

Kentucky
Energy and Environment Cabinet
Department for Natural Resources



From: Steve Hohmann, Commissioner

Date: April 11, 2012

Subject: New FTP Site for Electronic Submittals

Reclamation Advisory Memorandum

RAM # 153

Effective Date: May 12, 2012

The FTP site currently utilized by the Division of Mine Permits and Division of Mine Reclamation and Enforcement for electronic submittals will be changed. This change is being required by the Commonwealth Office of Technology (COT) which maintains the FTP services for the state.

Please note that the free version of FTP Commander which was previously recommended will not work effectively with the new site due to the necessity to configure a default directory for each upload site. You can either switch to the COT recommended software, FileZilla or upgrade the FTP Commander to the Pro version.

The attached instructions provide detailed information.

The new site is currently available in test mode through May 11. No official submittals will be accepted until May 12, 2012. At the close of business May 11, all test data will be deleted and anything from that point forward will be processed as an official submittal. The user account used on the old FTP site will be locked so that no submittals will be allowed.

If you have any questions or comments about this RAM, or need further information concerning the FTP site, please contact Jim Adamson of the Division of Mine Permits, # 2 Hudson Hollow, Frankfort, KY 40601 or call (502) 564-2320.

RAM # 153 Attachment

INTRODUCTION

The Department for Natural Resources has established a new FTP site which replaces the one we are currently using. This document will describe how to establish the new interface.

SOFTWARE REQUIREMENTS

The free version of FTP Commander we previously recommended does not work effectively with the new FTP site due to the requirement of setting a default directory. The Commonwealth Office of Technology recommended Filezilla which can be down loaded from: <http://filezilla-project.org/download.php> . If you want to continue to use FTP Commander you will need to purchase an upgrade to at least the Pro version. See the section on how to upload on page 4 for configuration settings for the new FTP site.

HOW TO UPLOAD FILE(S)

The following gives a step by step instructions of how to upload information to the FTP site. It's assumed you have already created a folder, with the submittal files, to be uploaded. These instructions show it from the Filezilla perspective, but the process will be similar for any FTP software package.

The first time you use Filezilla you will want to create a new Site.

- A. Open the Filezilla Client.
- B. On the File menu select "Site manager"
- C. Select the "New Site" button.
- D. Rename your site to whatever name you prefer
- E. You will need to do this first part for each office you plan on uploading to.

FTP Server: FTP.COT.KY.GOV

FTP Port: 21

Username: See below for usernames

Password: All usernames will have the same password of **UJM<ki87^YHN**

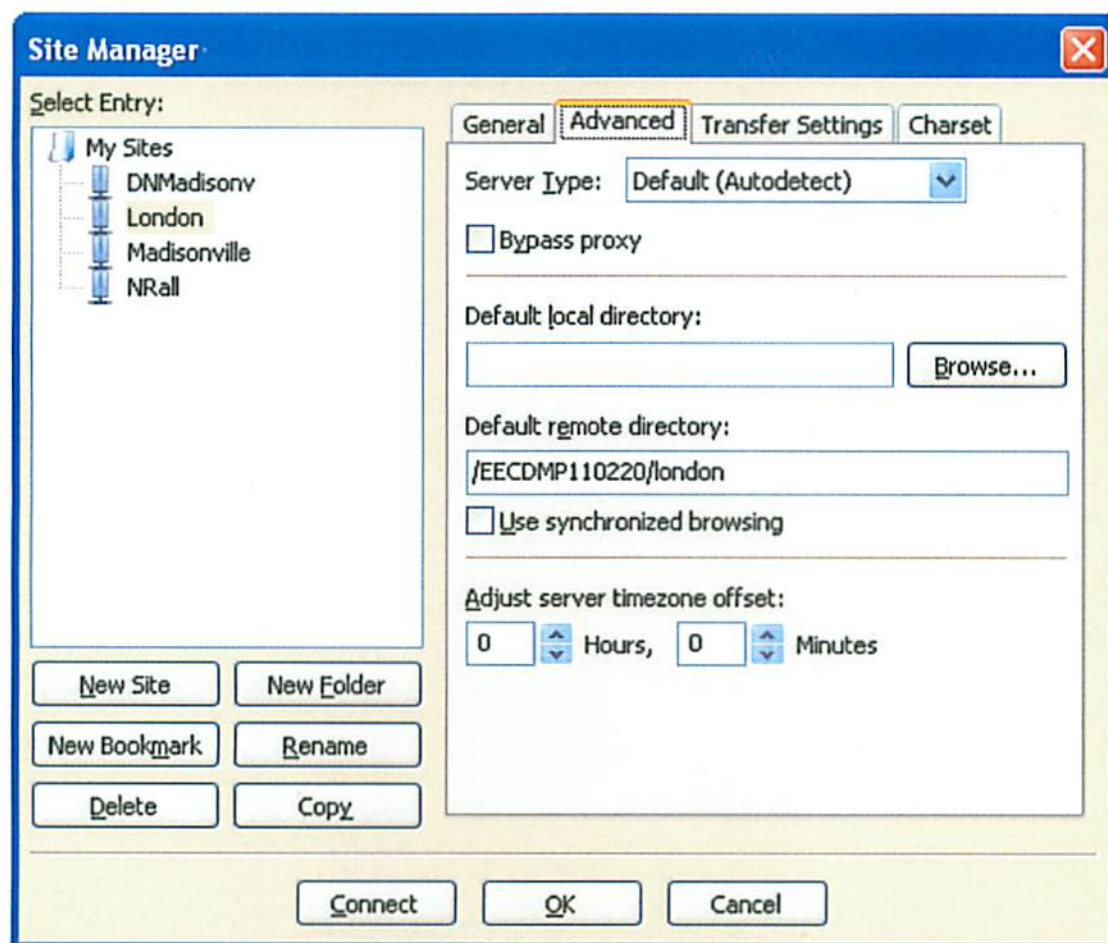
There is a username and default directory for each office you will be uploading to. The username and password are case sensitive. Below is the list of usernames and what they mean:

User Name	Default Folder	
Madisonv	/EECDMP110220/madisonv	Upload files to the Madisonville field office
Frankfort	/EECDMP110220/frankfort	Upload files to the Frankfort DMRE office
London	/EECDMP110220/london	Upload files to the London field office
Middlesb	/EECDMP110220/middlesboro	Upload files to the Middlesboro field office
NRupload	/EECDMP110220/nrupload	Upload files to the Frankfort DMP office
Pikeville	/EECDMP110220/pikeville	Upload files to the Pikeville field office
Prestonsb	/EECDMP110220/prestonb	Upload files to the Prestonsburg field office

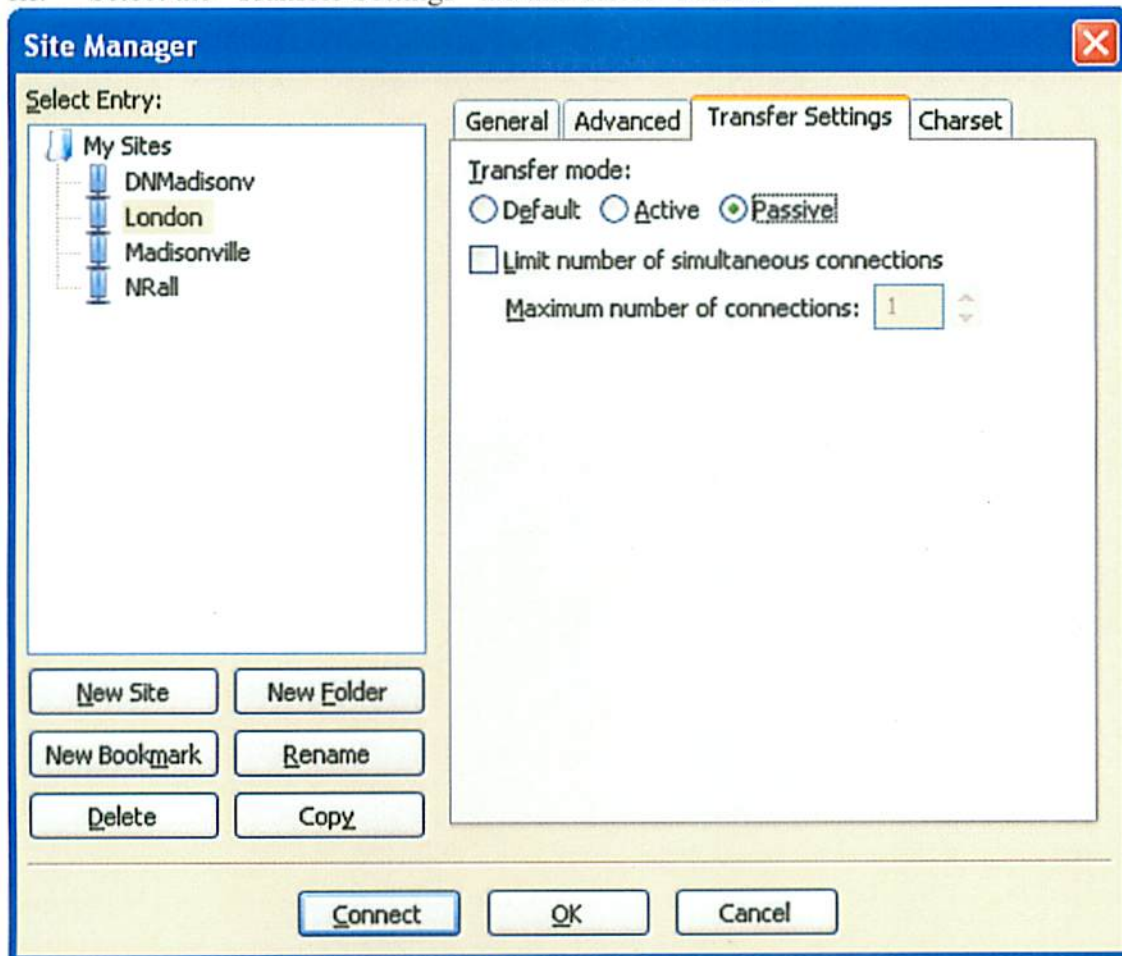
II. Select the "General" Tab and complete the session connection information as follows:

The screenshot shows the 'Site Manager' dialog box with the 'General' tab selected. The 'Select Entry:' pane on the left shows a tree view with 'My Sites' containing 'DNMadisonv', 'London', 'Madisonville', and 'NRall'. Below this are buttons for 'New Site', 'New Folder', 'New Bookmark', 'Rename', 'Delete', and 'Copy'. The main configuration area on the right includes fields for 'Host' (ftp.cot.ky.gov), 'Port' (empty), 'Protocol' (FTP - File Transfer Protocol), 'Encryption' (Use plain FTP), 'Logon Type' (Normal), 'User' (London), 'Password' (masked with dots), 'Account' (empty), and a 'Comments' text area. At the bottom are 'Connect', 'OK', and 'Cancel' buttons.

III. Open the “Advanced” tab and change the default directory to the proper default directory for the user name as referenced earlier:

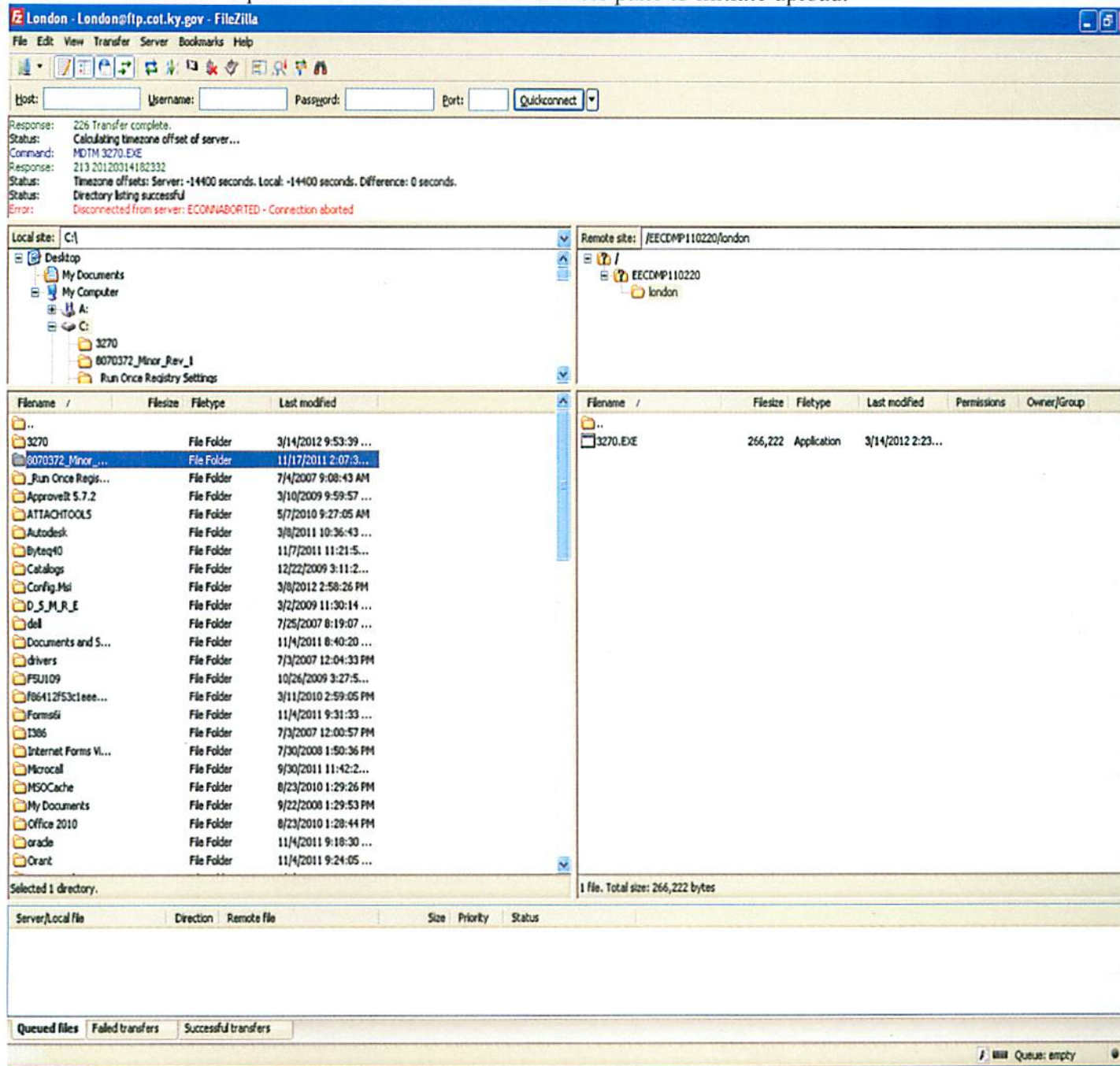


III. Select the "Transfer Settings" tab and select "Passive"

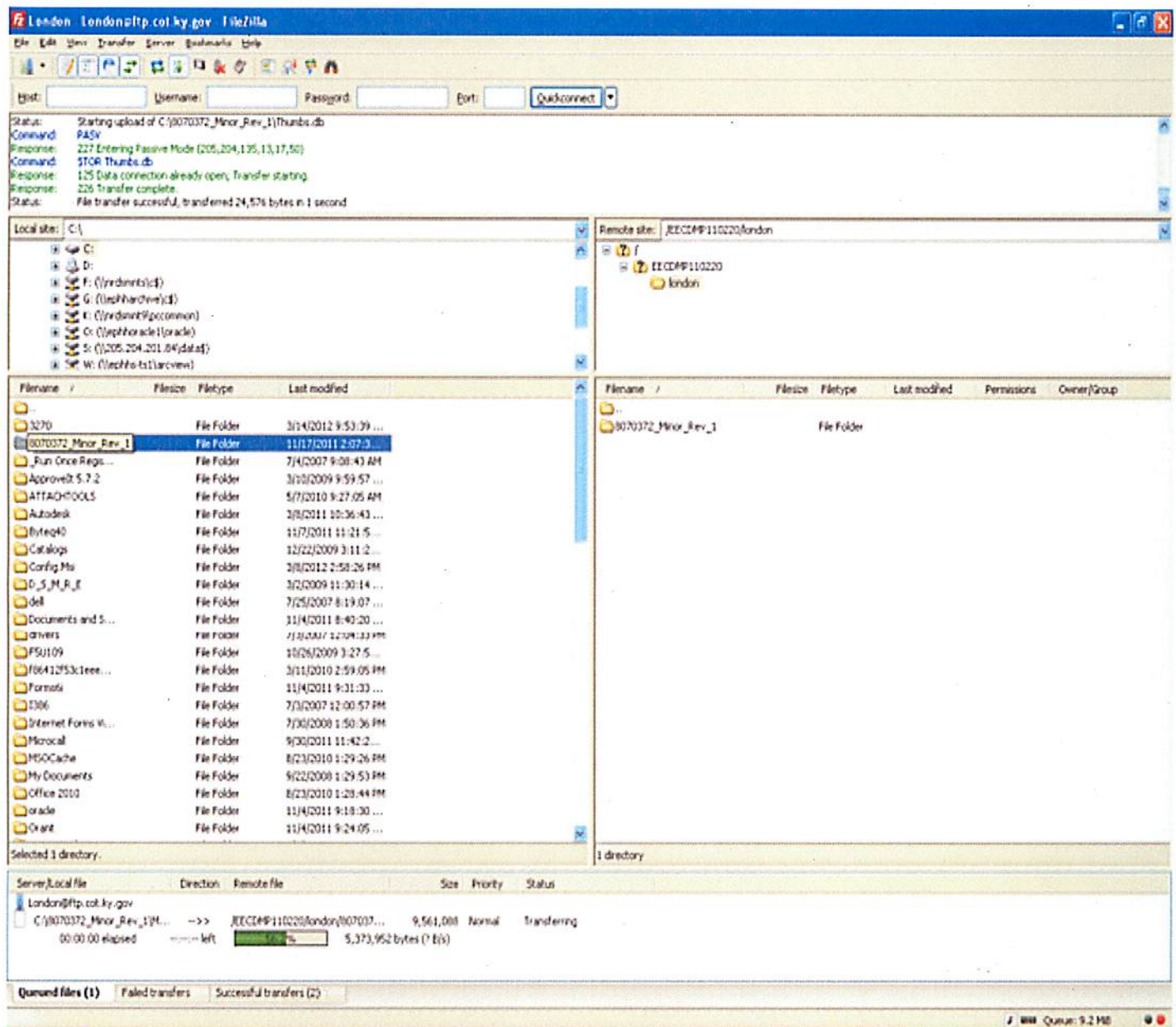


UPLOAD EXAMPLE

1. Find the folder to upload. In FTP Commander, the upper left window shows the folder location. If the folder to upload is on the server, you need to change your folder location. In this example, note the folders are on the C: drive. In the lower left, the folders/files are listed for the folder selected on the upper left window. Once you locate the folder to upload, click on it. In this example, the folder labeled 8640209_MI_02 will be uploaded. Right mouse click on the file and select "Upload" to move file to FTP Servers pane to initiate upload.



2. During the upload, a window similar to the one below will appear to show that the upload is progressing. When the upload is complete, this window will go away and several messages will appear at the top of your screen. You can ignore the messages. We have setup the FTP site so that only DNR personnel can view uploads. This allows use of a single username and password.



3. The upload is complete. You should receive a notification that the upload was successful when it is processed.