

QuickNotes for using Tumbleweed, ISO's FTP system.

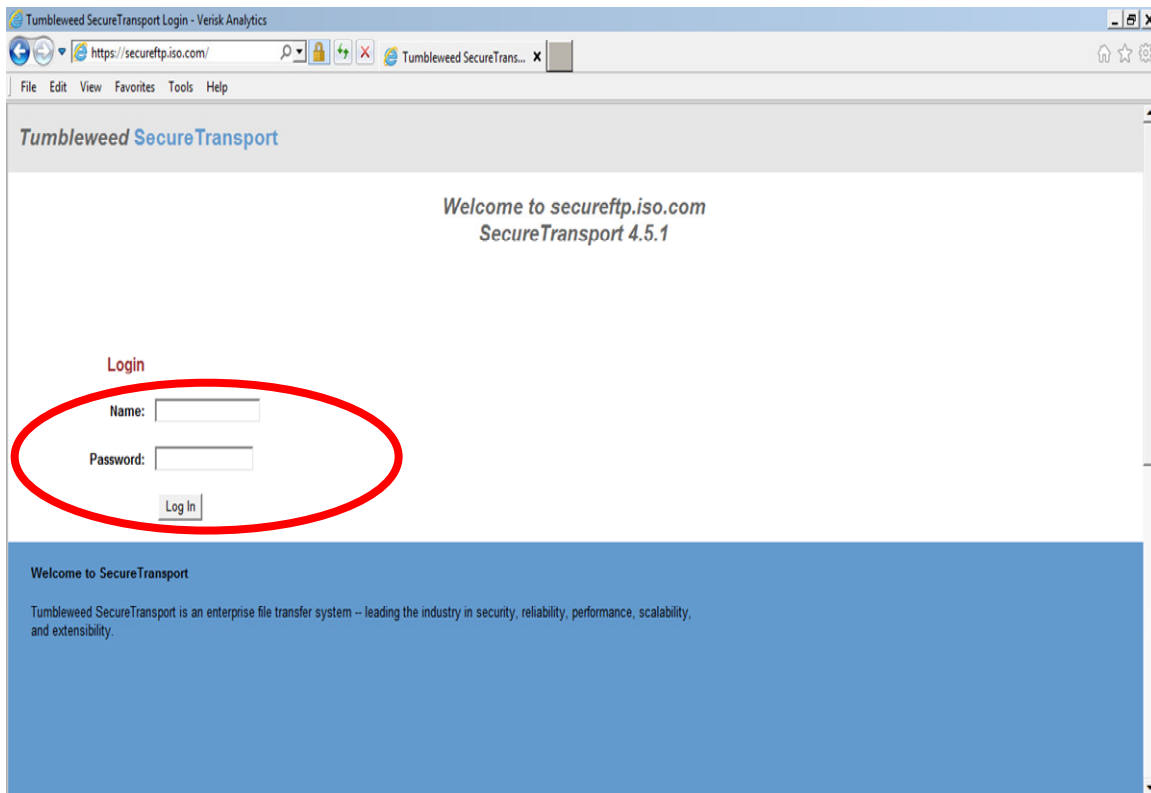
These notes provide a quick guide to using ISO's file transfer protocol (FTP) system. Our hope is that you will find this system easy to use, and convenient for sending us your company's Statutory Accounting Statements electronically.


Using Internet Explorer or Firefox and **NOT** Chrome, please enter the following web address:

<https://secureftp.verisk.com/>.

(Please note that it's https, not http, in the beginning of the address.)

The first page you will see is this (please note that the images below show an obsolete URL, please use the URL above):



Please enter your login name and password in the fields provided, then click the  button.

Please note that the username and password are case-sensitive.

If you have trouble logging in or if you have difficulties using the system, please contact Glen Lundberg at:

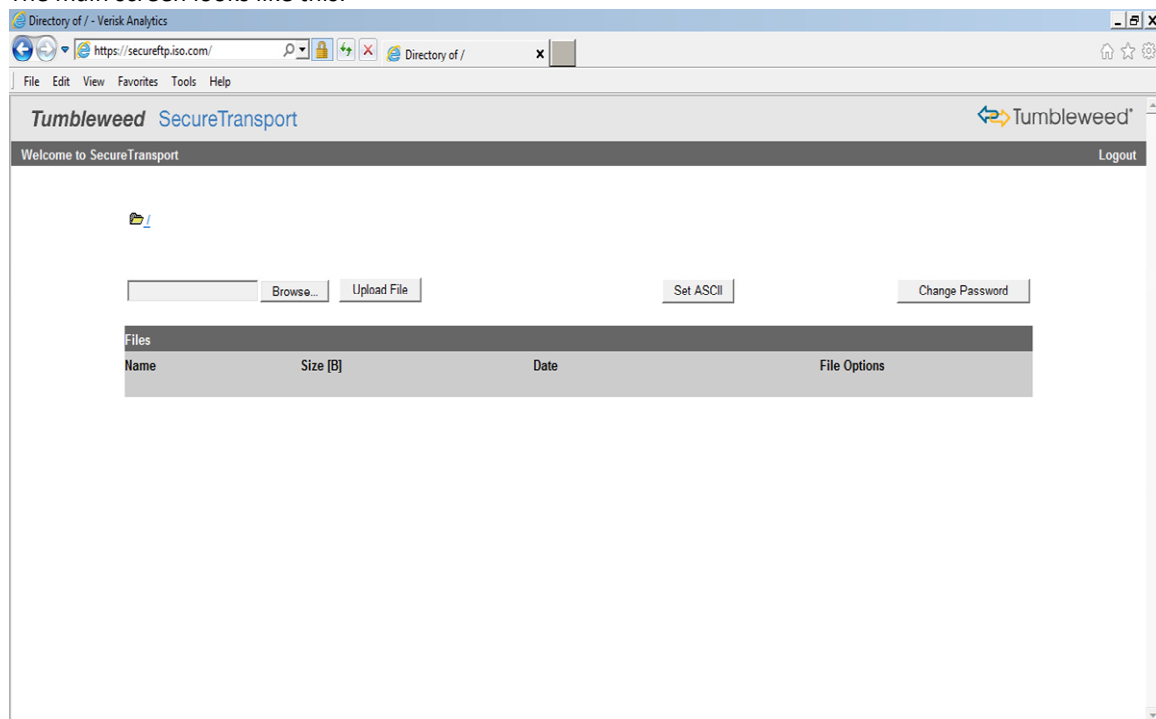
E-mail: Glen.Lundberg@verisk.com

Tel: 201.469.2856

As soon as you log in, you will be taken to the main screen. From here, you can select files from your computer and send them to ISO's system. You can only send one file at a time, but you can send as many files as you like in a single FTP session. You can also package or zip multiple files into one file, and send this in to us.

Please note that when uploading files to the FTP system file names should not contain blank spaces or any special characters (!@#\$%^&*();?/\"). Your file will not be processed successfully if the filename has blanks or special characters. The underscore (_) is permitted. Note that the names of statutory statement files as submitted to NAIC satisfy all the requirements for FTP, so these files can be uploaded without changes to the names. When in doubt, you can always either rename your file, using only letters, digits, and underscores or package your files into a Zip file with a permitted name. After you send each file, ISO's FTP system will generate a receipt file that you will be able to download for your records. A more detailed description of how to send us files, as well as some of the system's features, is provided below. We've also provided some screenshots for added illustration.

The main screen looks like this:



A few notes about the main screen. You should see four buttons,

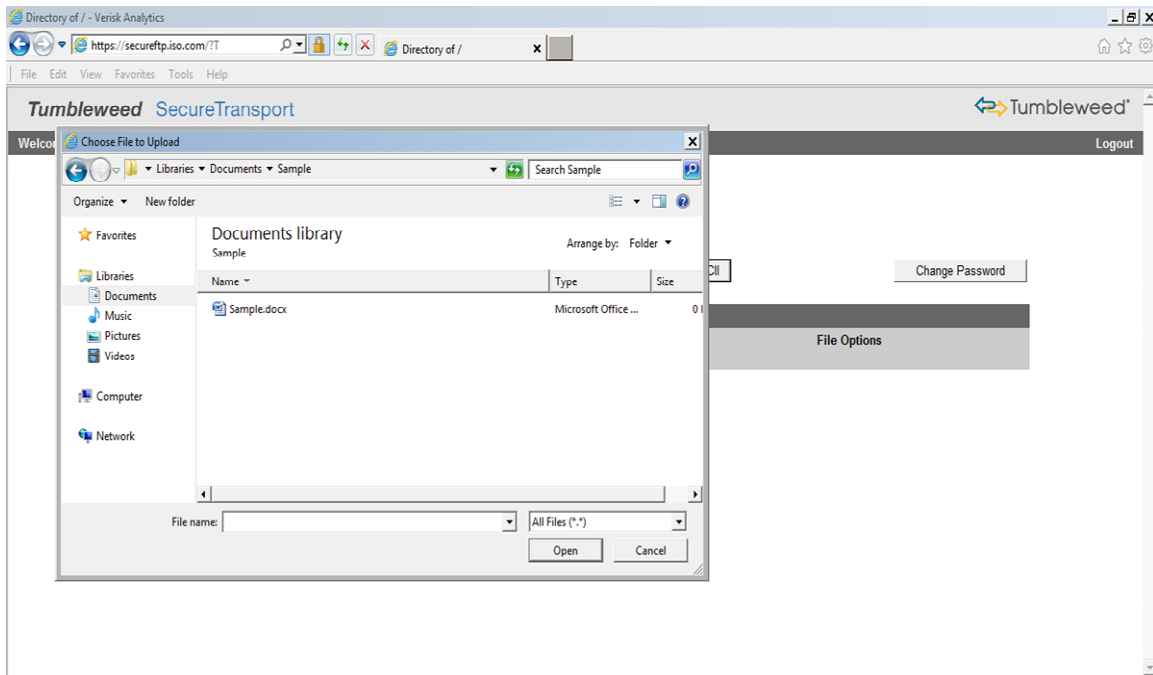
, , , and .

The and buttons are the ones you use to send us the files.

Please make sure that the button is visible.

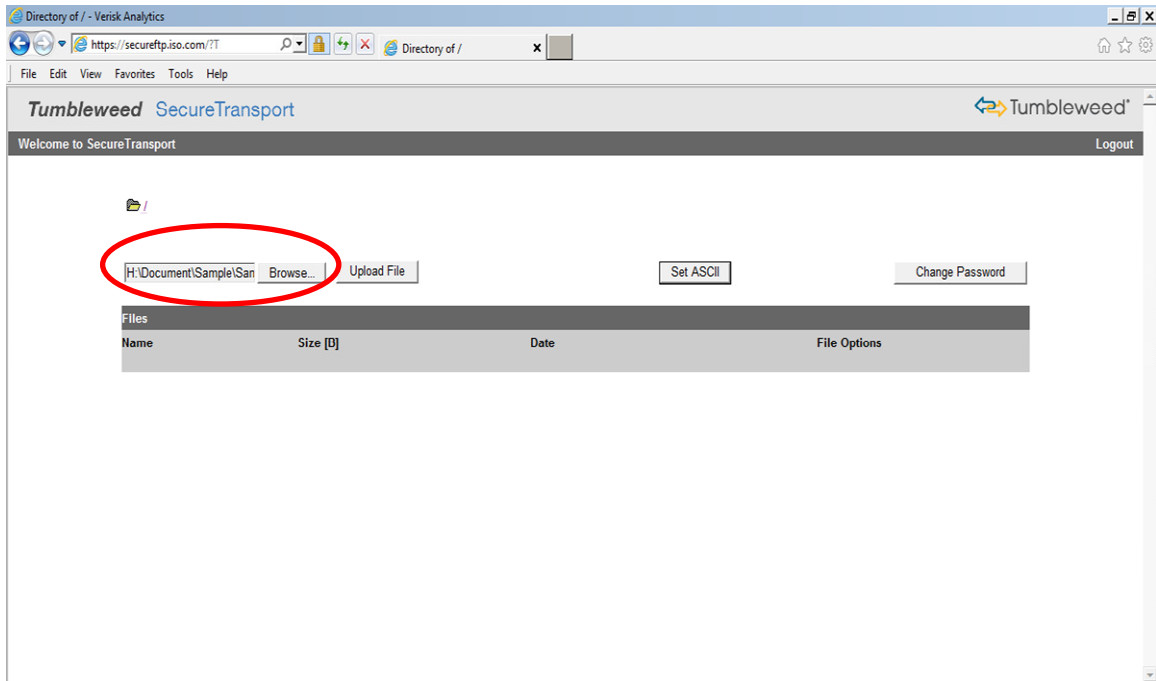
The **Set ASCII** button changes one of the technical settings. If you accidentally click it, the screen will refresh and you will see the following button in its place: **Set Binary**. Click the **Set Binary** button to change it back, so that the **Set ASCII** button shows again.

Click the **Browse...** button, and you'll be able to find and select the file you would like to send to ISO. When you click **Browse...**, you'll see a screen that looks like this:



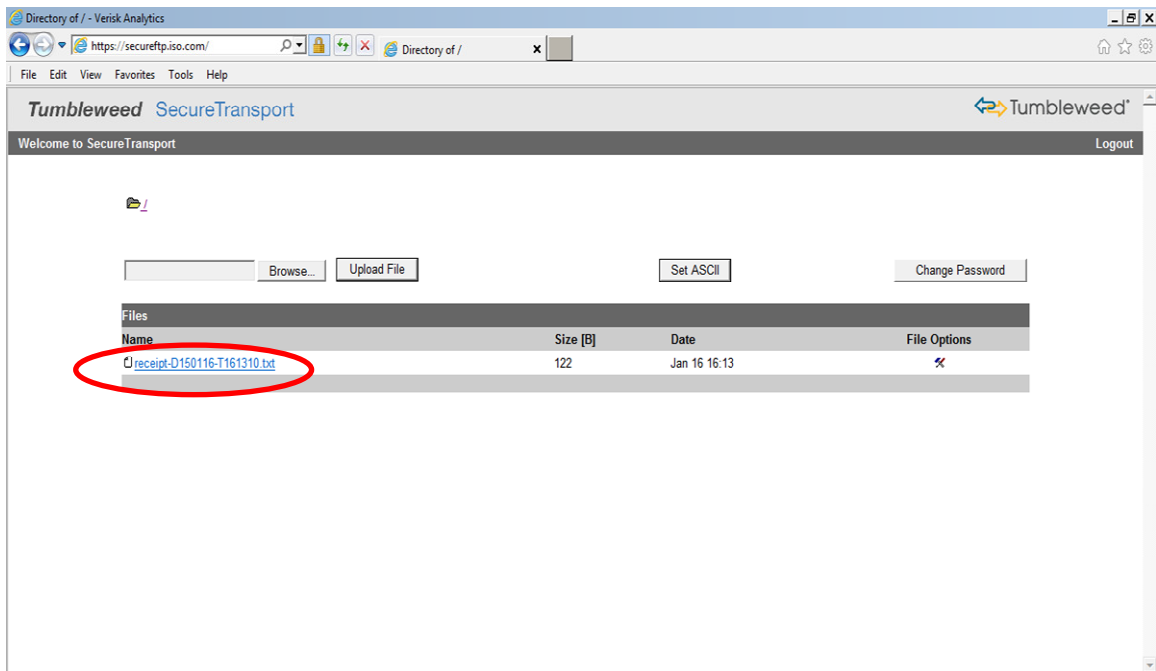
Navigate through your folders until you see the file you would like to send. Double-click on the filename, or highlight it and press the **Open** button. Again, you can send as many files as you like, just one at a time.

The filename of the file to be sent will show up in the field to the left of the **Browse...** button:

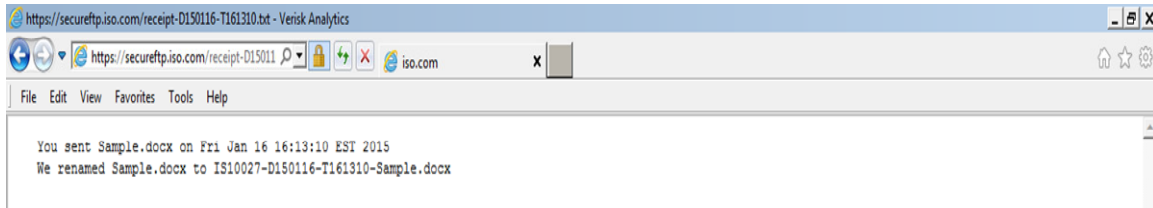


Then click the **Upload File** button, and your file will be sent to ISO.

You will see a new receipt file, indicating that we received your file.





If you click on the receipt file, you'll see the following confirmation:



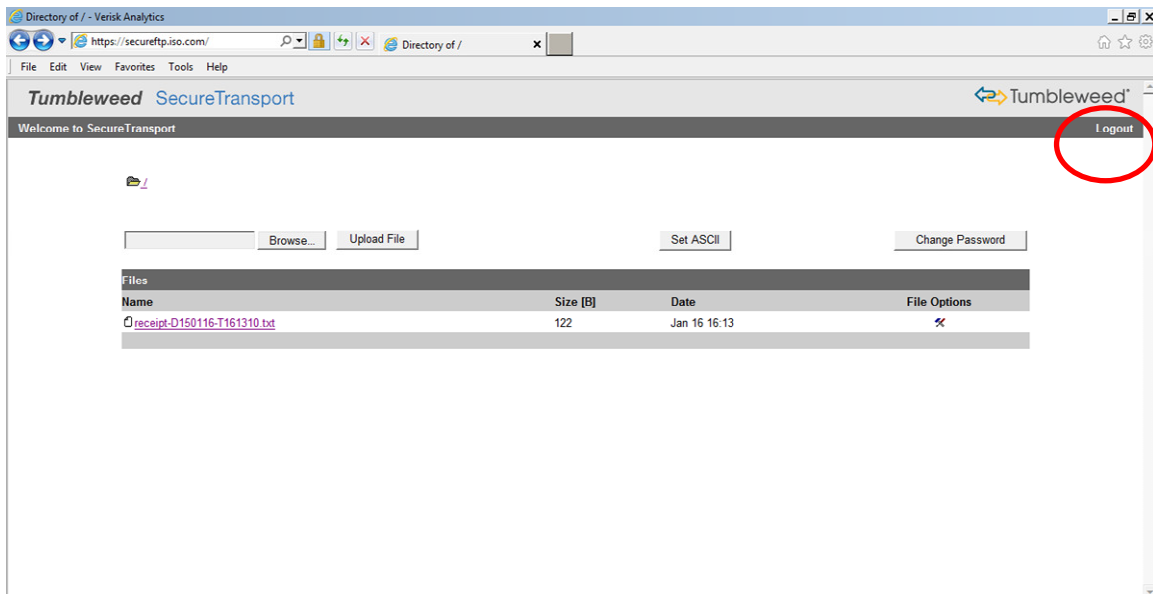
From here, you can click File, then Save As to save a copy of this as a text file for your records. You can then later view it in Notepad at your convenience. You can also right-click the filename of the receipt file from the main screen, and save it to your system that way.

As a side note, please avoid clicking on the tools icon under the File Options:

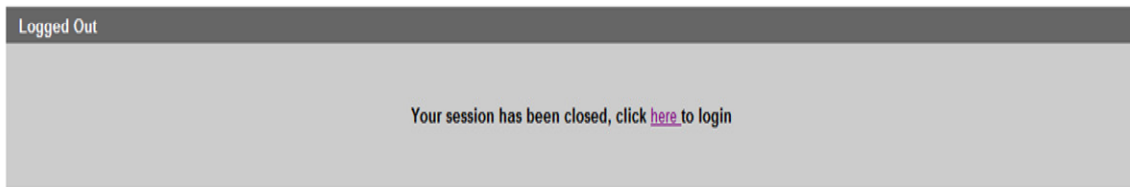
Files			
Name	Size [B]	Date	File Options
receipt-D150116-T161310.txt	122	Jan 16 16:13	

This links to some technical information about the file, but is not needed for sending and receiving the files. If you click on it by accident, no harm done; just click , and you will be taken back to the main screen.

To exit the FTP server, click "Logout" from the main screen:



You'll see the following logout confirmation:



That's it.