



Commonwealth of Massachusetts

Department of Revenue

Massachusetts Department of Revenue

Bulk File Portal User Guide

Bulk File Portal

Welcome to the Massachusetts Department of Revenue's Bulk File Portal.

Massachusetts requires that certain data be transmitted to the Department of Revenue ("DOR") by electronic means. While many can use the DOR's integrated tax system MassTaxConnect system (<https://www.mass.gov/dor/e-services/masstaxconnect.html>) to comply with those requirements, others must submit their files via SSH/SFTP or HTTPS using DOR's Bulk File Portal application ("BFP").

Typically, files can be submitted to the DOR through MassTaxConnect, due to their smaller size. Please note, beginning in September 2019, Mapped Data Upload will no longer be an option for submitting W-2, 1099, and 1099-HC reports.

Entities can register to use BFP at <https://secft.dor.state.ma.us/bulkfile>. After successfully registering, users have the ability to manage SSH keys and apply for various services (known as "roles") such as the ability to download Bank Match Method 2 files.

Registration

To register, click the Registration link at the bottom of the screen.

COMMONWEALTH OF MASSACHUSETTS
Department of Revenue

Username
Username

Password
Password

Sign On

Security Notice
You are about to access a secured resource. Mass. Dept of Revenue reserves the right to monitor and/or limit access to this resource at any time.

[Registration](#) - [Forgot Password](#) - [Forgot Username](#)
[minimum browser requirements](#)

Complete the registration form. During registration your email address will be verified and you will receive an email at the address you entered. You *must* respond to the email in order to complete the registration process. Once you have created a username and password, you will be required to select three secret question and answer pairs that will be used for verification in the event you forget your password. The ReCaptcha portion of the registration ensures the user is not a machine. Once you've completed the form click Submit Registration. Once the registration is approved by DOR you will receive another email informing you that your account has been created.

You may use the Bulk File Portal self-service application to add an SSH key for SFTP file transfers, request additional roles or change your user information such as your password. You can access the Bulk File Portal self-service application at <https://secft.dor.state.ma.us/bulkfile>.

Manage SSH Keys

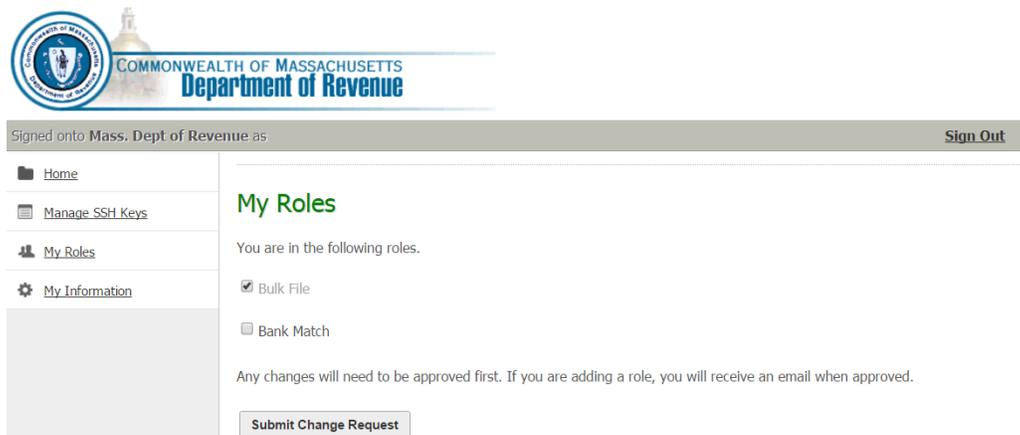


After your registration is approved you may (optionally) choose to authenticate using SSH public key authentication in place of a username and password. All current SSH public keys associated with your account will be listed on this screen. Keys may be added or deleted as necessary.

To add a key, click Add SSH Key. Paste the new public key into the field at the bottom of the screen and click the button that follows. Your new key will be listed on the Manage SSH Keys screen. For information on generating a public key, refer to your SSH/SFTP client documentation.

To delete a key, click the **X** button adjacent the key you are removing. The key will be removed from your list.

My Roles



This screen lists each bulk file role associated with your account.

The Bulk File role permits a user to upload files to, or download files from the BFP file server, and is the default role associated with your registration.

The Bank Match role requires additional validation, and approval by DOR. To request this role, click the box to the left of Bank Match, and then Submit Change Request. Once approved you will receive an email at the address on file.

You may remove the Bank Match role from your account by clicking My Roles from the Bulk File Portal welcome screen, unchecking the box adjacent the Bank Match role and clicking Submit Change Request.

My Information

The My Information screen allows users to manage password and secret question and answer sets.

The screenshot displays the 'My Information' page within the Bulk File Portal. At the top, it indicates the user is signed into the 'Mass. Dept of Revenue' and provides a 'Sign Out' link. A left-hand navigation menu includes 'Home', 'Manage SSH Keys', 'My Roles', and 'My Information'. The main content area, titled 'My Information', contains the following fields:

- Name
- Company Id
- Company Name
- Email
- Phone
- New Password
- Confirm Password
- Security Question 1 (dropdown menu with 'select a security question' text)
- Answer 1
- Security Question 2 (dropdown menu with 'select a security question' text)
- Answer 2
- Security Question 3 (dropdown menu with 'select a security question' text)
- Answer 3

A 'Save' button is located at the bottom of the form.

If at any time you forget your username or password, you may click the respective link at the bottom of the Bulk File Portal I page.

For information on browser requirements, click the minimum browser requirements link at the bottom of the Bulk File Portal home page.

Log In to Bulk File Portal

Once your registration is approved you can log in to BFP at <https://secft.dor.state.ma.us/bulkfile>. (Note that this is a *separate* application and URL from the self-service site.) Enter your username and password, then click "Sign On":

A screenshot of a login form. At the top is a purple padlock icon. Below it are two input fields: "Username" containing "bulkfiletest" and "Password" containing "*****". A green "Sign On" button is below the password field, with a red arrow pointing to it from the left. Below the button is a "Security Notice" box with the text: "Security Notice You are about to access a secured resource. Mass. Dept of Revenue reserves the right to monitor and/or limit access to this resource at any time."

[Registration](#) - [Forgot Password](#) - [Forgot Username](#)
[minimum browser requirements](#)

<https://secft.dor.state.ma.us/bulk-file>

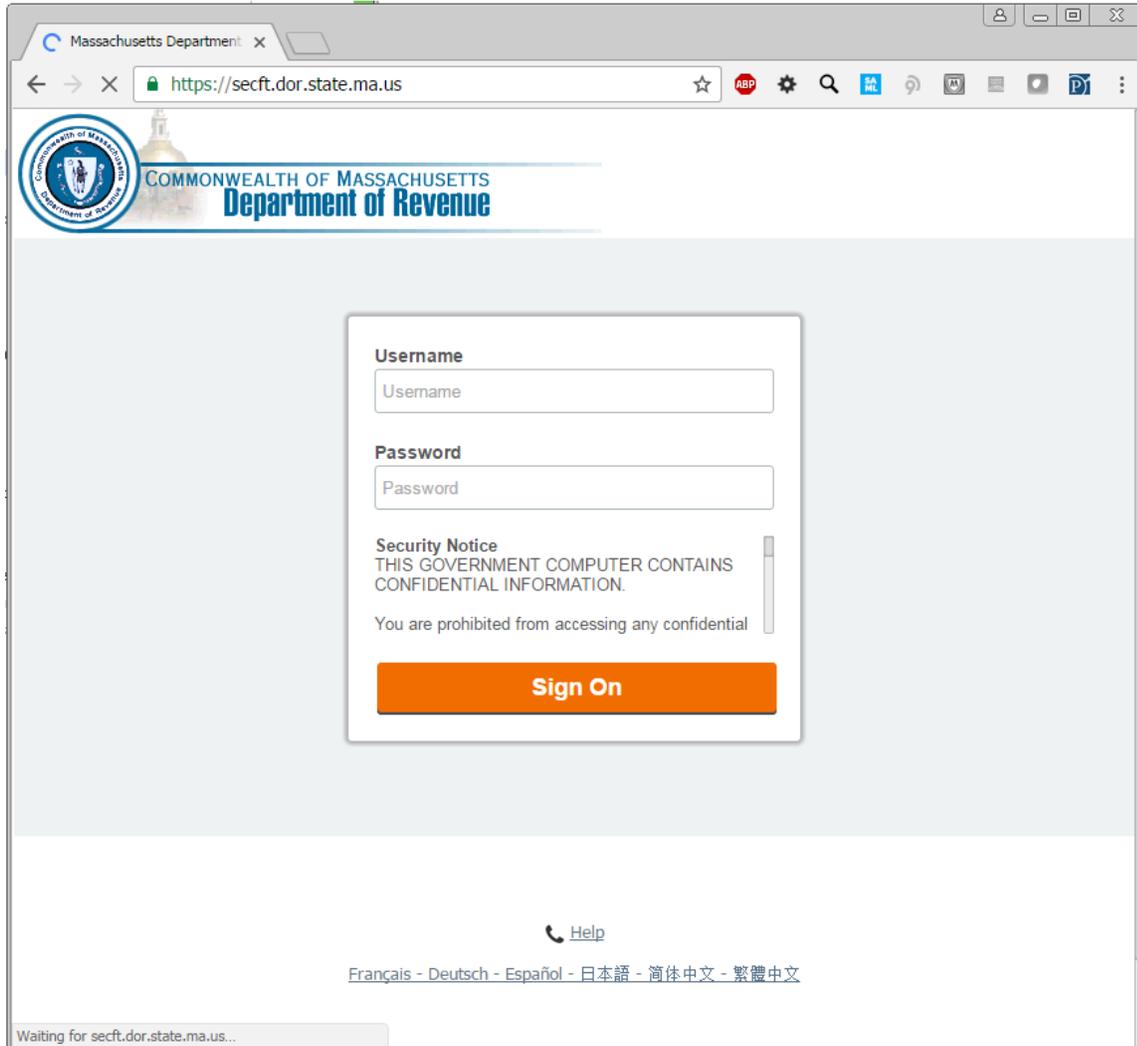
Transferring Files via SSH/SFTP

To access the Department of Revenue's SSH/SFTP server, use the following parameters in your sftp client:

Server: secft.dor.state.ma.us
Port: 444
Upload directory: /home/bfp/<username>/upload
Download directory: /home/bfp/<username>/download
IP Addresses: 170.63.114.200
170.63.114.151
146.243.122.176
Username: <username>
Password: <password> or <publickey>

Transferring Files via Web Browser

As an alternative to using SSH/SFTP to transfer files to the Department of Revenue you may use DOR's web-based file transfer system which requires only a web browser. To use this system, visit the following URL in your browser: <https://secft.dor.state.ma.us>. **Note that this is a different URL than the BFP.**



Log in with your username and password. After logging in you'll be placed in your home directory, which is `/Home/bfp/<username>`:



Signed onto **Massachusetts Department of Revenue** as **testbulkfile**. [My Account](#) [Sign Out](#) [Help](#)

Home

Go To Folder...

/Home/bfp/testbulkfile

<input type="checkbox"/>	Name	Created	Size/Contents	Creator	↓	☑	Actions
	↑ Parent Folder						
<input type="checkbox"/>	download	1/13/2017 4:47:16 PM	1 (1)				
<input type="checkbox"/>	upload	1/13/2017 4:47:16 PM					

Selected File/Folder Actions:

Destination folder... [Advanced Copy/Move Options >>](#)

Creation Information: Keep Replace (Use your name and current time instead)

Upload Files...

Select a folder: / Home / bfp / testbulkfile / upload

To **download file**, click on the “download” folder, check the box next to the file you want to download, and click on the  icon:

Signed onto **Massachusetts Department of Revenue** as **testbulkfile**. [My Account](#) [Sign Out](#) [Help](#)

Home **Folders** **Logs** **Search**

Find File/Folder

Go To Folder...

Folders

[/ Home/ bfp/ testbulkfile/ download/](#)

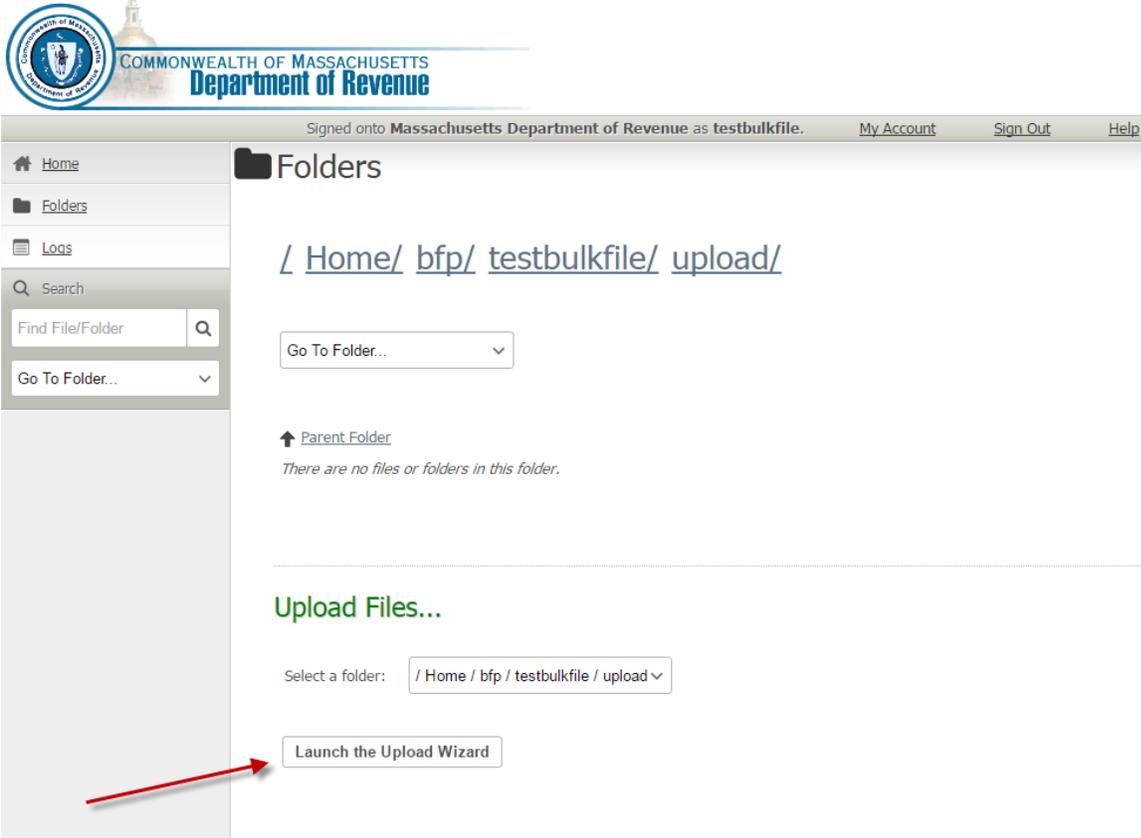
Go To Folder...

<input type="checkbox"/>	<u>Name</u>	<u>Created</u>	<u>Size/Contents</u>	<u>Creator</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Actions</u>
<input type="checkbox"/>	↑ Parent Folder						
<input type="checkbox"/>	<input checked="" type="checkbox"/> test.txt	1/13/2017 4:50:35 PM	1 KB	admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

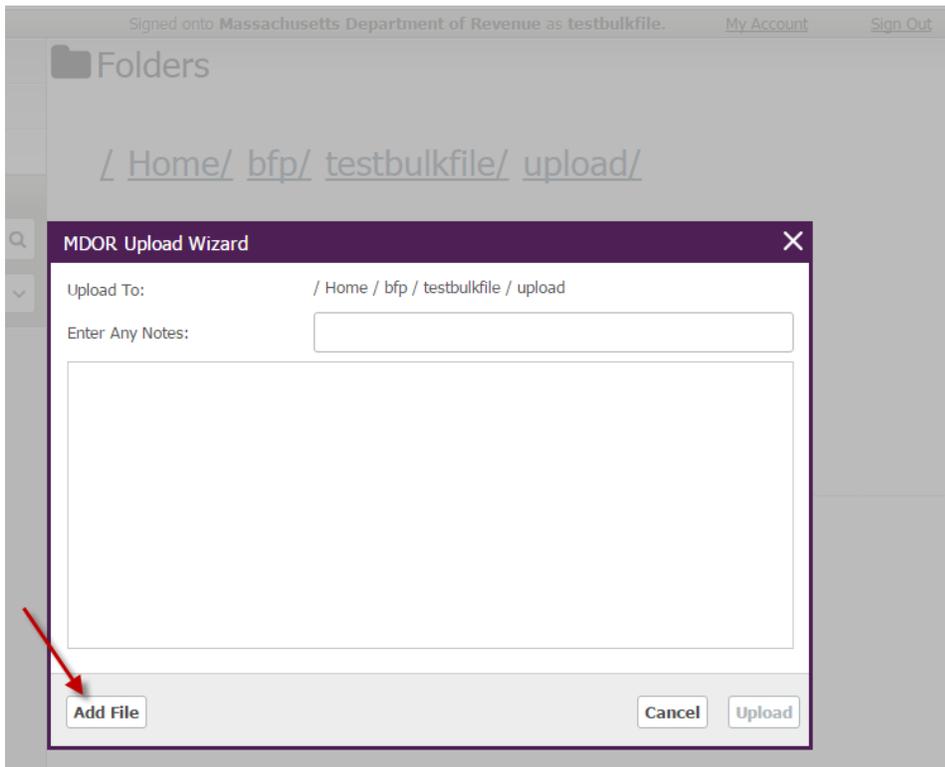
Selected File/Folder Actions:

Destination folder... [Advanced Copy/Move Options >>](#)

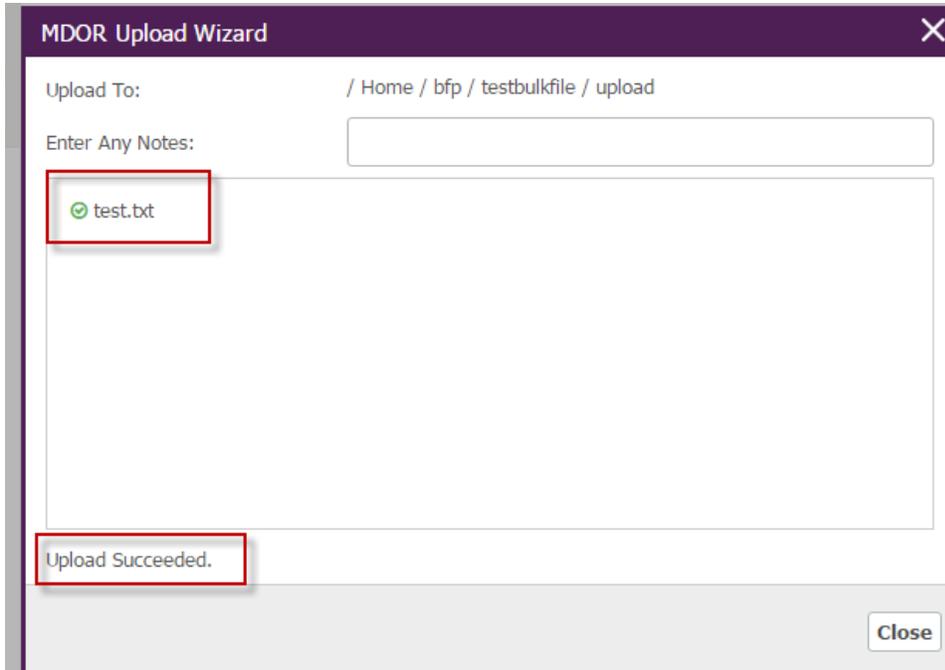
To upload a file, click on the “upload” directory, then click “Launch the Upload Wizard”:



Click "Add File":



Then navigate to the file you want to upload and click "Upload". You should get a message that the upload succeeded:



Verify Processing - Acknowledgement Files

Starting in 2019, the Department of Revenue will begin creating outgoing **Acknowledgement Files** ("Ack" files) for most types of incoming data files. The purpose of these Ack files is to confirm that incoming data files are formatted correctly, and queued for additional processing.

It is the responsibility of every Transmitter using the Bulk File Portal to retrieve their Ack files, and verify that their data files did not contain any formatting errors.

Typically Ack files will be generated within one business day after the Department of Revenue receives an incoming (uploaded) data file.

Note:

- Ack files are replacing the legacy web site **WebFile for Business** as it is being decommissioned in stages. Once a file type begins generating Acks, it will no longer be visible on WFB.
- Ack files will be the only feedback mechanism for files uploaded via Bulk File Portal or SSH/SFTP.
- Ack files will be deleted after 7 days.
- Test files (named with the extension ".TEST") are no longer supported. All files being uploaded via Bulk File Portal or SSH/SFTP are considered Production files. **See below.**

Ack files will be placed in your “download” folder, and have the same name as your uploaded file, with the additional extension “.ACK”

Example:

Incoming file placed in Upload folder: **TY2018_1099File.TXT**

Outgoing Ack file placed in Download folder: **TY2018_1099File.TXT.ACK**

Acknowledgement File Format

Ack files are formatted as XML. The schema for Ack files is named **MABulkFileAck.xsd**, and will be posted on the Commonwealth of Massachusetts’ web site at <https://www.mass.gov/service-details/tax-software-developers>

Sample Ack File (With No Errors):

```
<?xml version="1.0" encoding="utf-8"?>
<MADORAcknowledgement
  xmlns="http://www.dor.state.ma.us/efile"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.dor.state.ma.us/efile
http://www.dor.state.ma.us/efile/MABulkFileAck.xsd">
  <TransmissionAcknowledgment>
    <SyntaxValid>true</SyntaxValid>
    <TransmissionName>TY2018_1099File.TXT</TransmissionName>
    <DateReceived>2018-10-01T12:00:00.0000000-04:00</DateReceived>
    <TransmitterId></TransmitterId>
    <TransmissionType>MA1099</TransmissionType>
    <TestFile>>false</TestFile>
    <ConfirmationNumber>1234567890</ConfirmationNumber>
  </TransmissionAcknowledgment>
  <ReturnAcknowledgements documentCount="0" />
</MADORAcknowledgement>
```

Sample Ack File (With Error):

```
<?xml version="1.0" encoding="utf-8"?>
<MADORAcknowledgement
  xmlns="http://www.dor.state.ma.us/efile"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.dor.state.ma.us/efile
http://www.dor.state.ma.us/efile/MABulkFileAck.xsd">
  <TransmissionAcknowledgment>
    <SyntaxValid>>false</SyntaxValid>
    <TransmissionName>TY2018_1099File.TXT</TransmissionName>
    <DateReceived>2018-10-01T12:00:00.0000000-04:00</DateReceived>
    <TransmitterId>960000001</TransmitterId>
    <TransmissionType>UNKNOWN</TransmissionType>
    <TestFile>>false</TestFile>
    <ConfirmationNumber>UNKNOWN</ConfirmationNumber>
    <Errors errorCount="1">
      <Error errorId="1">
```

```
<ErrorCode>E001</ErrorCode>  
<ErrorMessage>Could not successfully identify File Type.</ErrorMessage>  
<AdditionalInfo>Processing terminated.</AdditionalInfo>  
</Error>  
</Errors>  
</TransmissionAcknowledgment>  
<ReturnAcknowledgements documentCount="0" />  
</MADORAcknowledgement>
```