



MOVEit™ User Guide

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MOVEit™ Overview

The MOVEit™ platform is a secure file transfer server/service that provides a secure at-rest and in-transit solution for sharing, transferring files and data. MOVEit™ provides a secure way to perform automated (scheduled) system-to-system file transfers and it also supports manual (user-performed) login transfers. Users are set up with accounts and home folders where they can upload and download files.

System to System Access

- System to System provides full automation of the secure file transfer process
- Your company will be required to implement an SFTP client which will communicate with MOVEit™ to automate the secure file transfer process
- Automated SFTP interface between MOVEit™ and your SFTP client will be secured using SSH key pair authentication
- SFTP Clients that are known to work with MOVEit™ can be provided upon request.

Manual Login Access

- Manual Login is for companies that choose not to implement an SFTP client
- The MOVEit™ platform will have no system connectivity to your company, so you will need to log into the RMV's MOVEit™ solution to execute the secure file transfer manually.
- You will be required to request login access to the RMV MOVEit™ solution using the MOVEit™ End User Request Form.

Getting Started:

1. Decide which transmission method you will be using for SFTP MOVEit™ batch process.
 - Manual Login, or
 - System to System
2. Complete and submit MOVEit™ documentation to cots_application_support@dot.state.ma.us
 - Access Form
 - End User Request Form (manual login only)
3. You will receive an email from the MOVEit™ team with your MOVEit™ QA credentials.
4. Log into MOVEit™ <https://transferqa.massdot.state.ma.us>
5. Email cots_application_support@dot.state.ma.us when you are ready to start connectivity QA testing

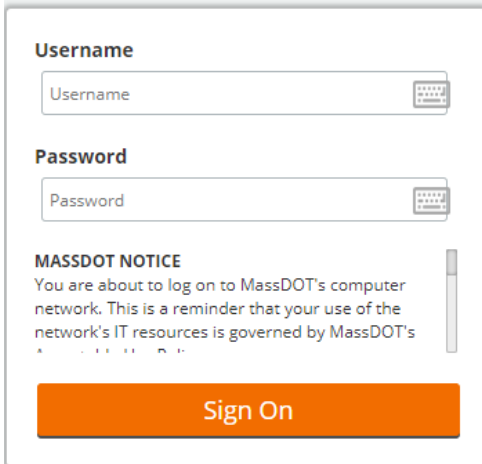
NOTE: The RMV requires that all external business partners test the MOVEit™ connection, files and data they send and/or receive from the RMV. You must successfully complete testing prior to being granted access to our MOVEit™ production environment.

There are two MOVEit™ environments that you will use for the MOVEit™ SFTP Platform:

1. **MOVEit™ QA environment:** <https://transferqa.massdot.state.ma.us>
This environment is ONLY used for testing. When you log into the testing environment you will see that the environment has a Teal Background.
2. **MOVEit™ Production environment:** <https://transfer.massdot.state.ma.us/>
The production environment is the environment that you will use to receive and/or send files to the RMV.

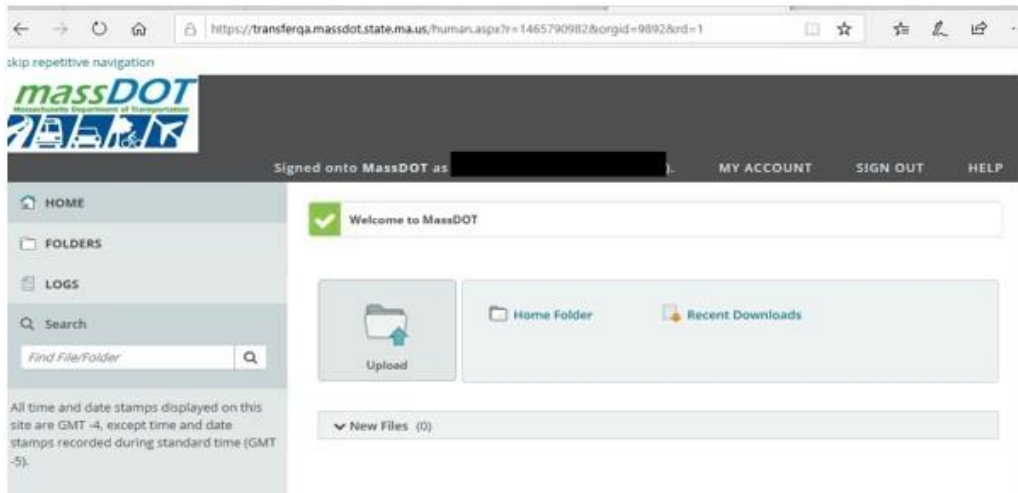
Logging into MOVEit™

1. Navigate to the appropriate MOVEit™ web link.
2. Enter your Username & password and click **Sign On**



The screenshot shows a login form with two input fields: 'Username' and 'Password'. Below the fields is a 'MASSDOT NOTICE' section with a scroll bar. At the bottom of the form is a large orange button labeled 'Sign On'.

3. Click to open your Home Folder and navigate to your files.



MOVEit Help

For MOVEit related issues, forgotten passwords, or password resets you can email DOTServiceDesk@state.ma.us or call (857) 368-4357.

Downloading and Uploading Files via MOVEit™

Depending on which line(s) of business you conduct with the RMV the look of your MOVEit™ account folder structure may vary, but we put together examples & instructions for each of the user groups below:

- Receive Excise Tax Commitments;
- Participate in the Non-Renewal Program;
- Receive Excise Tax Commitments and also Participate in the Non-Renewal Program

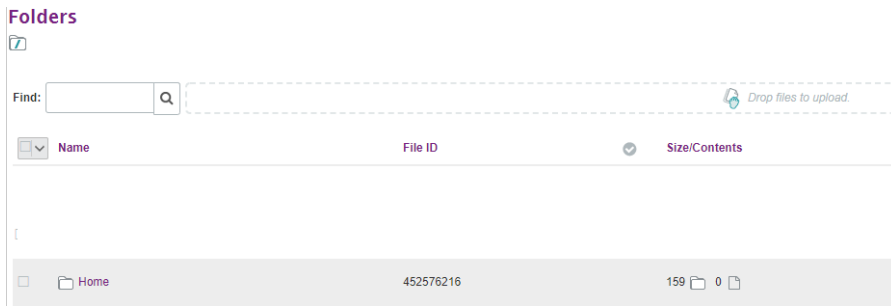
NOTE: All files that are placed in MOVEit™ folders will be deleted in 30 days.

Examples:

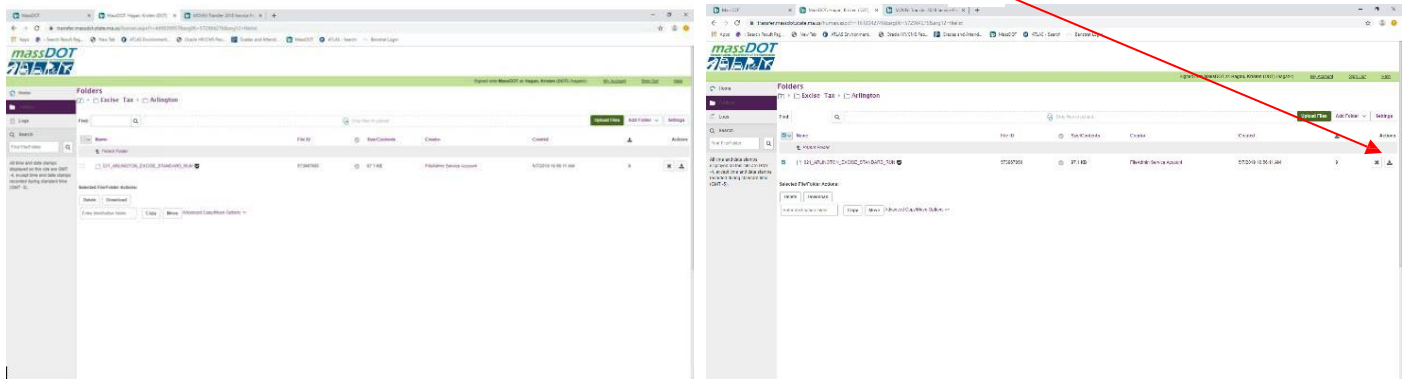
Excise Tax Commitment Downloading

For users that only receive an excise commitment from the RMV, see below on how to download your commitment.

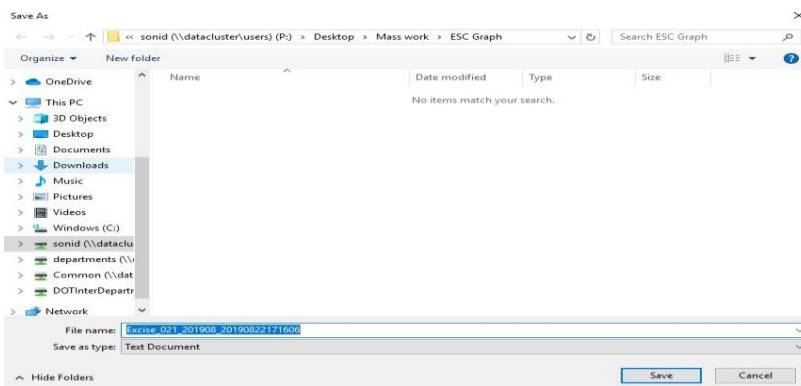
1. Log into MOVEit™
2. Click your Home folder



3. Check the box for the file you would like to open and click Download icon



4. A new window "Save As" will display. Save your file.



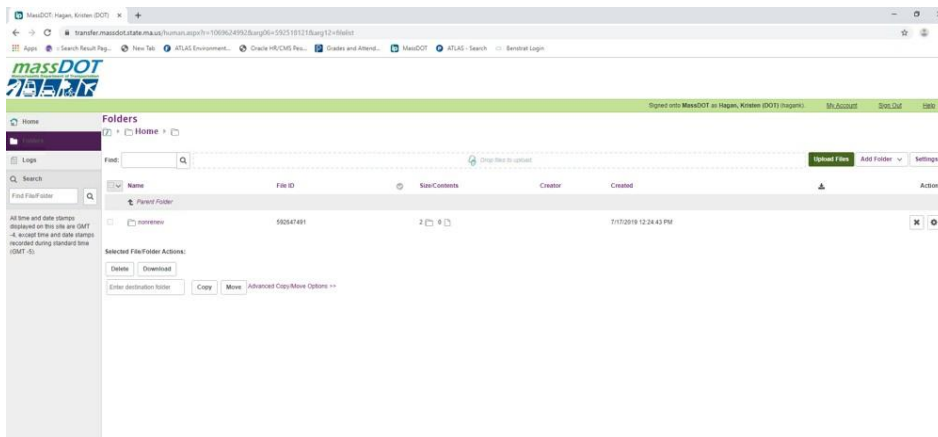
5. Process the Excise Commitment as you do today.

IMPORTANT NOTE: If you are currently **Interface Testing** with ATLAS you will log into the **MOVEit™ QA environment** and pick up your **"test excise commitment file"** in the **ATLAS Testing folder**.

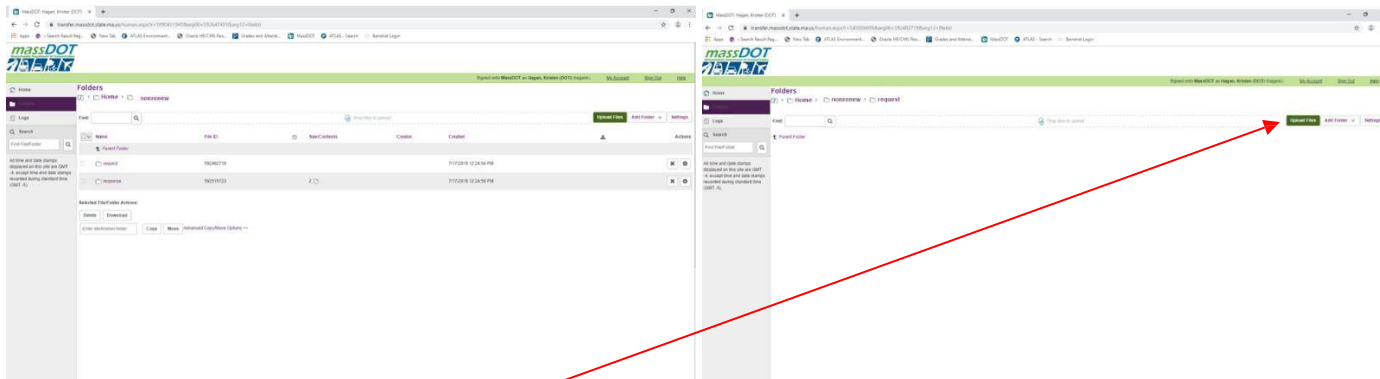
Non-Renewal - Uploading

For users that exchange Non-Renewal files with the RMV, see below on how to **upload** your file(s).

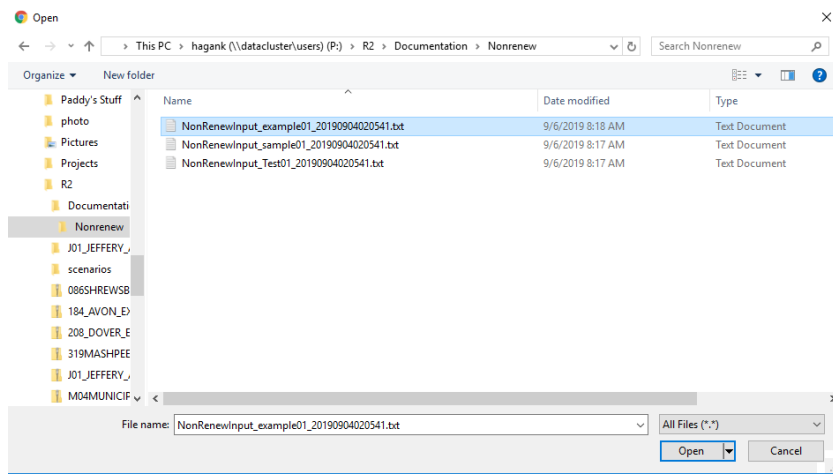
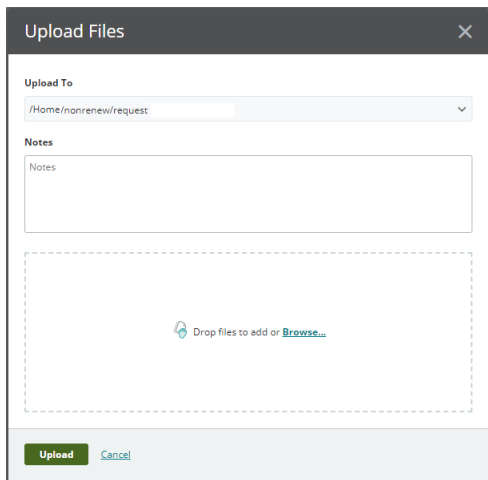
1. Log into MOVEit™
2. Click your Home folder



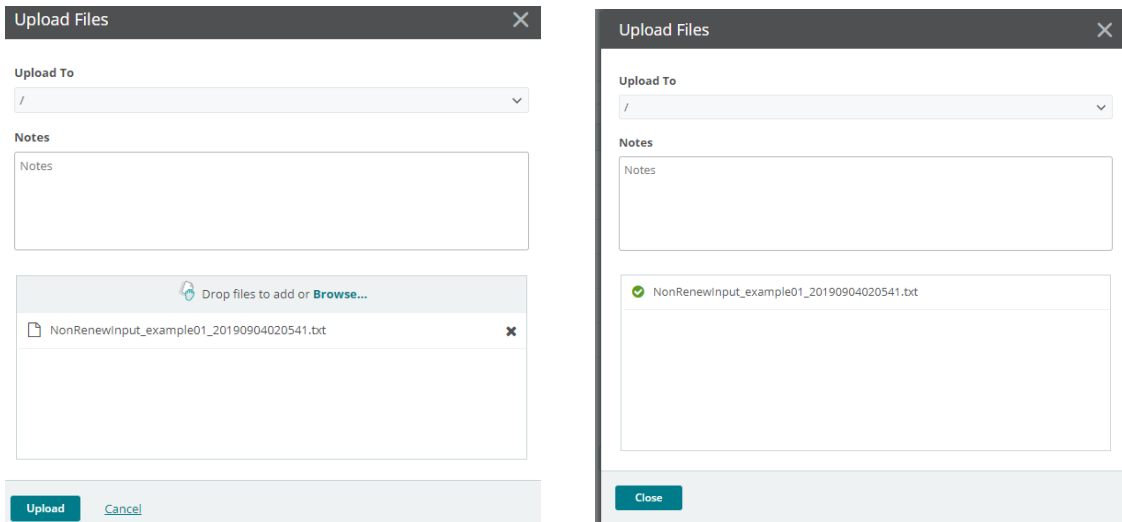
3. Click the nonrenew folder and then click the request folder



4. Click the Upload Files button
5. A new window "Upload Files" will display; click Browse to select the file you want to upload



6. Once you select the file you want to upload click Open and then click Upload



7. Your file will be processed by the RMV after 7pm and a response file will be placed in your nonrenew/response folder.

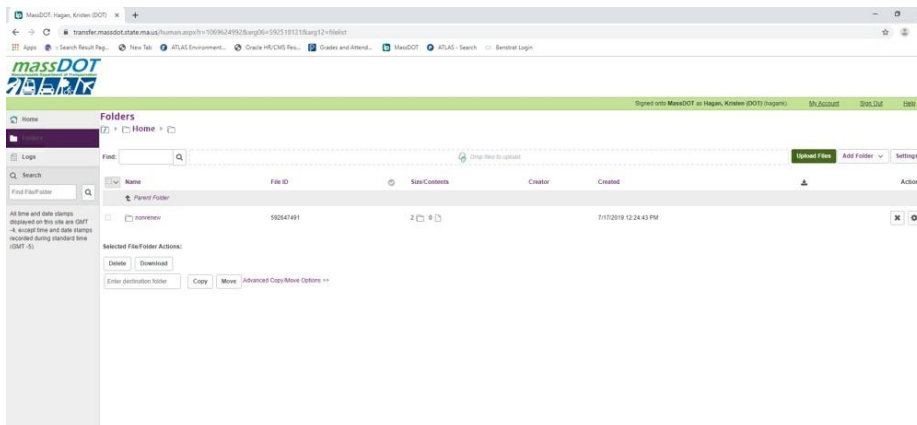
IMPORTANT NOTES:

- Non-Renew files placed in your request folder (Mon-Fri) before 7pm will be processed the same evening and a response file will be returned to you.
- Non-Renew files placed in your request folder (Mon-Fri) after 7pm will be processed the next business day.
- Non-Renew request files may contain records for inquires, marks and clears. There is no need to send multiple files.
- If more than one Non-Renew file is submitted in a day only one response file will be returned.

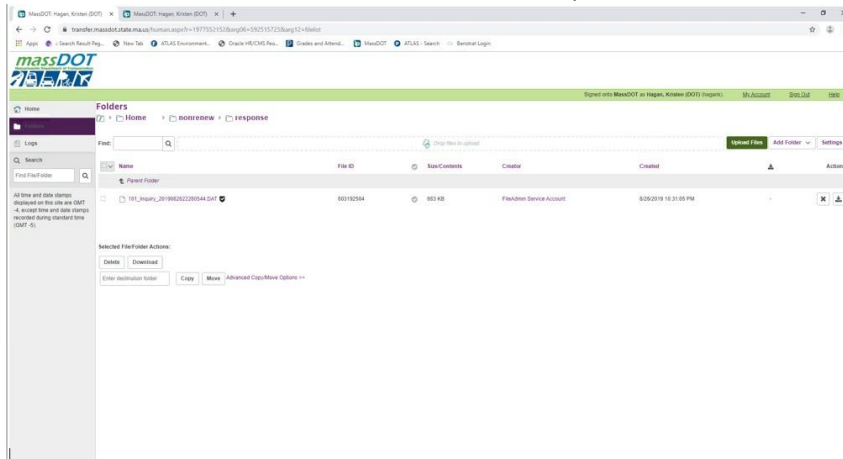
Non-Renewal - Downloading

For users that exchange Non-Renewal files with the RMV, see below on how to **download** your file.

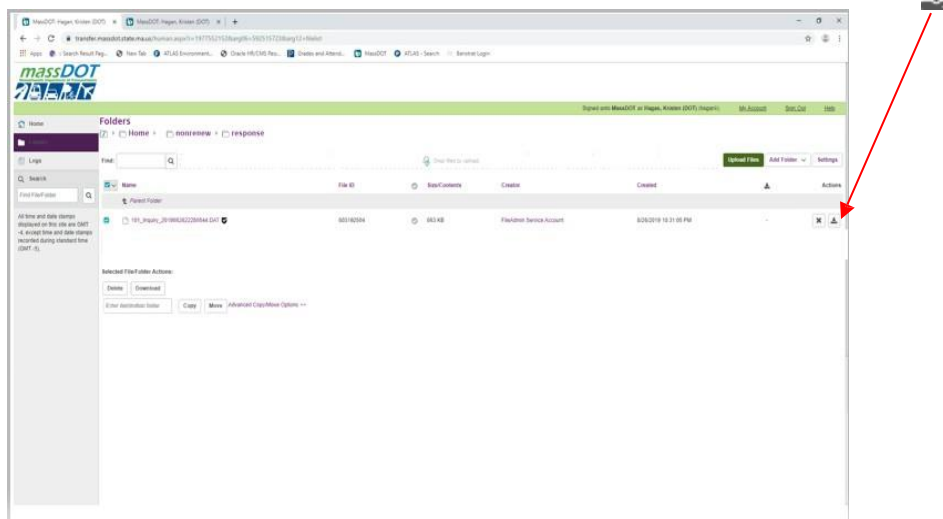
1. Log into MOVEit™
2. Click your Home folder



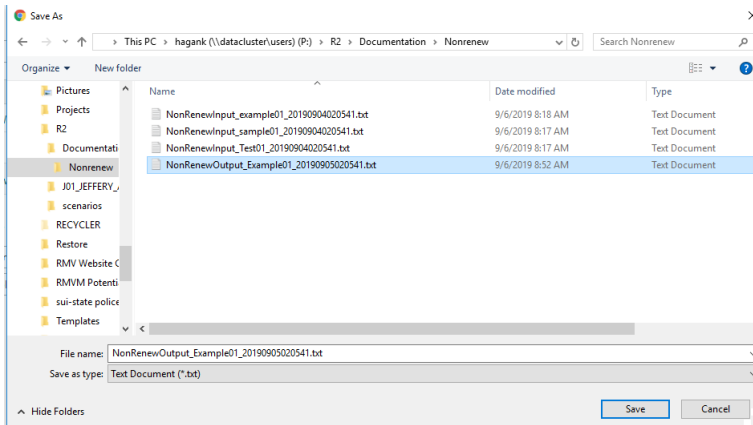
3. Click the nonrenew folder and then click the response folder



6. Check the box for the file you would like to open and click the download icon



7. A new window “Save As” will display. Save your file.

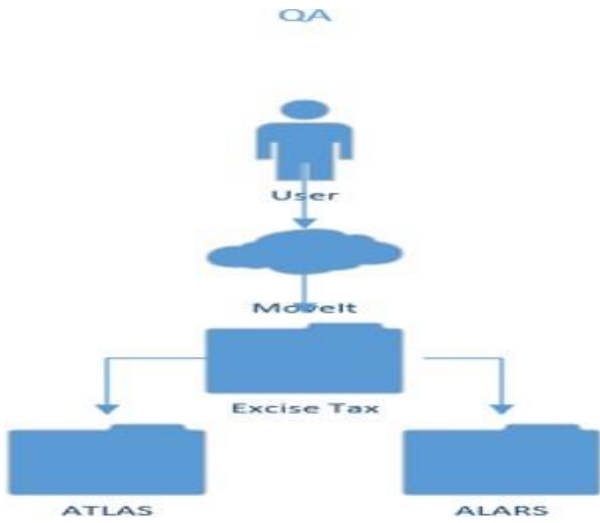


8. Process the Non-renew file as you do today.

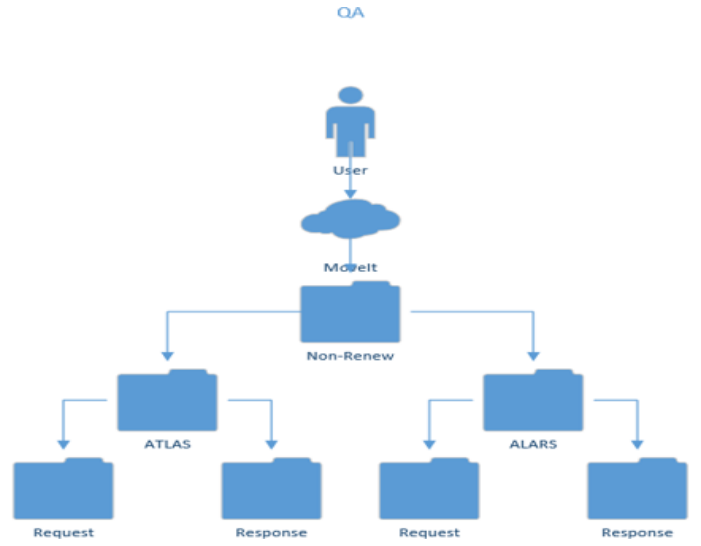
IMPORTANT NOTE: If you are currently **Interface Testing** with ATLAS you will log into the **MOVEit™ QA environment** to upload your **“test request non-renew file”** and then to download your **“test response non-renew file”** in the **ATLAS Testing folder**.

MOVEit™ QA Environment Folder Structures

Excise Tax QA Folder Structure

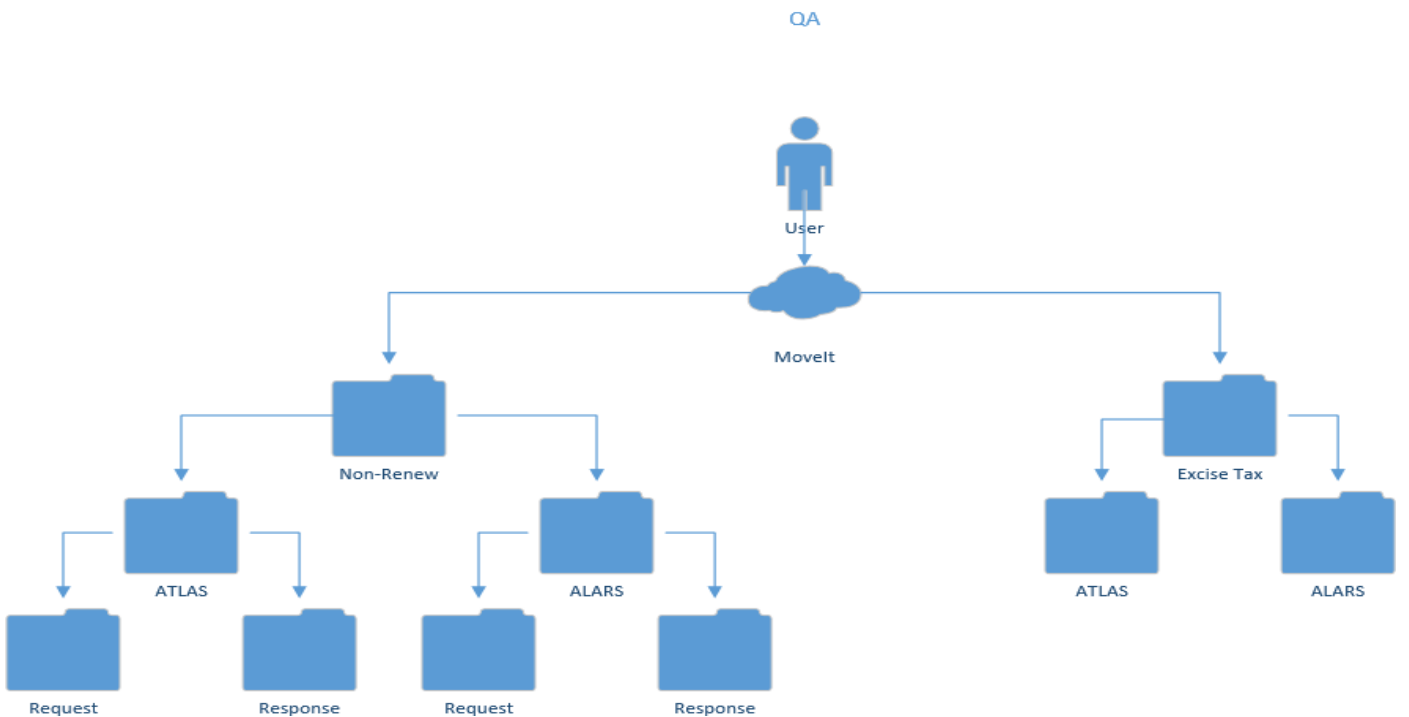


Non-Renew QA Folder Structure



Excise & Non-Renew QA Folder Structure

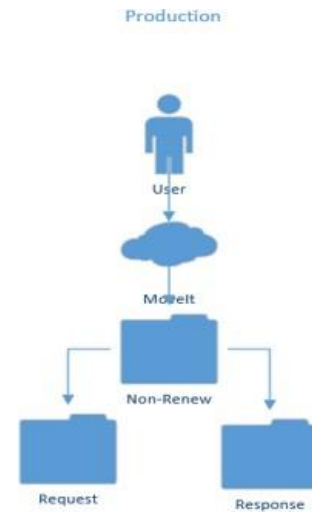
Multiple Programs, Multiple Files
i.e. Non-Renew and Excise



Excise Tax Folder Structure



Non-Renew Folder Structure



Excise & Non-Renew Folder Structure

Multiple Programs, Multiple Files
i.e. Non-Renew and Excise

