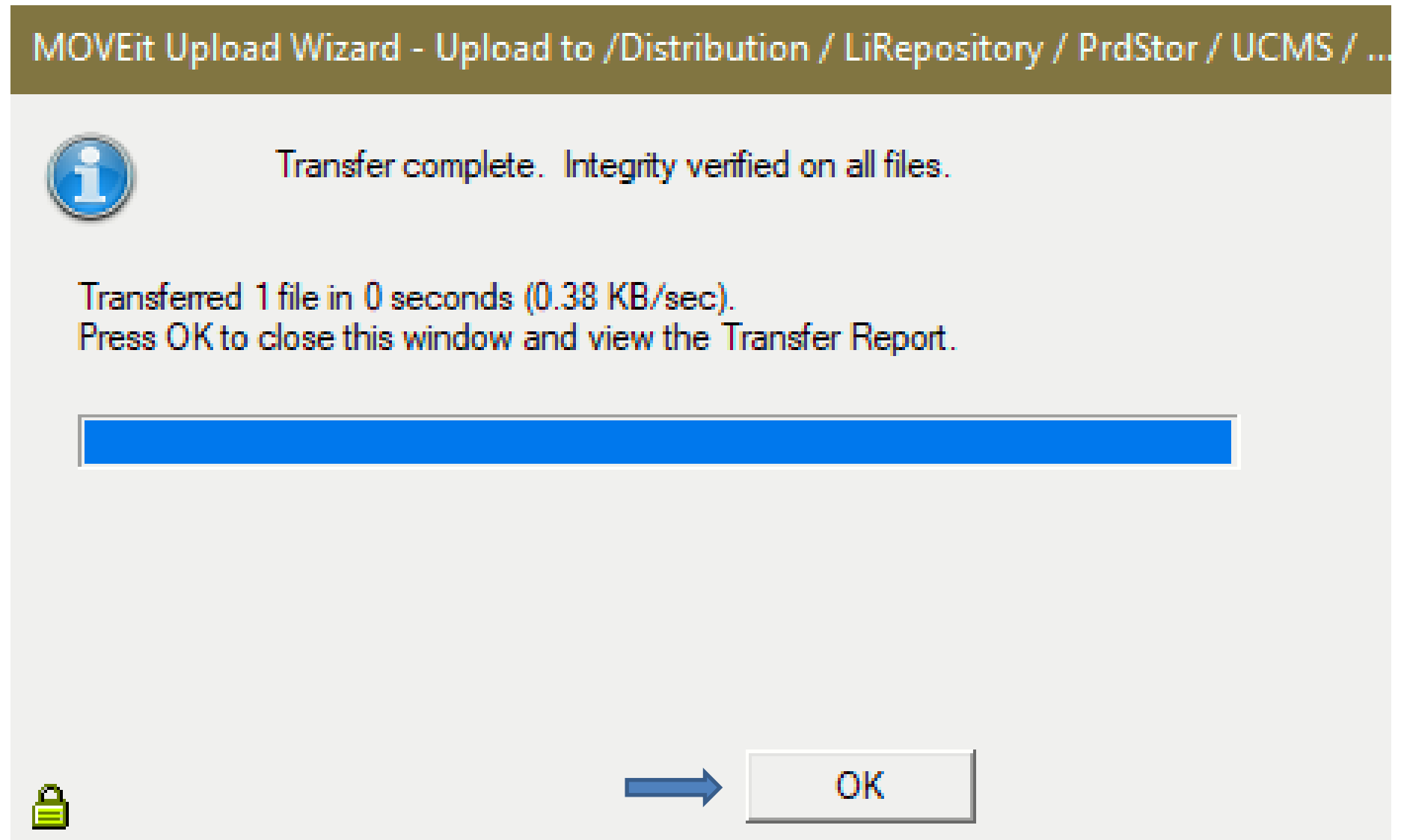
Notes:

☐ Prompt for "Upload As" names and notes

☐ Close Wizard when done



Step 5. The upload Wizard will transfer the file and verify the transfer. Click the OK button.



Step 6. When you see this screen, your FTP upload is complete. You may now sign out by clicking the “Sign Out” hyperlink in the upper right corner of the screen.

The screenshot displays the LIFTPI (Lifted File Transfer Protocol Interface) web application. The browser address bar shows the URL: <https://liftpi.state.pa.us/human.aspx?r=849840825&orgid=5576&rd=1>. The page header includes the Pennsylvania Department of Labor & Industry logo and the text "LIFTPI: b-aurban". In the top right corner, there are links for "Signed onto LIFTPI as b-aurban", "My Account", "Sign Out", and "Help". A blue arrow points to the "Sign Out" link. The main content area contains a welcome message and a list of important notices regarding authorized users and file formats. The left sidebar shows navigation options like Home, Folders, Logs, and Search. The bottom of the page shows a taskbar with various application icons and a system clock indicating 12:29 PM.

https://liftpi.state.pa.us/human.aspx?r=849840825&orgid=5576&rd=1

File Edit View Favorites Tools Help

PROD PRP UAT TFP CIT TFS SharePoint

skip repetitive navigation

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L&I ONLINE NETWORK

Signed onto LIFTPI as b-aurban My Account **Sign Out** Help

Home

Folders

Logs

Search

Find File/Folder

Find File/Folder

Go To Folder...

All time and date stamps displayed on this site are GMT-5, except time and date stamps recorded during daylight savings time (GMT-4).

Welcome to LIFTPI! This resource is for use by Authorized Users only. Please watch this area for important messages.

This resource is for use by Authorized Users only.

Authorized Users are to be aware of and abide by "Management Directive 205.34"
"Commonwealth of Pennsylvania Information Technology Acceptable Use Policy"

"All Authorized Users that have access to IT Resources are required to be aware of and comply with the standards set forth in this directive and in the Commonwealth Acceptable Use Standards for Information Technology (IT) Resources."

Please note that the UC-2010 File Layouts and Formats for UCMS has been updated with a revision date of 06-18.

Important - UCMS Acceptable File Format Changes Effective January 1, 2020

The following changes will be implemented January 1, 2020:

- ICESA files will now be accepted for both tax and wage reporting of original files. Currently, the original ICESA file can only be used for wage reporting.
- TAB and SSA file formats will no longer be accepted.
- CSV files will require a Federal Employer Identification Number (FEIN) in each E record AND contact information in the A Record.

Files already have the ability to include the FEIN and contact information now; however, they will become required fields effective January 1, 2020.

The File Layouts and Formats for Electronic Reporting of PA Quarterly Unemployment Compensation Wage and Tax Data, form UC-2010, provides information on the acceptable file formats and specifications. After January 1, 2020, the UC-2010 will be updated to remove the unacceptable file formats and specifications. The UC-2010 can be found on the UC Management Page of the Employer UC Services section of the website.

For questions regarding the file specifications, contact the Office of UC Tax Services at 1-866-403-6163, option 2 - LIFTPI-EMP-TPAUser1

Home Folder

New Files (0)

Upload Files...

User Quota Info: 0 KB of 500 MB used. (0%)

Select a folder: / Distribution / LIRepository / PrdStor / UCMS

Launch the Upload Wizard...

Upload Wizard Transfer Report

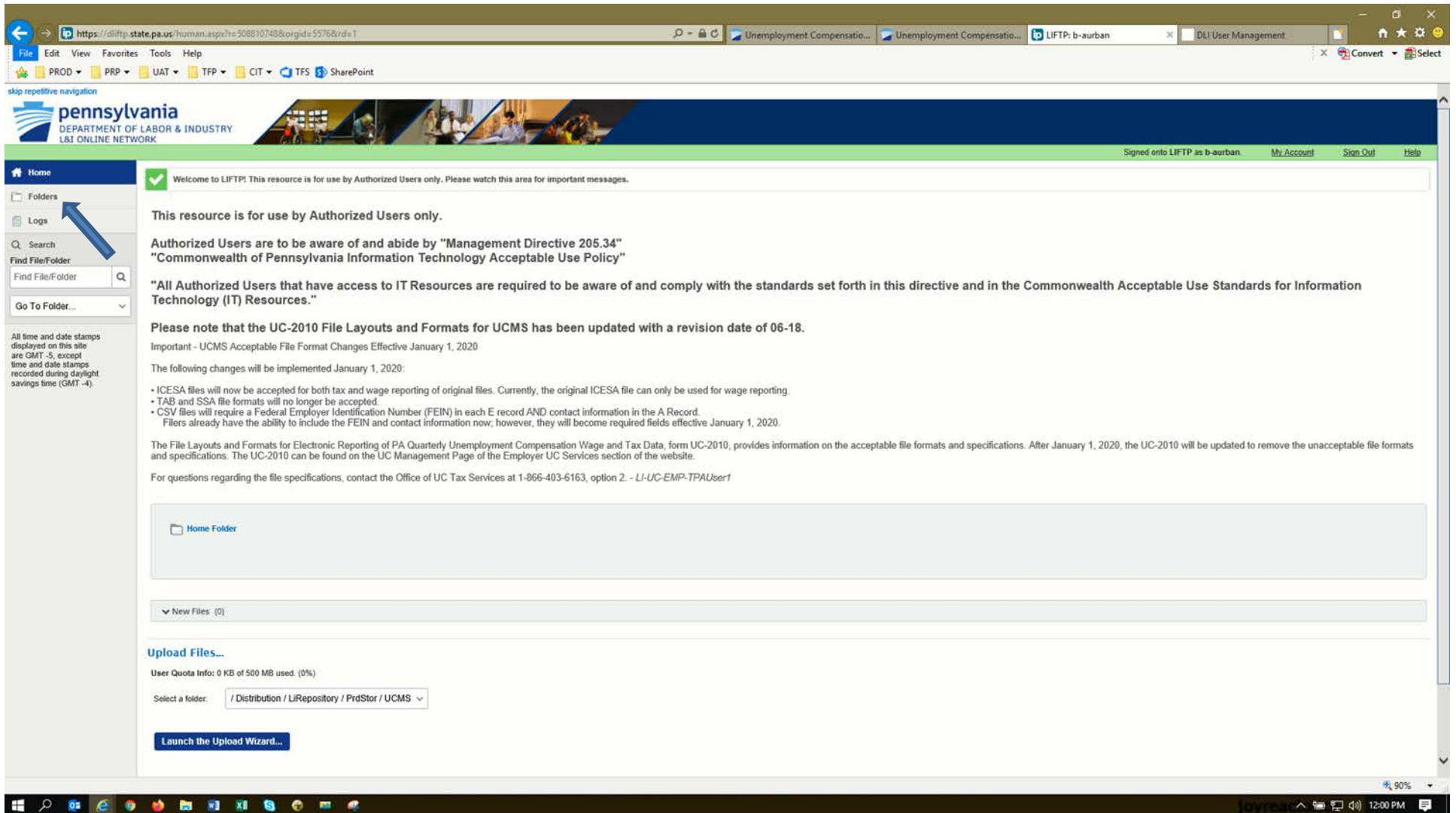
Local File	Status
Y:\File Drops\Reports\TPA ProfileTest\FTP_PREFILE_5828789051.CSV	Uploaded to / Distribution / LIRepository / PrdStor / UCMS / FTP / TPA / InProcess OK (ID #953070965)

80%

12:29 PM

INSTRUCTIONS FOR RETREIVING FILES VIA FTP

Step 1. Click on Folders at the left side of the Screen.



The screenshot displays the LIFT FTP web interface. The browser address bar shows the URL: <https://liftftp.state.pa.us/human.aspx?rs=508810743&orgid=5576&rd=1>. The page header includes the Pennsylvania Department of Labor & Industry logo and the text "LIFT ONLINE NETWORK". The user is signed in as "b-aurban".

On the left sidebar, the "Folders" tab is selected, indicated by a blue arrow. Below the sidebar, the main content area displays a welcome message: "Welcome to LIFT! This resource is for use by Authorized Users only. Please watch this area for important messages." Below this, a notice states: "This resource is for use by Authorized Users only. Authorized Users are to be aware of and abide by 'Management Directive 205.34' 'Commonwealth of Pennsylvania Information Technology Acceptable Use Policy' 'All Authorized Users that have access to IT Resources are required to be aware of and comply with the standards set forth in this directive and in the Commonwealth Acceptable Use Standards for Information Technology (IT) Resources.'" A note mentions that the UC-2010 File Layouts and Formats for UCMS have been updated with a revision date of 06-18. Below this, a list of changes is provided: "The following changes will be implemented January 1, 2020: • ICESA files will now be accepted for both tax and wage reporting of original files. Currently, the original ICESA file can only be used for wage reporting. • TAB and SSA file formats will no longer be accepted. • CSV files will require a Federal Employer Identification Number (FEIN) in each E record AND contact information in the A Record. Filers already have the ability to include the FEIN and contact information now; however, they will become required fields effective January 1, 2020." A link is provided for more information: "The File Layouts and Formats for Electronic Reporting of PA Quarterly Unemployment Compensation Wage and Tax Data, form UC-2010, provides information on the acceptable file formats and specifications. After January 1, 2020, the UC-2010 will be updated to remove the unacceptable file formats and specifications. The UC-2010 can be found on the UC Management Page of the Employer UC Services section of the website." A contact number is also listed: "For questions regarding the file specifications, contact the Office of UC Tax Services at 1-866-403-6163, option 2. - LI-UC-EMP-TPAUser1".

At the bottom of the sidebar, there is a section for "Upload Files...". It shows the user's quota: "User Quota Info: 0 KB of 500 MB used. (0%)". A dropdown menu for "Select a folder:" is set to "/ Distribution / LjRepository / PrdStor / UCMS". A button labeled "Launch the Upload Wizard..." is visible.

Step 2. Click on Home at the middle of the screen.

Home

Folders

Logs

Search

Find File/Folder

Find File/Folder

Go To Folder...

All time and date stamps displayed on this site are GMT -5, except time and date stamps recorded during daylight savings time (GMT -4).

Folders

Go To Folder...

	Name	File ID	Created			Actions
<input type="checkbox"/>	Distribution	554167239	9/28/2009 3:33:48 PM			
<input type="checkbox"/>	Home	554086776	9/28/2009 3:33:48 PM			

Unemployment Compensation...

Unemployment Compensation...

LIFTP: b-aurban

Signed onto LIFTP as b-aurban. My Account Sign Out Help

125%

12:32 PM

Step 3. Click on the folder that has your TPA name in the middle of the screen.

Home

Folders

Logs

Search

Find File/Folder

Find File/Folder

Go To Folder...

All time and date stamps displayed on this site are GMT -5, except time and date stamps recorded during daylight savings time (GMT -4).

Folders

Home

Go To Folder...

	Name	File ID	Created			Actions
	Parent Folder					
<input type="checkbox"/>	b-aurban	474495559	4/23/2018 12:29:55 PM			

Unemployment Compensation...

Unemployment Compensation...

LIFTP: b-aurban

Signed onto LIFTP as b-aurban.

My Account

Sign Out

Help

Step 4. Click on Download at the right side of the screen.

https://dlftp.state.pa.us/human.aspx?r=1605092421

File Edit View Favorites Tools Help

PROD PRP UAT TFP CIT TFS SharePoint

skip repetitive navigation

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L&I ONLINE NETWORK

Signed onto LIFTP as b-aurban. [My Account](#) [Sign Out](#) [Help](#)

Home

Folders

Logs

Search

Find File/Folder

Find File/Folder

Go To Folder...

All time and date stamps displayed on this site are GMT -5, except time and date stamps recorded during daylight savings time (GMT -4).

Deleted file OK.

Folders

Home b-aurban

Go To Folder...

<input type="checkbox"/>	Name	File ID	Created		Actions
	Parent Folder				
<input type="checkbox"/>	FTP_PREFILE_5828789050-b-aurban-20200304123014_44109977_109218336.ACK	653093418	3/4/2020 12:45:17 PM	-	<input type="checkbox"/> <input type="checkbox"/>

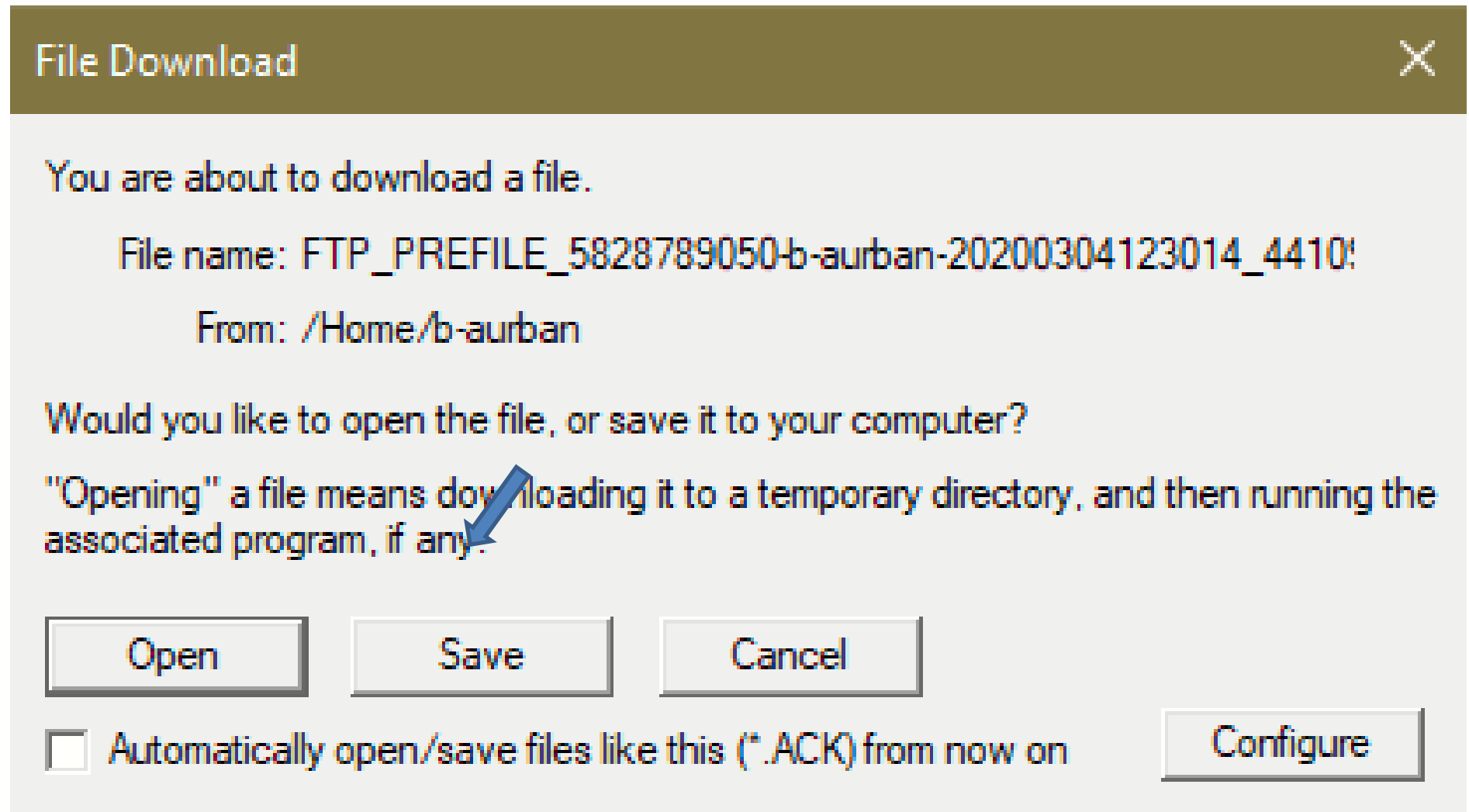
Selected File/Folder Actions:

Delete Download

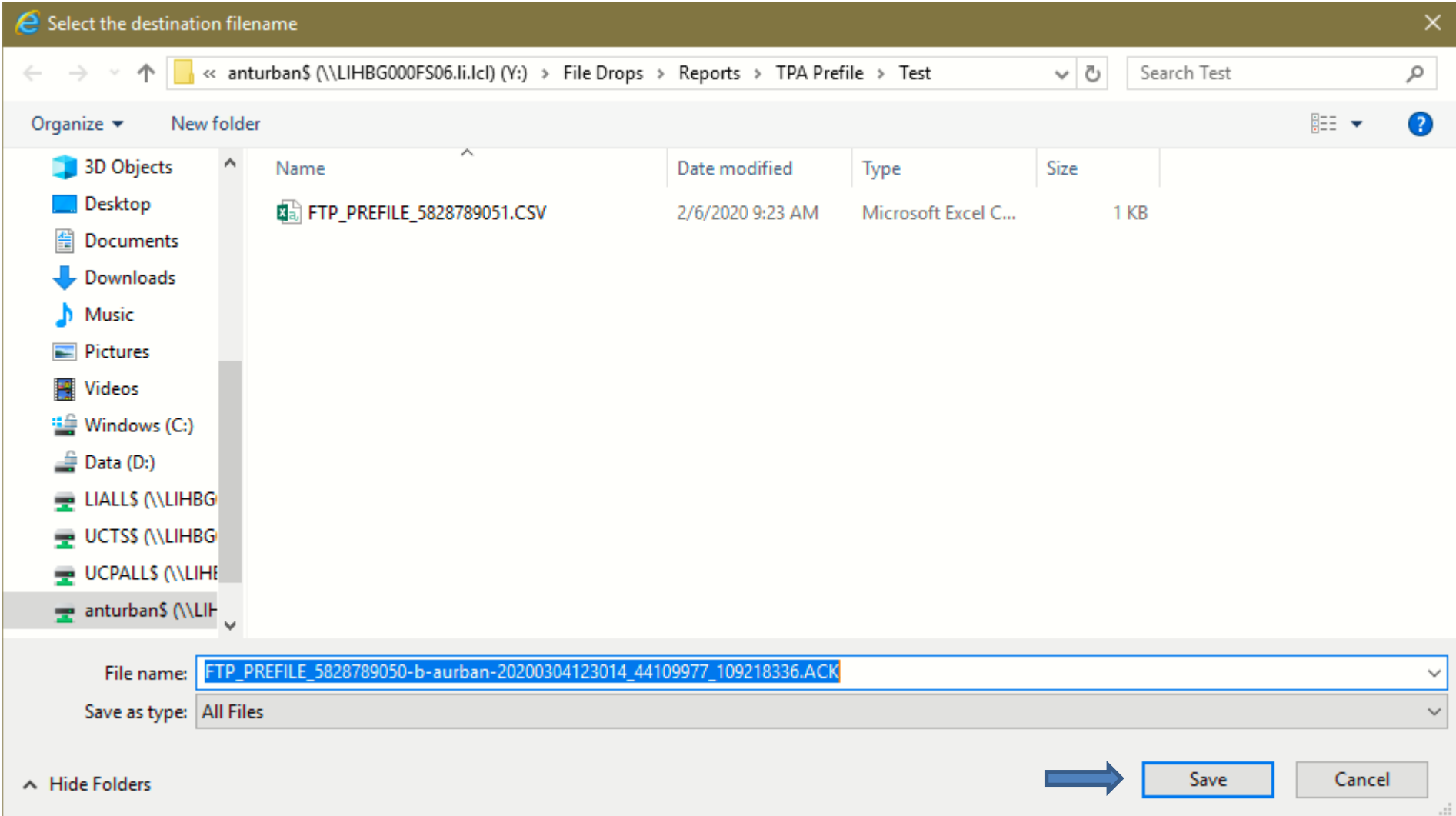
125%

12:52 PM

Step 5. Click on the Save button.



Step 6. Select the folder you wish to save the file to and click on the Save button.



Step 7. Click on the close button.

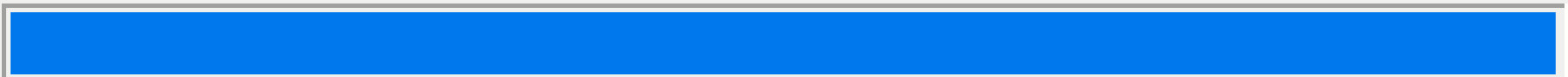
MOVEit Download Wizard



Transfer complete. Integrity verified on all files.

Downloading:

FTP_PREFILE_5828789050-b-aurban-20200304123014_44109977_10921



Estimated time left: Done. (Got 117 of 117 bytes)

Download to: Y:\File Drops\Reports\TPA

Transfer rate: 1.04 KB/sec



Open

Open Folder

Close

