REGISTRY OF MOTOR VEHICLES

MOVEit™ Access Form

☐ **New Request**
☐ **Change Information**

Date: _____

Completed forms will need to be uploaded via the RMV's Community Portal.

A. Business Information

Legal Business Name	D.B.A.

Business Address

Street	City	State	Zip Code

B. Contact Information

Business Contact

Email	Phone #

C. IP Address for Whitelisting *(see the reverse for more detailed information)*

D. Transmission Method *(see the reverse for more detailed information)*

☐ **Manual Login** *(requires you to log into MOVEit™ to send & receive files)*

NOTE: Manual Login users must also complete a MOVEit End User Request form to have login credentials created.

☐ **System to System (S2S)** *(complete automation of the secure file transfer process)*

SSH Key Required: _____

S2S Tech Contact: (This person will be notified for upcoming MOVEit maintenance, updates, and configuration changes.

Email	Phone #

S2S File Notification Contact (The email address provided below will receive notification when a new file is uploaded to your MOVEit account.

Email

E. Type of File(s) Transmitted (only check the box(es) for the files that you currently send or receive from the RMV)

☐ Bulk Data ☐ Excise Tax Commitments ☐ Insurance Policy Management (IPM), formerly UMS ☐ Non-Renew ☐ SDIP
☐ other: _____

Sample - For Review Only

Massachusetts Registry of Motor Vehicles
MOVEit™ Access Form Instructions

Outlined below are the directions for completing the MOVEit™ Access Form. This form must completed to have login credentials created for the MOVEit™ SFTP platform.

A. Business Information: Name and address of the business applying for MOVEit™ credentials.

B. Contact Information: Business Contact – The person that the RMV will contact regarding the program.

C. IP Address: The RMV requires that you provide your IP Address (es) for any computer that you will use to access the MOVEit™ platform. The IP Address (es) will be whitelisted. We have listed some helpful information below.

What is whitelisting in networking?

A whitelist is a list of items that are granted access to a certain system or protocol. When a whitelist is used, all entities are denied access, except those included in the whitelist. ... A network administrator may configure a firewall with a whitelist that only allows specific IP addresses to access the network.

The RMV strongly recommends that you use a static IP address. If you choose not to you may need to continually provide IPs to be whitelisted to the MOVEit™ team

How to find the IP for your network:

Option #1

1. Open your browser (example: Internet Explorer, Chrome, Fire Fox, Safari, etc.)
2. Type IP? in the search bar and press enter
3. Your IP address will be displayed on your screen

Option #2

1. Press the Windows Start key to open the Start screen.
2. Type cmd and press enter to launch the command prompt screen.
3. Type ipconfig and press enter
4. Your IP address will be listed in the command prompt screen.

D. Transmission Method: There are two methods that your company can choose from to interact with the new MOVEit solution:

Option #1 – Manual Login (additional form needed)

- Option #1 is for companies that cannot implement an SFTP client (no IT Dept. or Tech Staff).
- 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**.

Option #2 – System to System (S2S)

- Option #2 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
- SFTP Clients that are known to work with MOVEit™ can be provided upon request.
- Automated SFTP interface between MOVEit™ and your SFTP client will be secured using SSH key pair authentication
- **S2S Tech Contact:** (This person will be notified for upcoming MOVEit maintenance, updates, and configuration changes.
- **S2S File Notification Contact** (The email address provided below will receive notification when a new file is uploaded to your MOVEit account.

E. Type of File: Please check the appropriate box (es) for the type of file(s) that you currently send and/or receive from the RMV.

Sample - For Review Only