

Kentucky
Energy and Environment Cabinet
Department for Natural Resources



From: Allen Luttrell, Commissioner

Date: October 18, 2016

Subject: New FTP Site for Electronic Submittals

Reclamation Advisory Memorandum

RAM # 163

This RAM supersedes RAM # 153

Effective Date: December 1, 2016

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 versions of FTP Commander and Filezilla which were previously recommended will not work with the new site. All users will need to switch to the COT FTP site called MoveIT.

The attached instructions provide detailed information.

The new site is currently available in test mode through November 30th. No official submittals will be accepted until December 1, 2016. At the close of business November 30th, all test data will be deleted and anything from that point forward will be processed as an official submittal. The FTP address and accounts associated with the old FTP submittal process 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 Neal of the Division of Mine Permits, 300 Sower Blvd, Frankfort, KY 40601 or call (502) 782-6424.

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HOW TO UPLOAD FILE(S)

The following gives step by step instructions on how to upload information to the new FTP site. It's assumed you have already created a folder, with the submittal files, to be uploaded.

FTP Server: FTP.KY.GOV
FTP Port: 21
Username: See below for usernames
Password: All usernames will have the same password of **DNRmr3ftp!**

There is a username for various types of uploads. The username and password are case sensitive. Below is the list of usernames and what they mean:

<u>User Name</u>	<u>Default Folder</u>
Madisonv	Upload files to the Madisonville field office
Frankfort	Upload files to the Frankfort DMRE office
London	Upload files to the London field office
Middlesb	Upload files to the Middlesboro field office
NRupload	Upload files to the Frankfort DMP office
Pikeville	Upload files to the Pikeville field office
Prestonb	Upload files to the Prestonsburg field office

Navigate to the MoveIT site by entering the url <ftp.ky.gov> into your browser

Enter the username that corresponds to the site you wish to submit your files and enter the password **DNRmr3ftp!** Click the button, "Sign On" to log into MoveIt.

You will be prompted to install the upload/download Wizard:

Welcome to the Commonwealth of Kentucky FTP server. By accessing this site and its services, you have agreed to the Commonwealth policy.

Install the Upload/Download Wizard

It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-reputation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The ActiveX version of the Upload/Download Wizard requires Internet Explorer.

Install the Upload/Download Wizard (ActiveX)

If you prefer, you may choose to install the [Java version](#) of the Upload/Download Wizard instead. Only one version is needed.

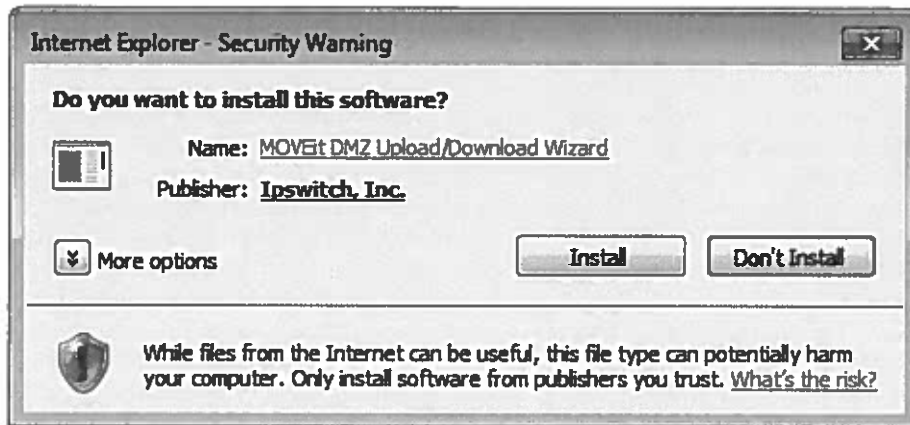
~ OR ~

Disable the Wizard

Disable the Wizard (for this session only)

If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page.

When prompted to install click on the "Install" button.



Once the wizard installs successfully you will be prompted with the button, "Launch the Upload Wizard." Click on the button to open the wizard.

Browse Files and Folders

To search for a particular file, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

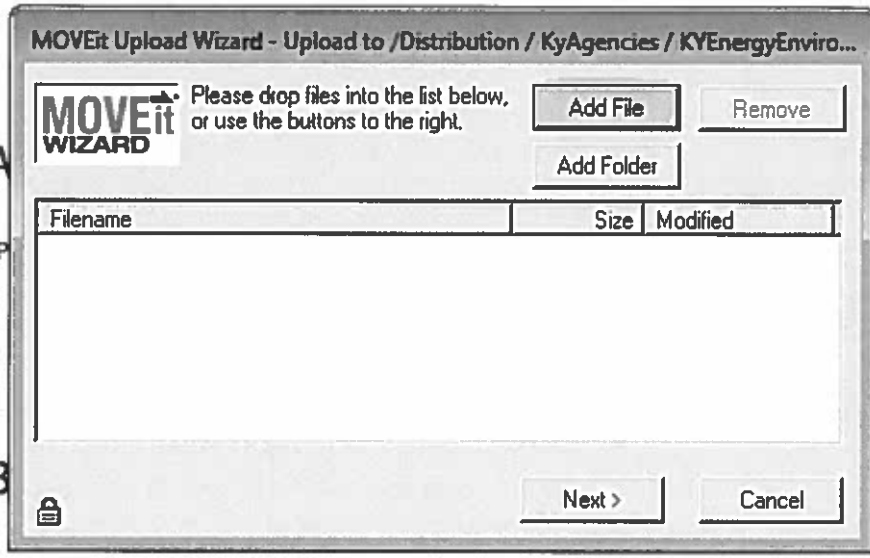
[Go To Your Home Folder](#) - [Browse Other Folders](#)

Upload Files...

User Quota Info: 8.9 MB of 50000 MB used. (0%)

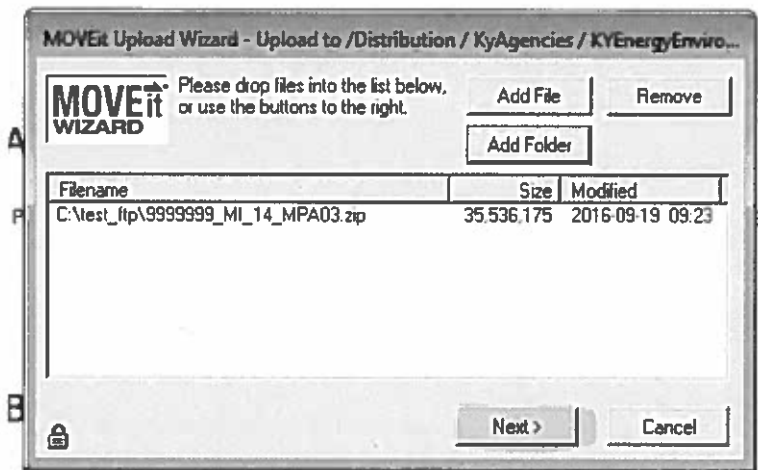
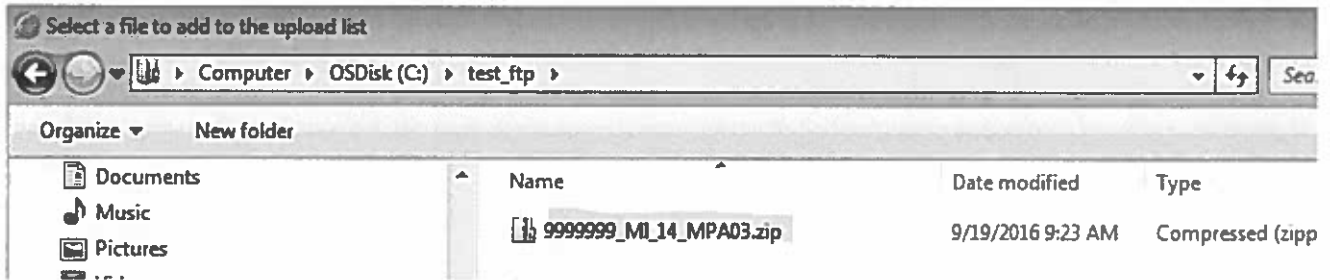
Select a folder:

Since we have already zipped the folder the zipped folder is considered a file. Therefore, please click "Add File." If you attempt to create a folder and then add the files to this folder at this step the contents of the folder will upload individually and not in the folder.

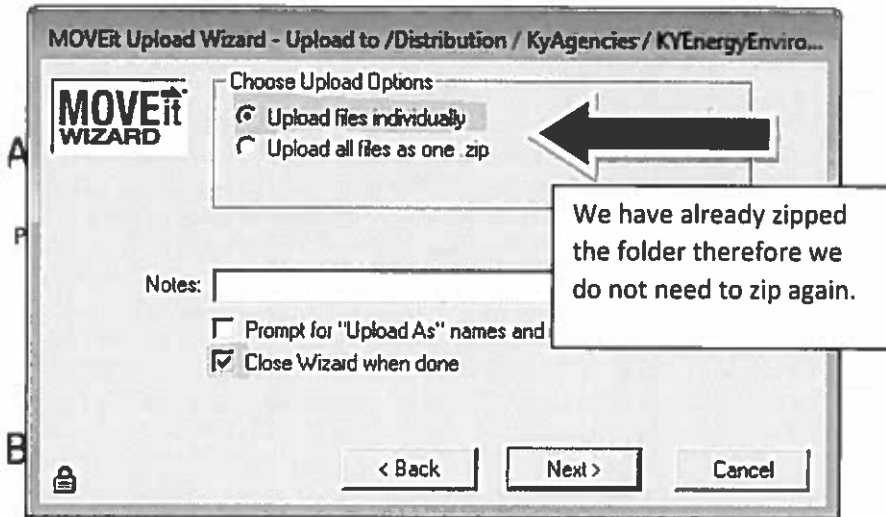


To search for a particular file, enter the file name or file ID in the Find File box

Navigate to the location in which you saved the zipped file:

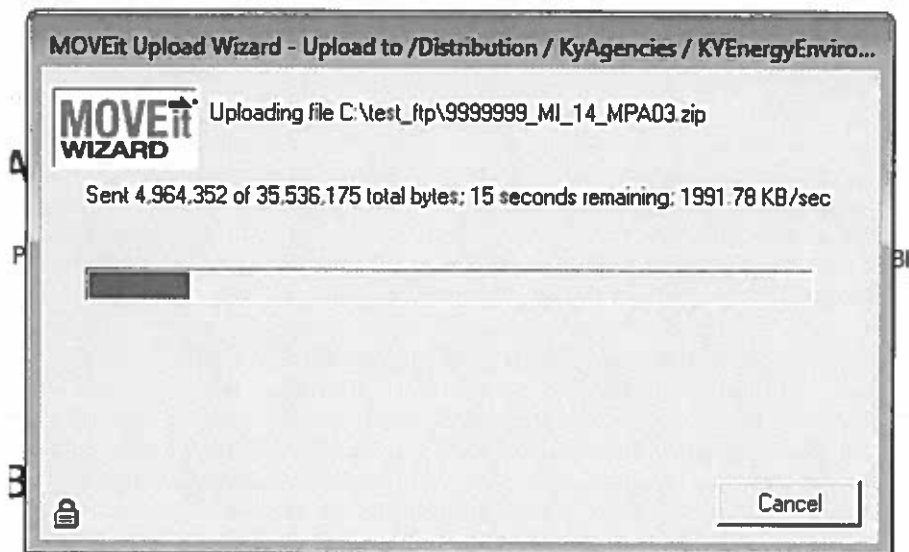


Click on the radio button, "Upload files individually" and "click the check box "Close Wizard when done." Click Next to start the upload



To search for a particular file, enter the file name or file ID in the Find File box or

The upload will start and finish. Once complete you can sign off using the "Sign off" button on the top right of the screen.



To search for a particular file, enter the file name or file ID in the Find File box