

MOVEit[™] User Guide

MassDOT – RMV Division Commonwealth of Massachusetts 25 Newport Avenue. Extension Quincy, MA 02171

MOVEit™ User Guide 11/15/2023 – V4

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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 <u>cots_application_support@dot.state.ma.us</u>
 - 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[™] <u>https://transferqa.massdot.state.ma.us</u>
- 5. Email <u>cots_application_support@dot.state.ma.us</u> 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: <u>https://transferqa.massdot.state.ma.us</u>

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: <u>https://transfer.massdot.state.ma.us/</u>

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

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

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MOVEit Help

For MOVEit related issues, forgotten passwords, or password resets you can email <u>DOTServiceDesk@state.ma.us</u> 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

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

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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

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

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

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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

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

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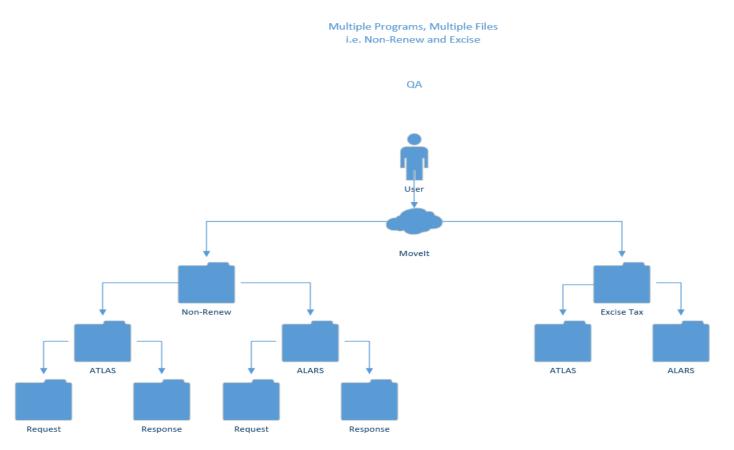
<u>IMPORTANT NOTE</u>: If you are currently **Interface Testing** with ATLAS you will log into the **MOVEit**[™] **QA environment** to upload your **"test request non-renew file"** and then to download your **"test response non-renew file"** in the **ATLAS Testing folder**.

Excise Tax QA Folder Structure

Excise & Non-Renew QA Folder Structure

Request

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ATLAS

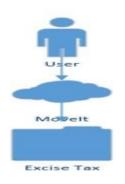
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Response

Excise Tax Folder Structure

Production



Non-Renew Folder Structure

Non-Renew Request

Production

Excise & Non-Renew Folder Structure

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

Production

