

**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF EMPLOYMENT SECURITY
POST OFFICE BOX 26504
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INSTRUCTIONS FOR USING FTP SERVICES

The Department of Employment Security (DES) has established a server for the purpose of exchanging data with Employers and their agents using the File Transfer Protocol (FTP) method. These instructions will assist the user with general issues related to the FTP process. Additional instructions with specific details are provided for each service. These instructions assume *some* familiarity with the FTP process, and are written for command-line processing. Users who are familiar with graphical tools may use those to make the process easier.

In order to use our FTP services, the user *MUST* have an account established on our FTP server. Only the employer/agent will have access to the data in the area reserved for their account. In the following, items shown in **this bold typeface** are items you enter and responses from the FTP server are in *this typeface*.

Starting The FTP Session

open esesc85.esc.state.nc.us

You will see a response similar to:

```
Connected to esesc85.esc.state.nc.us.  
220 esesc11 Microsoft FTP Service (Version 5.0).  
User (esesc85.esc.state.nc.us:(none)): <Enter Your USER ID Here>  
331 Password required for <USER>.  
Password: <Enter Your PASSWORD Here>  
230-Welcome to the Employment Security Commission's FTP Site  
230 User <USER> logged in.  
You will need to change directories to your directory.  
ftp> cd /tax/data/<Your Directory>  
250 CWD command successful.  
ftp> pwd  
257 "/tax/data/<Your Directory>" is current directory.  
ftp> ASCII  
200 Type set to A.
```

Send A File To DES

put <Your local file name> <DES specified file name>

Your response should be similar to:

```
200 PORT command successful.  
150 Opening ASCII mode data connection for rates.txt.  
226 Transfer complete.  
ftp: 731520 bytes sent in 0.66Seconds 1108.36Kbytes/sec.
```

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Receive A File From DES

get <DES specified file name> <Your local file name>

Your response should be similar to:

```
200 PORT command successful.
```

```
150 Opening ASCII mode data connection for rates.txt(731520 bytes).
```

```
226 Transfer complete.
```

```
ftp: 731520 bytes received in 0.67Seconds 1090.19Kbytes/sec.
```

Ending The FTP Session

quit

Please see instructions related to the specific service you are using for contact information regarding this process.