

County Data Record Project

Using the Abt Associates Data Transfer Website to Upload Parcel Data

Thank you for providing your parcel data to HUD’s County Data Record Project. This document provides step-by-step instructions to upload your parcel data to the Abt Associates file transfer website.

Logging In to the Server

Please access the Abt Associates file transfer website by opening a browser and entering the URL: <http://transfer.abtassoc.com>. Please note that any browser can be used but Internet Explorer allows a few additional capabilities. The instructions below are based on the Internet Explorer interface but should be similar for Firefox users. You will be prompted to accept a certificate. After accepting, the following **Login** page will appear.

Abt Abt Associates Inc.

Sign On

Username:

Password:

NOTICE

You are about to access a secured resource.
Abt Associates, Inc. reserves the right to monitor and/or limit access to this resource at any time.

Need Help? [Tech Support](#) - [Online Manual](#)

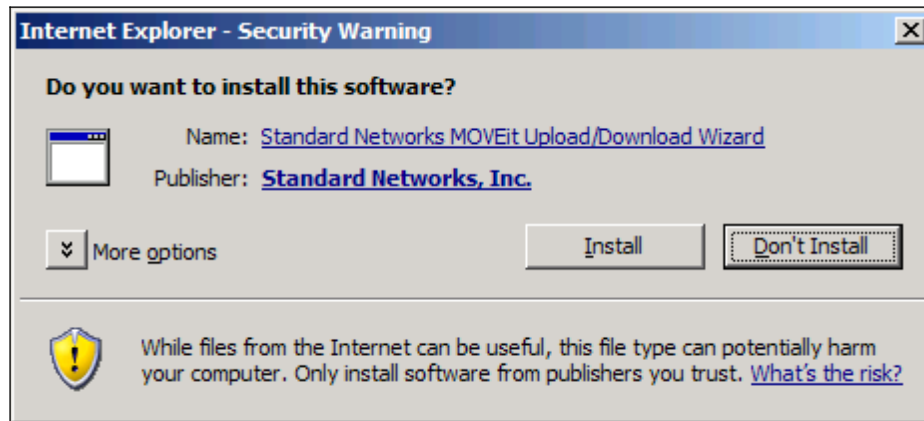
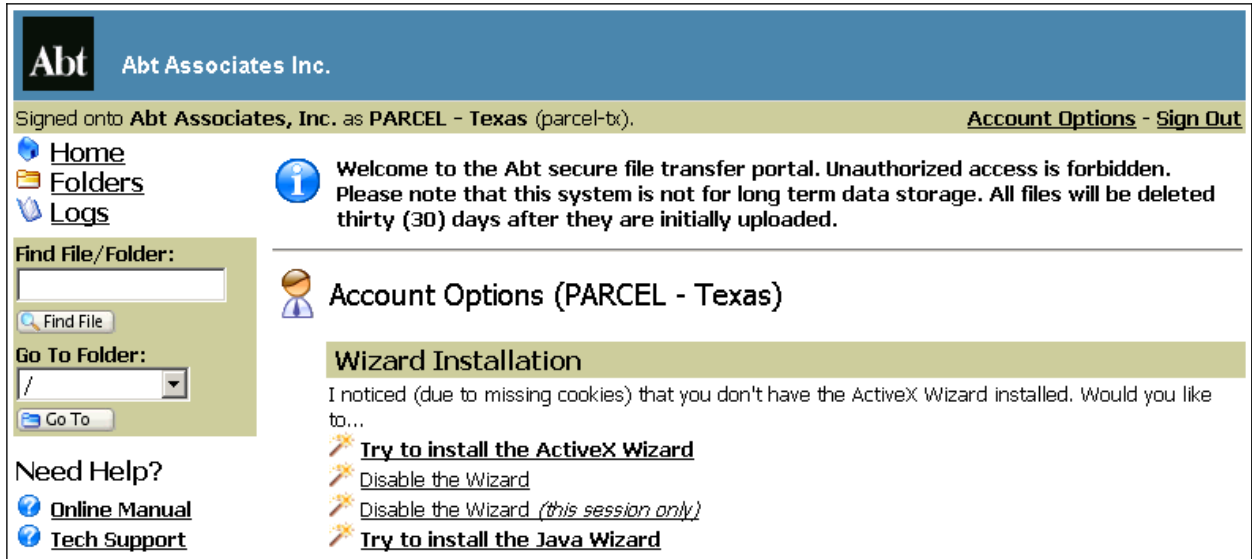
Forget your password? [Request a password change](#)

Your username will be **PARCEL-XX**, where **XX** is your state abbreviation in capital letters. Your password will be **uploadXXyy**, where **XX** is your state abbreviation in capital letters and **yy** is your state’s FIPS code including the leading zero. For example, Texas or a county in Texas will log in as PARCEL-TX and use the password uploadTX48. Please do not change this password.

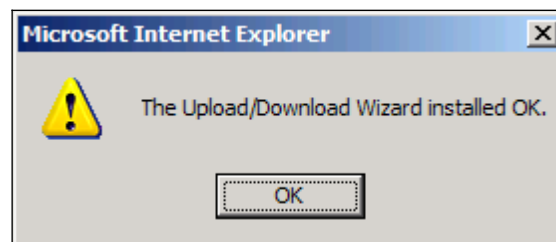
Note that once you have logged in successfully, you will also have access to an online manual (lower left column) if this guide does not answer all of your questions.

Internet Explorer users will be prompted to install an ActiveX upload/download “wizard” under **Wizard Installation**. All other browsers will prompt you to install a Java upload/download “wizard”. Neither actually has to be installed but it is highly recommended as they provide several useful features, especially data compression and integrity checks. It is possible that due to security or compatibility concerns, your PC will not allow you to install the upload wizard. That is fine. You will still be able to upload and download without it installed, just without some additional functionality.

1. Click the **Try to install the ActiveX Wizard** link. The **Internet Explorer Security Warning** dialog box should appear.



1. Click **Install**.



2. Then click **OK**.

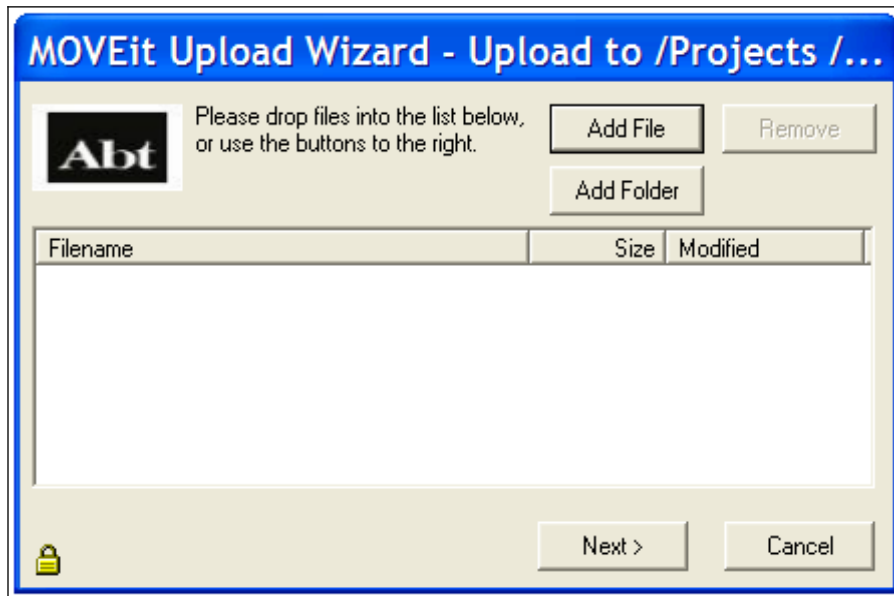
Uploading a File to the Server

You should now see a screen similar to the one below.

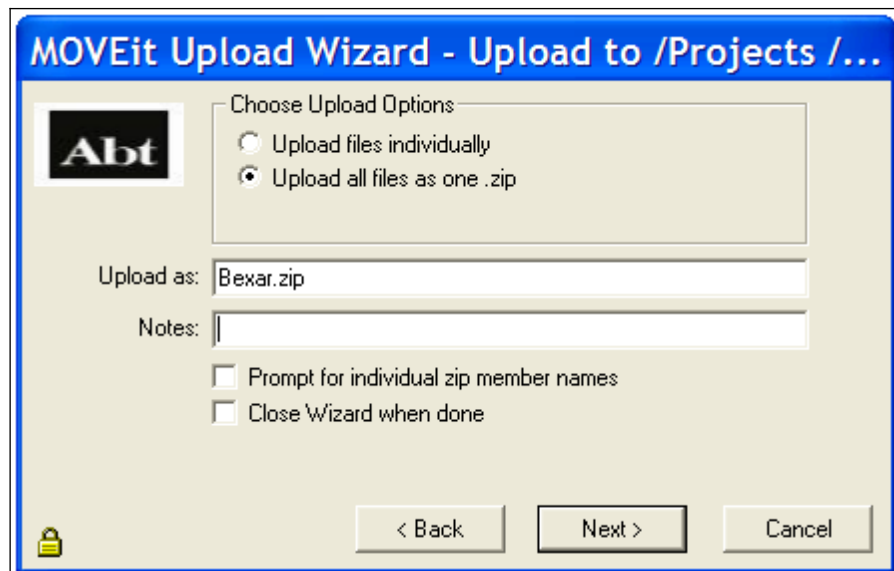
The screenshot shows the Abt secure file transfer portal. At the top, it says "Abt Associates Inc." and "Signed onto Abt Associates, Inc. as PARCEL - Maryland (parcel-md)". There are links for "Account Options" and "Sign Out". A navigation menu on the left includes "Home", "Folders", and "Logs". A central message reads: "Welcome to the Abt secure file transfer portal. Unauthorized access is forbidden. Please note that this system is not for long term data storage. All files will be deleted thirty (30) days after they are initially uploaded." Below this, the current path is "/ Projects/ Domestic/ PARCEL/ Maryland/". A table titled "Folders and Files" lists folders: "Parent Folder", "Baltimore City", "Baltimore County", "Montgomery", and "Prince Georges", each with a creation timestamp. An "Advanced View" link is present. At the bottom, there is an "Upload Files Now..." section with a dropdown menu showing the selected path and a link to "CLICK HERE to Launch the Upload Wizard...".

Name	Created	Size/Contents	Actions
Parent Folder			
Baltimore City	1/4/2011 10:50:43 AM		
Baltimore County	1/4/2011 10:50:47 AM		
Montgomery	1/4/2011 10:50:53 AM		
Prince Georges	1/4/2011 10:50:58 AM		

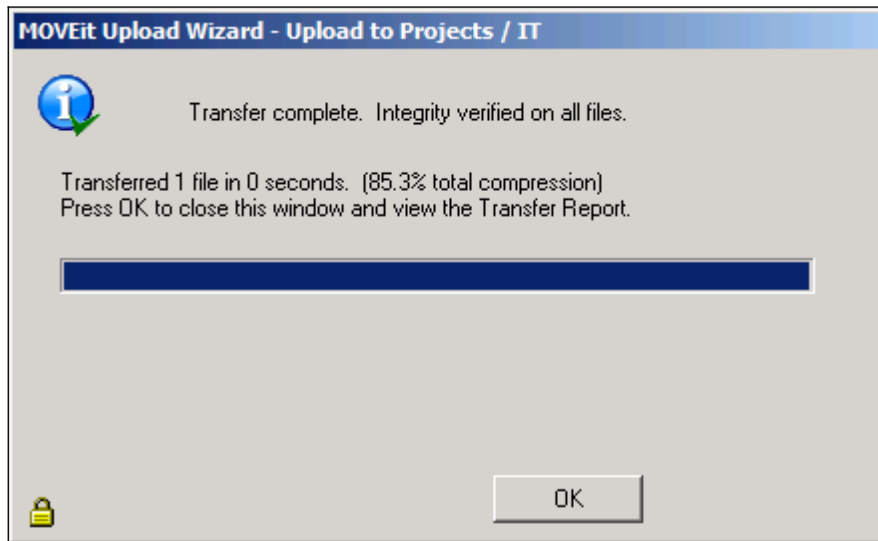
1. Your home folder will be the folder with the name of your state (e.g. Maryland). The fuller pathname for your home folder will be /Projects/Domestic/PARCEL/**STATENAME**, where **STATENAME** is the name of your state (e.g. /Projects/Domestic/PARCEL/Maryland).
2. To upload your parcel data, first select the folder with the name of your county by clicking on the county name (e.g. Montgomery) from the **Folders and Files** section of selecting the pathname for your county under the **Upload Files Now** section (e.g. /Project/Domestic/PARCEL/Maryland). If you are uploading statewide data, you do not have to select a county. You can upload statewide data in the state folder.
3. When you have selected the folder that you want to upload to, click the link called **CLICK HERE to Launch the Upload Wizard**. You will see the following pop-up.



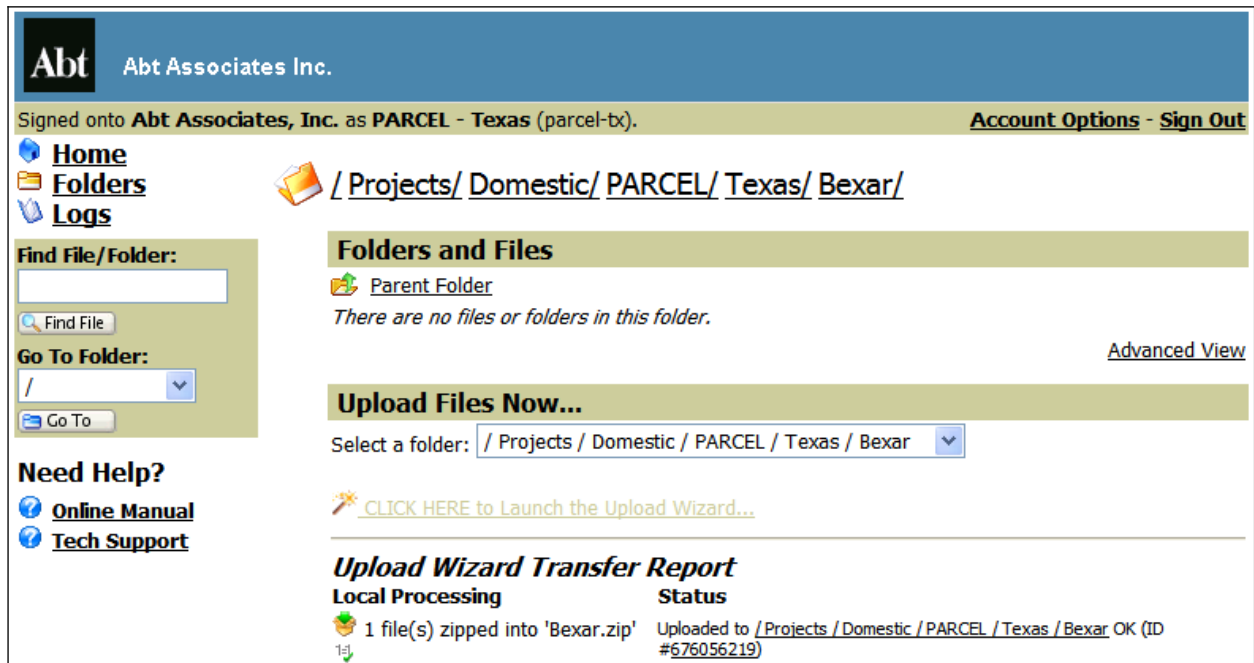
4. Click **Add File**. Select your file on your PC or network that you wish to upload. If you are selecting multiple files, hold **Ctrl** and clicking on other files, one at a time. Or you would like to select an entire folder, click **Add Folder**.
5. Click **Next** and select **Upload all files as one .zip** from the **Choose Upload Options** section. Then rename **Upload as** to the name of your county. For example, Bexar County, Texas will name their zip file as Bexar.zip. Then click **Next**.



6. After uploading the files to transfer.abtassoc.com, you should see the following verification. Click **OK**.



- When the pop-up disappears, you will see the **Upload Wizard Transfer Report** that describes the file transfer.



- Under the basic view, the uploaded file will show the time it was created, its size, and whether it was created with an upload wizard that performed an integrity check (the “1=1√” symbol). As shown below, the advanced view will also show who uploaded the file.

Abt Associates Inc.

Signed onto **Abt Associates, Inc.** as **PARCEL - Texas** (parcel-tx). [Account Options](#) - [Sign Out](#)

/ [Projects/ Domestic/ PARCEL/ Texas/ Bexar/](#)

Advanced View - [Return to Basic View](#) - **Go To Folder:**

Folders and Files

Name ^	Created	Size/Contents	Creator	#	↓	Actions
Parent Folder						
<input type="checkbox"/> Bexar.zip	1/6/2011 2:34:07 PM	1,357	PARCEL - Texas	-	↓	

Select Files: [All](#) - [New](#) - [Old](#) - [None](#) [Basic View](#)

Upload Files Now...

Select a folder:

[CLICK HERE to Launch the Upload Wizard...](#)

9. Please email parcel@abtassoc.com when you have completed uploading your parcel data.

Downloading a File from the Server

You will not be able to download files from the server. You will only be able to upload files.

Troubleshooting

Our data transfer web portal only accepts connections with TLS 1.0 enabled. Mozilla Firefox and Internet Explorer 7 have this turned on by default. If you are having difficulty even seeing the web site, you probably need to enable TLS. To do so, go to 'Tools -> Internet Options -> Advanced', then scroll down and check the box next to TLS 1.0. Refresh your browser.

An online user guide is also available after logging in for more detailed instructions. However, this transfer site does not have full functionality described in the detailed instructions.

If you have any questions or concerns, contact”

The Abt Associates IT Service Center
 Phone: 866-ABT-HELP (866-228-4357)
 Email: ITServiceCenter@abtassoc.com
 Skype: ITServiceCenter_Abt