

# **Appendix M.1. FTP Site Instructions for Submitting Administrative Data**

OMB No. 0584-[NEW]

*Assessment of Mandatory E&T Programs*

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## Email With FTP Site Address and User Name

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Dear [STATE OR E&T PROVIDER DATABASE ADMINISTRATOR],

Thank you for your continued cooperation with the Assessment of Mandatory SNAP E&T project. Please submit your data files using the Mandatory SNAP E&T FTP site.

Mandatory SNAP E&T FTP site link: <http://snap.insightpolicyresearch.com>

Your username is: [USERNAME]

Your password will be sent to you in a separate email.

For detailed submission instructions, please see the Administrative Data Submission Instructions and Variable List.

If you are unable to submit data files via the FTP site, please contact [PROJECT MANAGER NAME] at [PHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

[PROJECT MANAGER NAME]  
Mandatory SNAP E&T Project Manager

Screenshot of website homepage:

A screenshot of a login form. At the top left is a "Log In" button. Below it are two input fields: "Username:" and "Password:". To the right of the "Username:" field is a link "Forgot Username". To the right of the "Password:" field is a link "Forgot Password". Below the input fields is a checkbox labeled "Use Java™ enabled version" which is checked. At the bottom center is a "Log In" button.

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