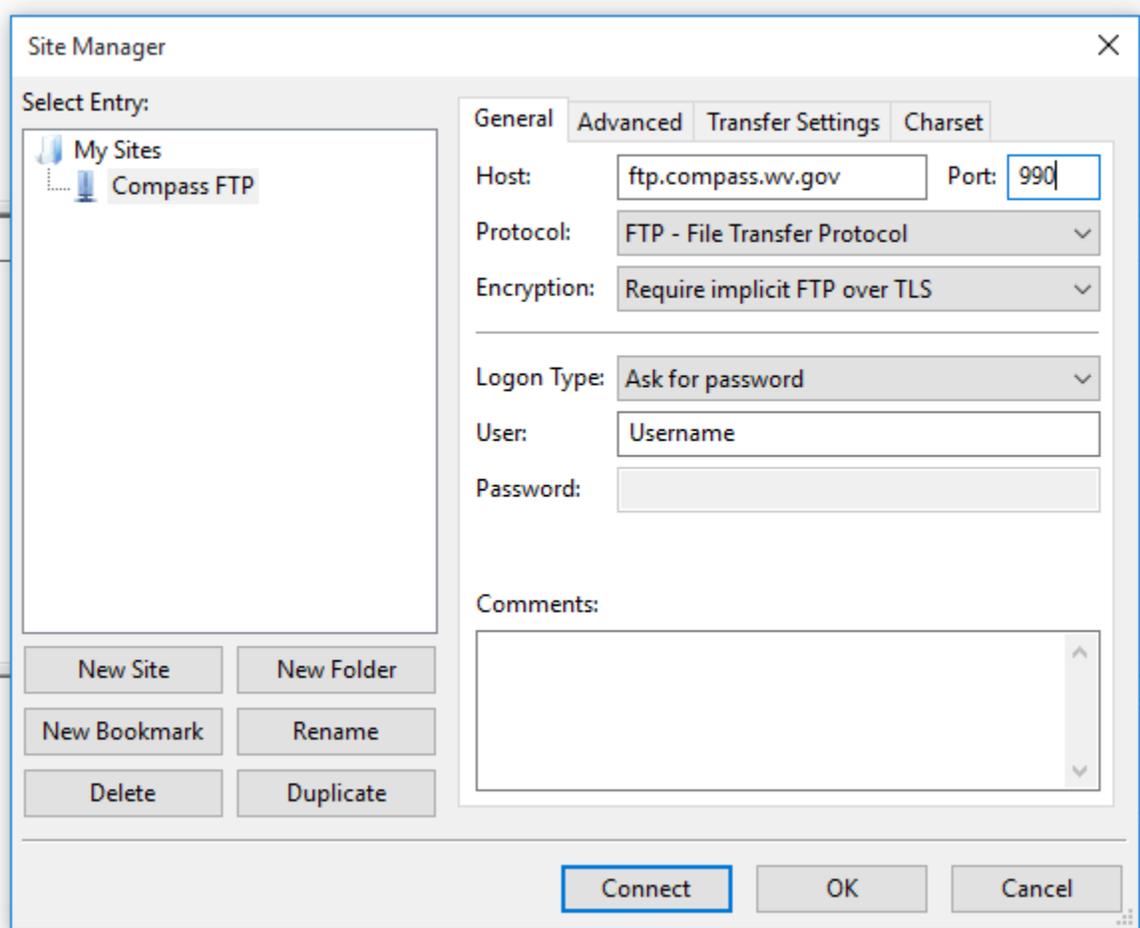




Uploading Monthly Retirement Contribution Report

1. Download and install ftp client. FileZilla is used as an example in this document. You can download for free from the link listed here: https://download.filezilla-project.org/client/FileZilla_3.17.0_win64-setup_bundled.exe
2. From the File menu select “Site Manager” and configure the following on the “General” tab:
 - a. Host: <ftp.compass.wv.gov>
 - b. Port: 990
 - c. Protocol: FTP – File Transfer Protocol
 - d. Encryption: Require Implicit FTP over TLS
 - e. Enter userid provided by CPRB



3. Under the “Transfer Settings” tab:
 - a. Transfer Mode: Passive

