

## 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>

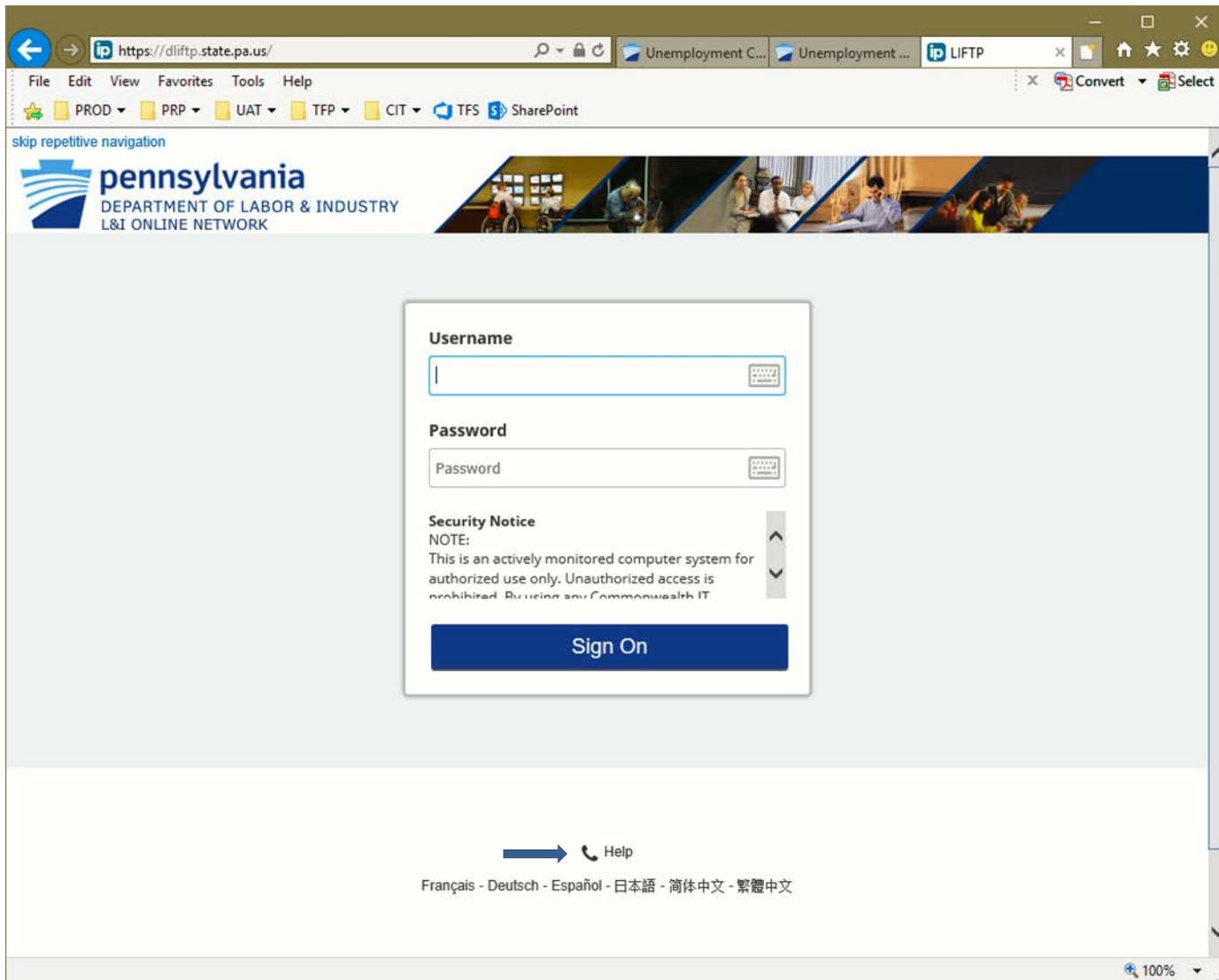
Once you navigate to the site, this is the first screen that you will see.

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 URL <https://dliftp.state.pa.us/>. The browser's address bar and tabs are visible. The page content includes the Pennsylvania Department of Labor & Industry logo and the text "DEPARTMENT OF LABOR & INDUSTRY L&I ONLINE NETWORK". Below the logo is a navigation bar with links for PROD, PRP, UAT, TFP, and CIT, along with TFS and SharePoint icons. The main content area features a login form with the following elements:

- Username**: A text input field with a cursor and a password strength indicator.
- Password**: A text input field with a password strength indicator.
- Security Notice**: A section with a "NOTE:" and the text: "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, highlighted by a blue arrow.

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 browser's status bar at the bottom right shows a zoom level of 100%.



**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://dliftp.state.pa.us/human.aspx?r=508810748&orgid=5576&rd=1>. The page header includes the Pennsylvania Department of Labor & Industry logo and the text "L&I ONLINE NETWORK". A green navigation bar at the top right indicates the user is signed on as "b-aurban" and provides links for "My Account", "Sign Out", and "Help".

The main content area features 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 warning 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'".

Further down, a notice reads: "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." This is followed by an update notice: "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 page lists several changes to be implemented on January 1, 2020, including the acceptance of ICESA files for both tax and wage reporting, the discontinuation of TAB and SSA file formats, and the requirement for FEIN and contact information in CSV files.

The interface shows a "Home Folder" and a "New Files (0)" section. Under "Upload Files...", the user's quota is shown as "0 KB of 500 MB used. (0%)". A folder selection dropdown is set to "/ Distribution / LIRepository / PrdStor / UCMS". At the bottom of the page, a blue button labeled "Launch the Upload Wizard..." is highlighted with a blue arrow pointing to it from the left.

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. 

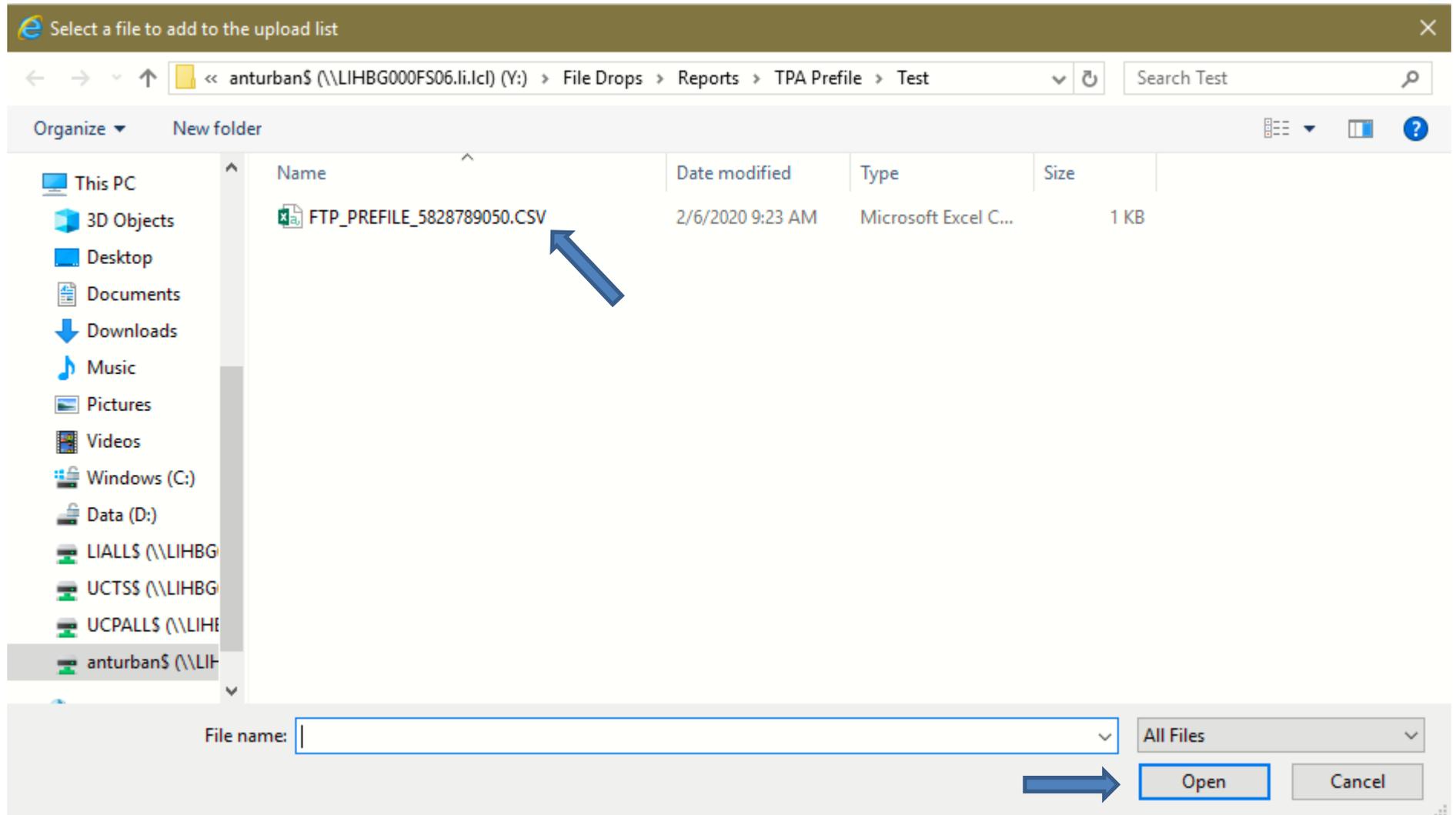
Add File Remove

Add Folder

Filename	Size	Modified
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 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 Remove

Add Folder

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 / ...

**> MOVEit Wizard**

Choose Upload Options

- Upload files individually
- Upload all files as one .zip

Notes:

- Prompt for "Upload As" names and notes
- Close Wizard when done





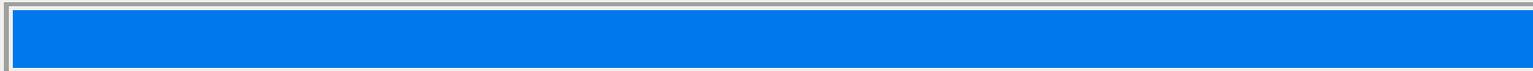
**Step 5.** The upload Wizard will transfer the file and verify the transfer. Click the OK button.

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



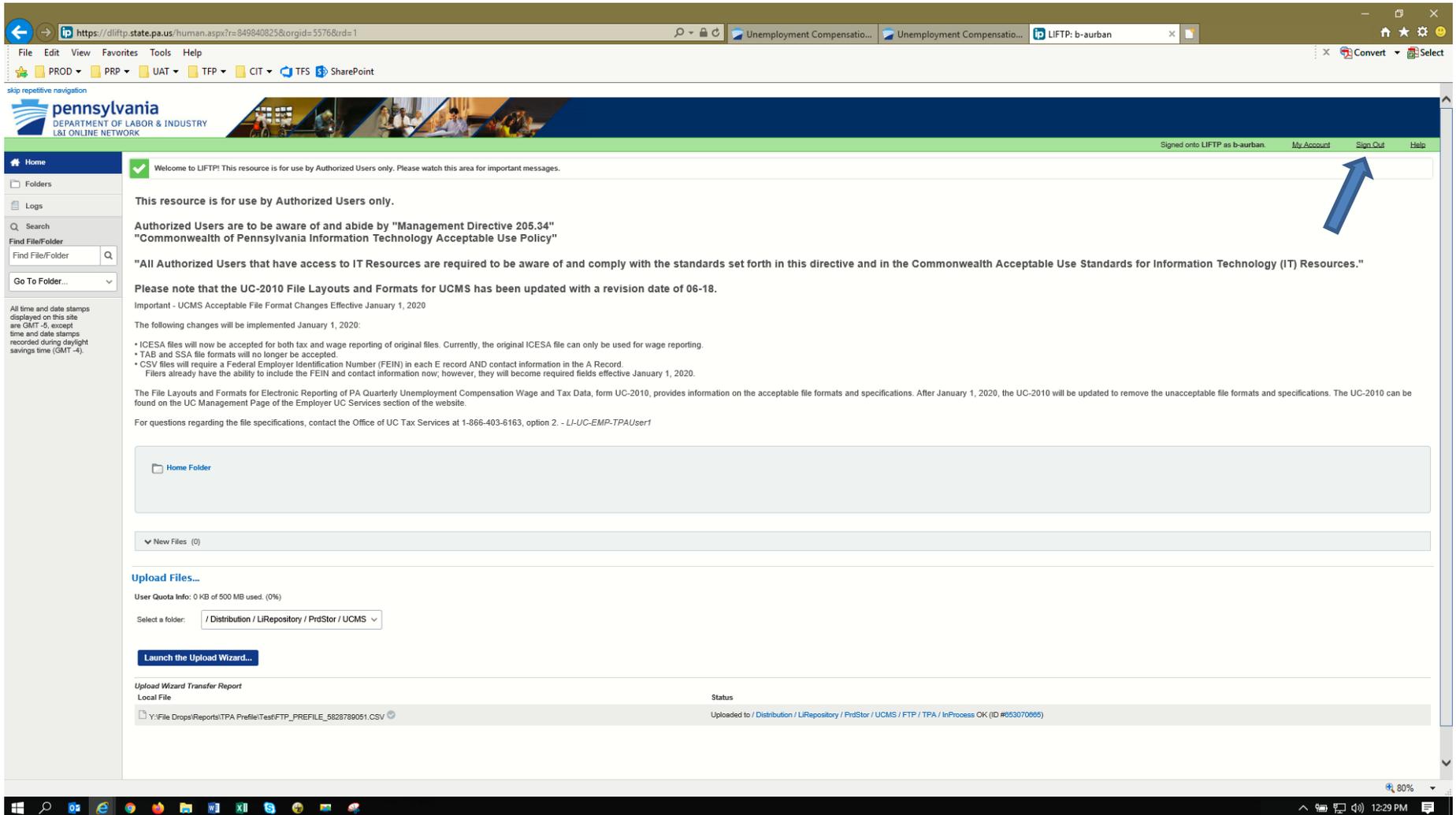
Transfer complete. Integrity verified on all files.

Transferred 1 file in 0 seconds (0.38 KB/sec).  
Press OK to close this window and view the Transfer Report.



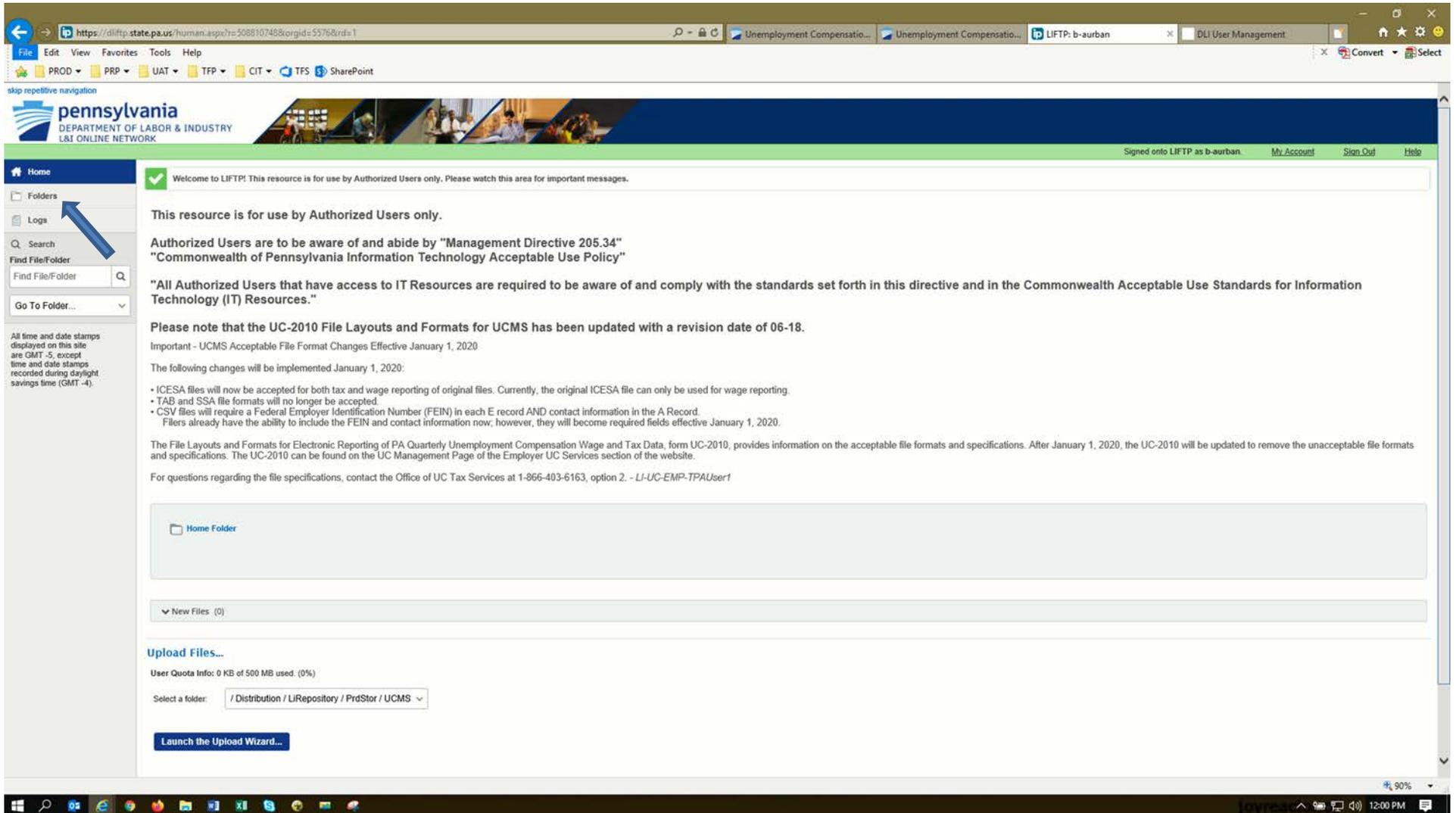
OK

**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.



# INSTRUCTIONS FOR RETREIVING FILES VIA FTP

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



The screenshot shows a web browser window displaying the LIFT FTP interface. The address bar shows the URL: <https://liftftp.state.pa.us/human.aspx?rs=508810740&orgid=5576&rd=1>. The browser tabs include "Unemployment Compensation...", "Unemployment Compensation...", "LIFT: b-aurban", and "DU User Management".

The page header features the Pennsylvania Department of Labor & Industry logo and the text "L&I ONLINE NETWORK". The user is signed in as "LIFT: b-aurban".

The left sidebar contains a navigation menu with the following items:

- Home
- Folders (highlighted with a blue arrow)
- Logs
- Search
- Find File/Folder
- Find File/Folder (input field)
- Go To Folder... (dropdown)

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'".

A further notice reads: "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." Below this, a note states: "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. Filers 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. - LI-UC-EMP-TPAUser1

The interface shows a "Home Folder" and "New Files (0)". Below this is an "Upload Files..." section with a "User Quota Info: 0 KB of 500 MB used (0%)" and a "Select a folder:" dropdown menu showing the path "/ Distribution / LJRepository / PrdStor / UCMS". A "Launch the Upload Wizard..." button is also present.

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

The screenshot shows a web browser window displaying a SharePoint site. The browser's address bar shows the URL: <https://lifftp.state.pa.us/human.aspx?r=1106071003&Arg12=folders>. The page header includes the Pennsylvania Department of Labor & Industry logo and the text "L&I ONLINE NETWORK". The user is signed in as "b-aurban".

The main content area is titled "Folders" and contains a table with the following data:

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

A blue arrow points to the "Home" folder in the table. On the left side of the page, there is a navigation pane with "Home", "Folders", and "Logs" options. Below the navigation pane, there is a search box and a "Go To Folder..." dropdown menu. At the bottom of the page, the Windows taskbar is visible, showing the time as 12:32 PM.

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

The screenshot shows a web browser window displaying a file management interface. The browser's address bar shows the URL: <https://dliftp.state.pa.us/human.aspx?r=28092173&arg06=554086776&arg12=filelist>. The browser tabs include 'Unemployment Compensatio...', 'Unemployment Compensatio...', and 'LIFTP: b-aurban'. The page header features the Pennsylvania Department of Labor & Industry logo and the text 'DEPARTMENT OF LABOR & INDUSTRY L&I ONLINE NETWORK'. The user is signed in as 'b-aurban'. The main content area is titled 'Folders' and shows a list of folders under the 'Home' directory. The list includes a 'Parent Folder' and a folder named 'b-aurban' with a File ID of 474495559 and a creation date of 4/23/2018 12:29:55 PM. A blue arrow points to the 'b-aurban' folder. The Windows taskbar at the bottom shows the time as 12:33 PM.

Name	File ID	Created	Actions
Parent Folder			
b-aurban	474495559	4/23/2018 12:29:55 PM	

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

The screenshot shows a web browser window with the URL <https://dliftp.state.pa.us/human.aspx?r=1605092421>. The page header includes the Pennsylvania Department of Labor & Industry logo and the text "LIFT: b-aurban". The user is signed on as "b-aurban".

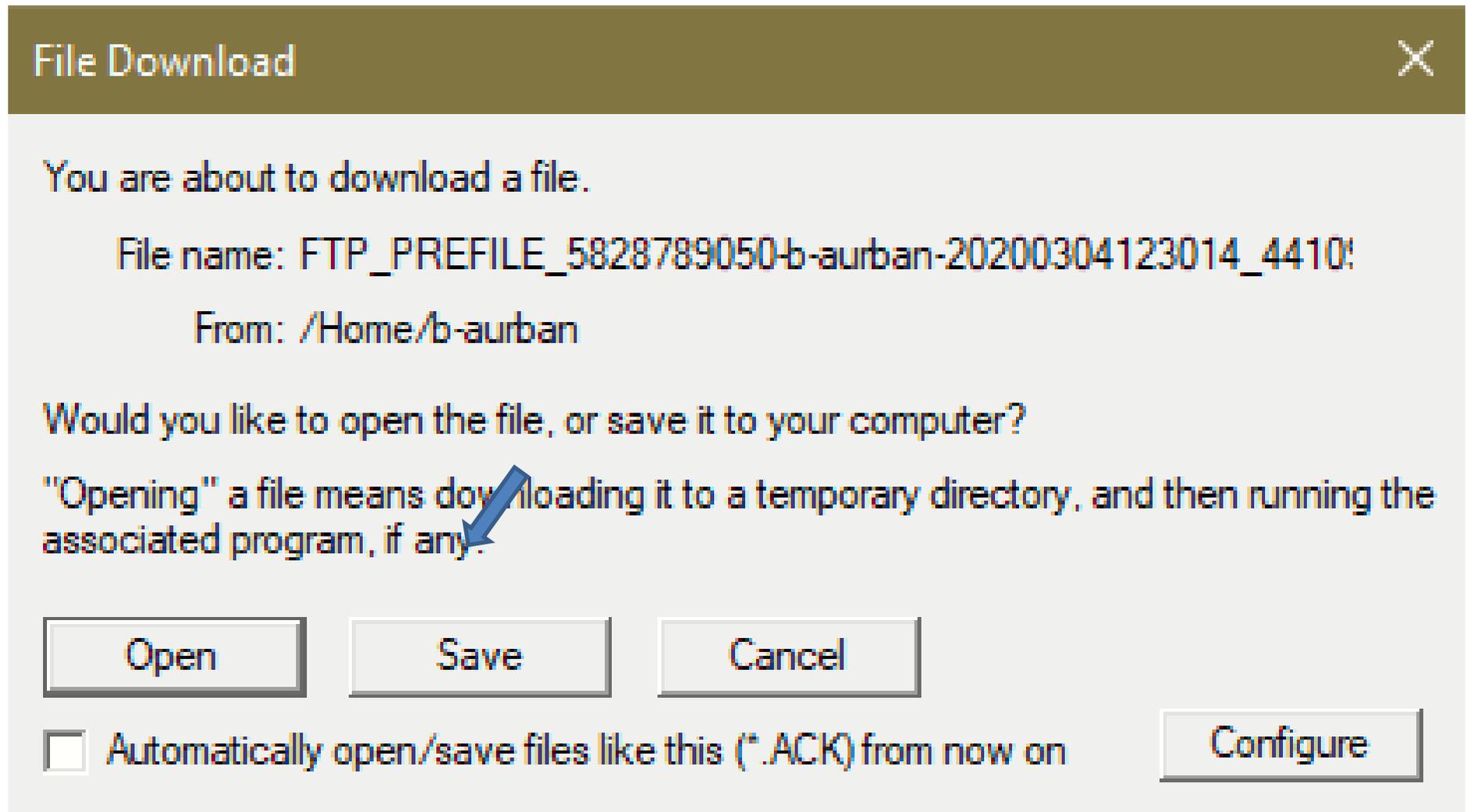
The main content area displays a "Folders" view for the "b-aurban" folder. A message at the top indicates "Deleted file OK." Below this, there is a "Go To Folder..." dropdown menu. A table lists the files in the folder:

<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"/>

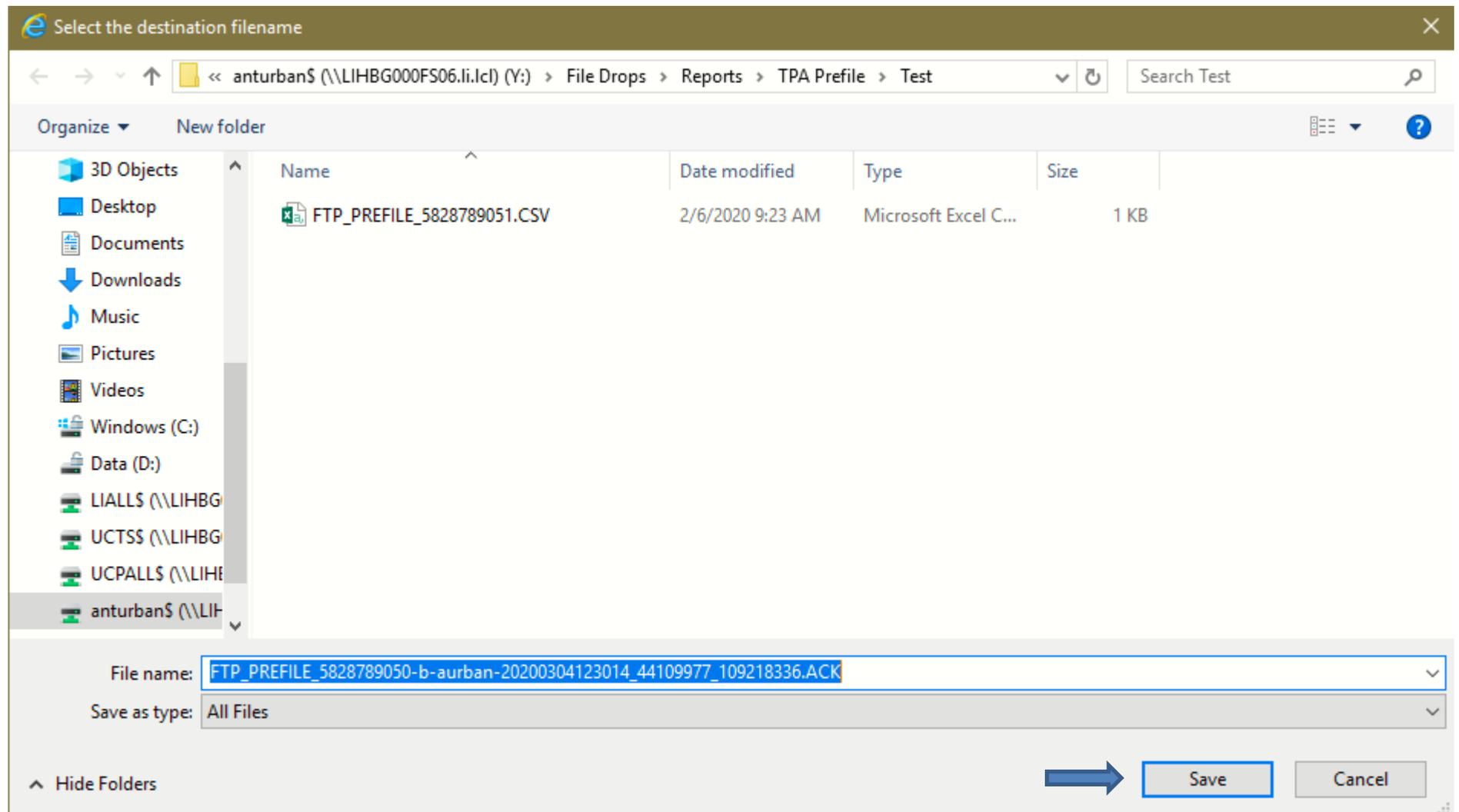
Below the table, the "Selected File/Folder Actions:" section contains "Delete" and "Download" buttons. A blue arrow points to the "Download" button in the actions column of the file list.

At the bottom of the screen, the Windows taskbar is visible, showing the time as 12:52 PM and the system tray icons.

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