U.S. Census Bureau's Managed File Transfer (MFT) User's Guide

Hello data provider!

The U.S. Census Bureau has implemented a new secure file transfer process, Managed File Transfer (MFT)! MFT enhances file transfer security and upgrades our technology to the modern era in both look and feel.

It is no longer necessary for you to encrypt, password-protect, compress, zip, or otherwise secure your files to ensure they are safely transmitted, as MFT automatically encrypts all transfers and can handle much larger file sizes!

MFT includes many ease-of-use enhancements, such as:

- Large capacity for file transfers (5GB for a single file, 10 GB for a single transfer).
- The ability to submit multiple files within a single transfer.
- The ability to reset your password yourself.
- The ability to receive an email reminder of your username.
- An email reminder when your password is about to expire.
- An online form where you can Request Help with your transfer.
- An embedded User's Guide!

To continue to submit your data to the U.S. Census Bureau, you will need to establish a new account with MFT. You may do this by navigating to https://mft.econ.census.gov/ and clicking "Need Help?" below the Sign On button. You can then use the Account Request form to establish your account. This link will lead you to our MFT User's Guide which is designed to provide you more information and instruction, should you desire it: https://mft.econ.census.gov/cfcc/login/USCB_MFT_User_Guide.pdf

NOTE: If you are having trouble navigating to the MFT site, please try using Firefox browser or Chrome and attempt to use Internet Explorer last.

NOTE: MFT was designed to replace all previously used systems, such as the Send-A-File Utility, Accellion, and Kiteworks by Accellion.

Please feel free to let us know if you have any questions. You can contact us, the Data Quality Branch, through our email address at erd.all.dqb.list@census.gov or by calling us at (301)-763-2095. Our office hours are Monday through Friday 9am to 5pm EST.

Thank you for your data!

The Data Quality Branch (DQB), Economic Reimbursable Surveys Division (ERD)
U.S. Census Bureau
email address: erd.all.dqb.list@census.gov
branch phone: 301-763-2095
census.gov | @uscensusbureau

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1. The MFT Login Page

The MFT Login Page is where you will log into the U.S. Census Bureau's secure file transfer site to transfer your administrative records.
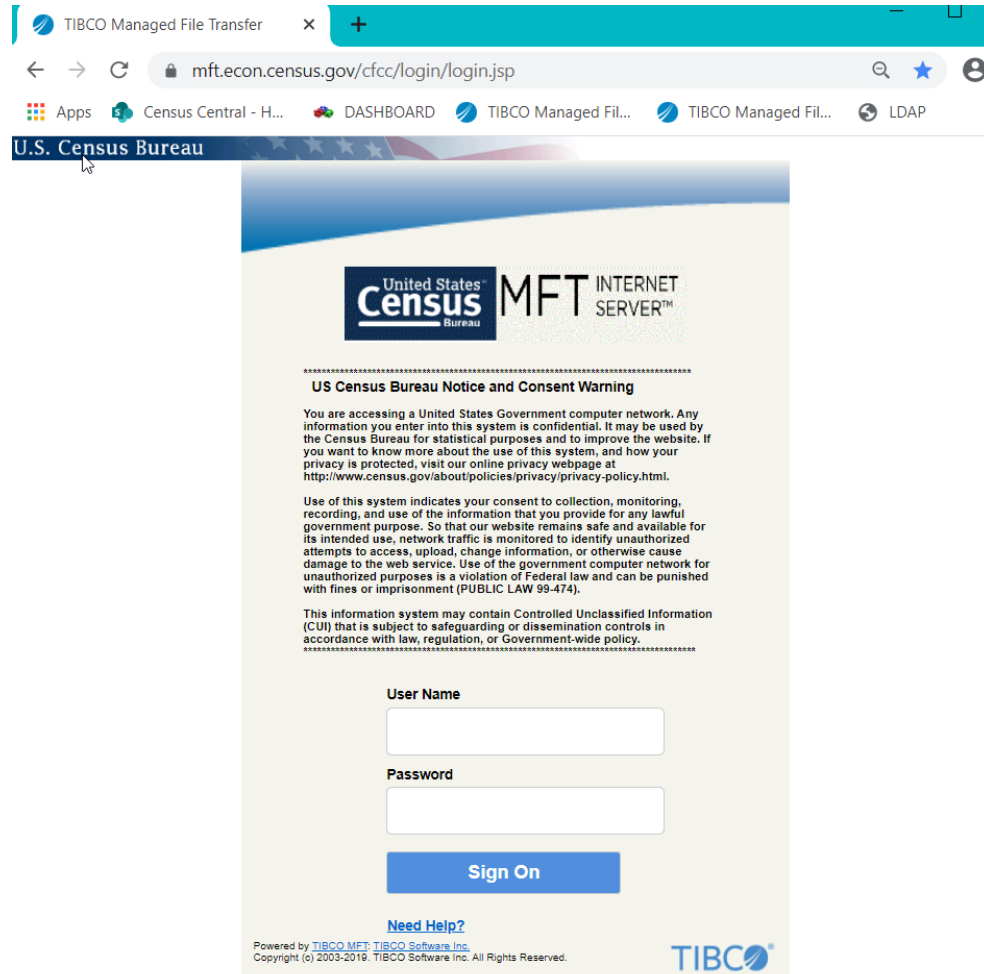

Figure 1: The MFT Login Page

1. Navigate to the following URL either by typing the following address in a web browser address line or clicking the link: https://mft.econ.census.gov/cfcc/login/login.jsp. The MFT Login Page will appear, as shown in Figure 1.
2. If you have already established an account in MFT for transferring administrative records to the U.S. Census Bureau, then you may enter your credentials directly on the screen.
3. If you do not have an account in MFT, or you have any issues logging in, click on "Need Help?" or navigate to https://mft.econ.census.gov/cfcc/login/loginHelp.jsp. Instructions for this page are shown in section 2.

Note: If you encounter errors or blank screens, please try using an alternative browser. First choice browsers are Mozilla Firefox and Chrome. Internet Explorer and Microsoft Edge should be your last choice. Please try all 4 browsers when experiencing an issue. Only have one browser open at once. Only

have one tab of MFT within a browser open at once. If you continue to have MFT issues, try closing MFT, clearing your cache and browsing history, and then renavigating to MFT once again.

2.   The MFT Help Page

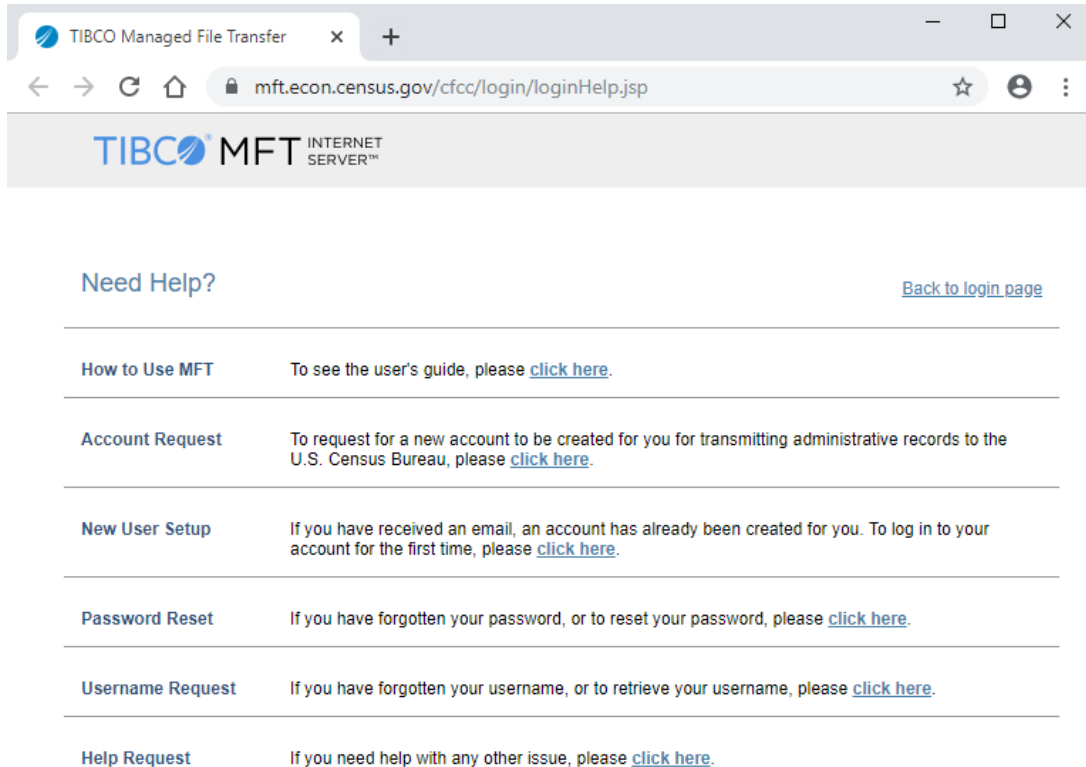The MFT Help Page is where you can get help using MFT.

Figure 2: The MFT Help Page

There are several links on this page, as shown in Figure 2. Simply select the "click here" link for the option most relevant to your question.

A.   How to Use MFT

This first "click here" link will lead you directly to this user's guide.

B.   Account Request

This second "click here" link will lead you to a form you can use to request a new account in MFT. Please fill out all required information as completely as you can, and then click "Submit."

The fields are self-explanatory. Please use your first and last name. Your agreement number may be listed in the email invitation to create an account. If you do not know your agreement number, please call us or fill in "unknown". If we see "unknown", it might take extra time to process the request.

You will also be prompted to acknowledge the Rules of Behavior for MFT before your request will be submitted.

See Figure 9, Figure 10, Figure 11, Figure 12, and Figure 13 in the Appendix for screenshots of the emails and confirmation screens you will receive.

C.   New User Setup

This third "click here" link will allow you to log in to your new account for the first time, if you have received a confirmation email that your account has already been established.

See Figure 14, Figure 15, Figure 16, and Figure 17 in the Appendix for screenshots of the emails and confirmation screens you will receive.

D.   Password Reset

This fourth "click here" link will allow you to reset your password.

Note: This link allows you to reset your password due to it expiring after 90 days or if you forgot your password and need to create a new one.

See Figure 18, Figure 19, Figure 20, and Figure 21 in the Appendix for screenshots of the emails and confirmation screens you will receive.

E.   Username Request

This fifth "click here" link will allow you to retrieve your username.

See figures Figure 22, Figure 23, and Figure 24 in the Appendix for screenshots of the emails and confirmation screens you will receive.

F.   Help Request

This sixth "click here" link will lead you to a form you can use to directly contact us if you have any other issues using MFT. Please fill out all required information as completely as you can, and then click "Submit."

See Figure 25 and Figure 26 in the Appendix for screenshots of the confirmation screens you will receive.

3. The MFT Transfer Page

The MFT Transfer Page is where you will transfer your administrative records to the U.S. Census Bureau.
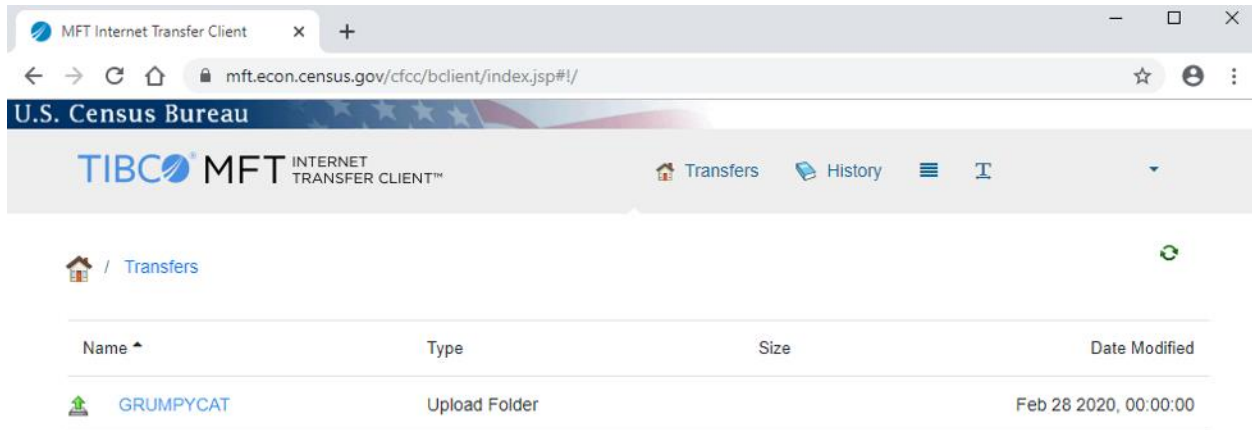

Figure 3: The MFT Transfer Page

In most situations, you will have only one folder within this page to select. See Figure 3, and the example folder named GRUMPYCAT. The folder is associated directly with the Agreement your agency has with the U.S. Census Bureau to provide administrative records.

Click on the folder. The Individual Transfer Folder screen will appear (see Figure 4: Individual Transfer FolderFigure 4). Use the "click here to upload" to open a navigation window (Figure 5) to select which files on your PC to transfer.   **Note:** The MFT system works better if you name your files without spaces. Please keep this in mind as you upload data.
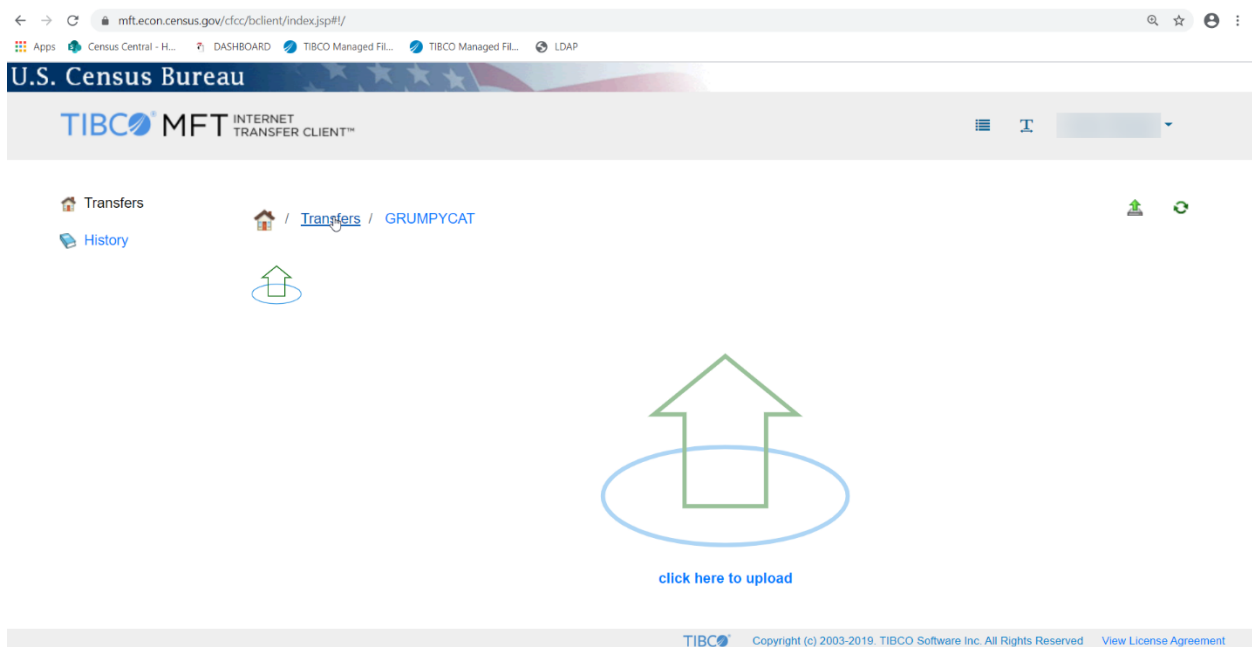
Figure 4: Individual Transfer Folder
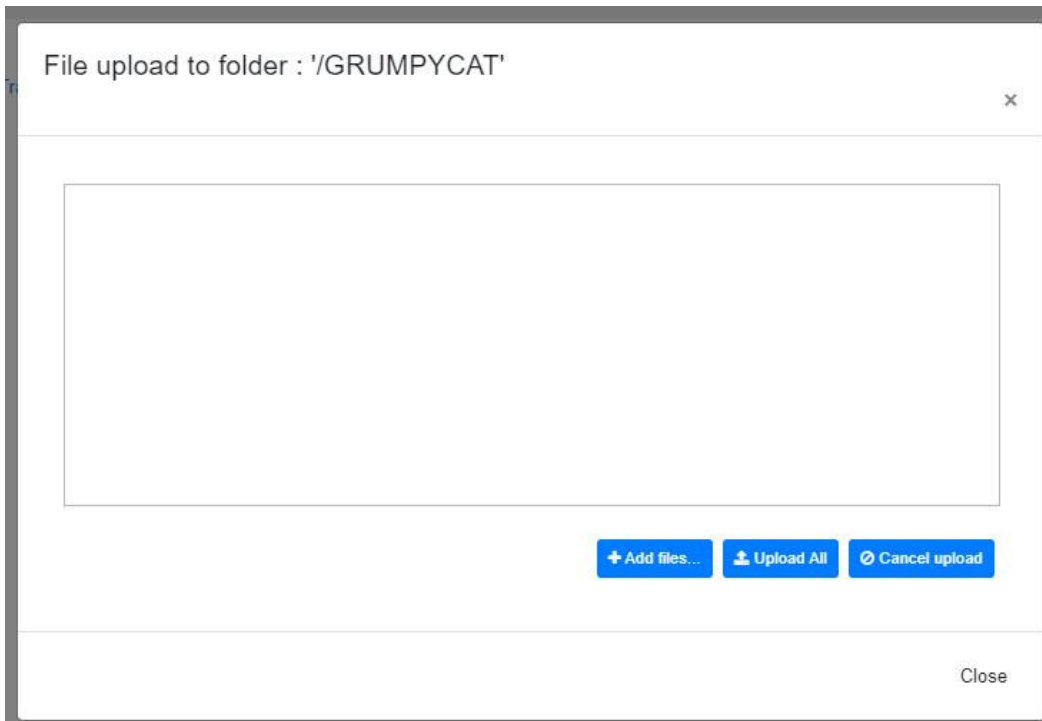
Figure 5: File Transfer Screen

Once you have selected an individual file or group of files to transfer, you must then click the "Upload All" button to have them begin transferring. You can either wait for files to finish transferring or close the File Transfer Screen and the files will continue to transfer in the background. **Please do not close the browser window or log out of MFT until all files have been successfully transferred.**

You will receive an email once the transfer is complete. See Figure 6.

United States Census Bureau **MFT** **INTERNET SERVER™**

U.S. Census Bureau Managed File Transfer (MFT) Transfer Completed

E erd.all.dqb.list@census.gov
Fri 2/28/2020 12:06 PM

👍 ↩ ↩ → ⋯

Dear

Your upload of administrative records to the U.S. Census Bureau has been received. Thank you!

AUDITID	
USERID	
NAME	
GROUP	grumpycat
FILE NAME	grumpycat.jpg
FILE SIZE	.01MB
START TIME	02/28/2020 01:01:28 PM
END TIME	02/28/2020 01:01:29 PM
STATUS	SUCCESS
CLIENT IP	

If you have any questions, you can get into contact with us by clicking https://mft.econ.census.gov/cfcc/login/loginHelp.jsp, by emailing erd.all.dqb.list@census.gov or by calling 301-763-2095.

This request was intended for the original recipient and should not be forwarded.

Figure 6: Successful File Transfer Email

4. The MFT History Page

The MFT History Page is where you can see a list of all of your previous file transfers using MFT. You will only see a history of the files uploaded using your account, and not a history of all files uploaded to this folder.

Figure 7: The MFT History Page

5. The MFT Settings Page

The MFT Settings Page is an alternative location where you can change your password in MFT. Navigate to the Settings page by clicking on your name in the upper right-hand corner and then clicking "Settings". You can also change your password in MFT from the MFT Login Page by clicking "Need Help?"

Figure 8: The MFT Settings Page

Appendix

Access Request

X

To request for an account to be created for transmitting administrative records to the U.S. Census Bureau, please fill out the form below.

Do you have a data agreement with the U.S Census Bureau?
If not, please call (301) 763-2095 before filling out this form!

Your Name*

Your Agency Name*

Your Email Address*

Agency Agreement Number*

State or other Geography

Program or Project Name

Figure 9: Access Request, Initial Page Part 1

Phone Number*

Additional Information

Cancel   Next

Figure 10: Access Request, Initial Page Part 2

Rules of Behavior

You are accountable for your actions and responsible for the security of MFT account. Failure to follow these rules will result in disabling of the MFT account and notification of the respective agency of a misconduct.

Annual Federal Information Systems Security Awareness and Privacy and Records Management courses provide the guidance needed for users to fully understand these rules and their responsibilities.

RULES OF BEHAVIOR:

As a MFT user, I will:

1. Handle and retain all system outputs in accordance with information classifications and records management requirements.
2. Not attempt to access information or information systems for which access has not been authorized.
3. Not share username or passwords of my MFT account with other users.
4. Not use Government information, equipment, keys and/or my MFT access for activities that are illegal and/or inappropriate.
5. Not attempt to alter and/or disable configurations and security settings without prior appropriate authorization.
6. Immediately report suspected MFT security incidents and provide full cooperation in accordance with your Department, Bureau or Office incident response procedures.

Cancel Request   I Accept

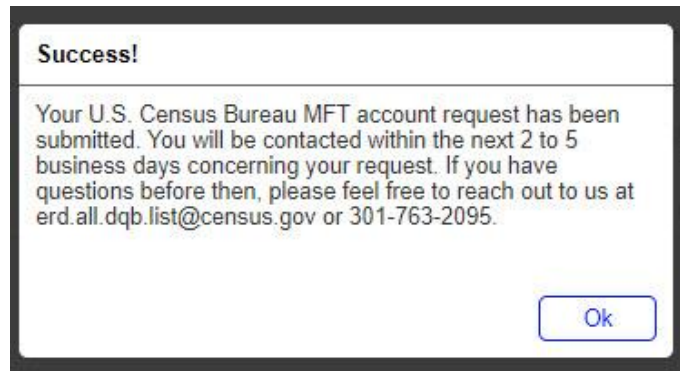*Figure 11: Access Request, Initial Page Part 3*

Figure 12: Access Request, Confirmation
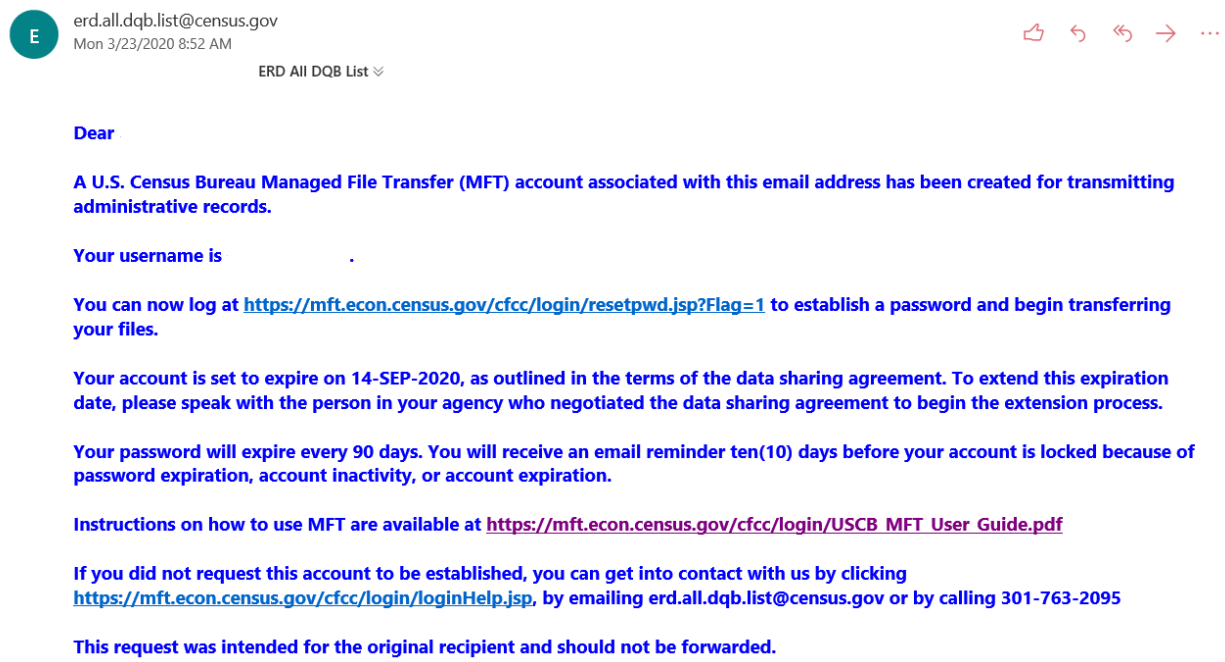
Figure 13: Access Request, Account Request Processed Email
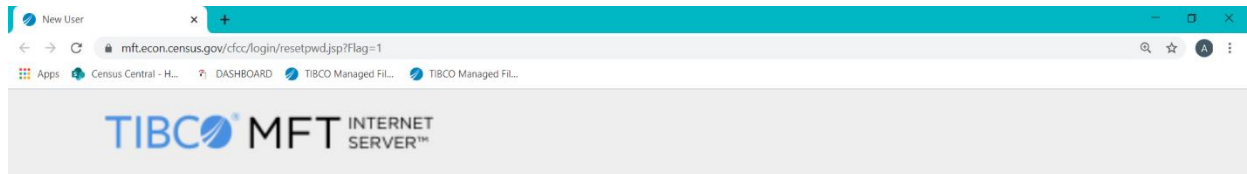
Figure 14: New User Setup, Initial Page
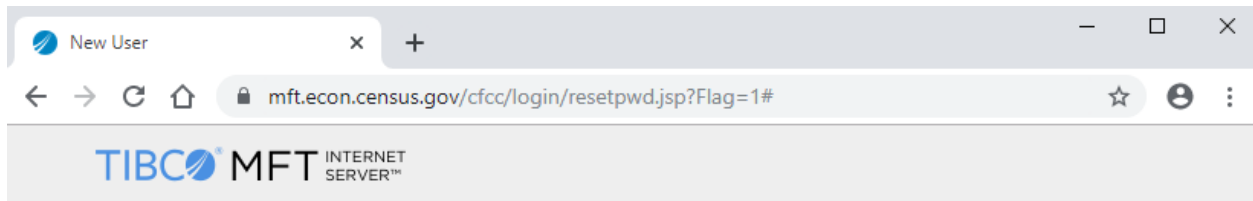
Figure 15: New User Setup, Confirmation

U.S. Census Bureau Managed File Transfer (MFT) Account Password Reset

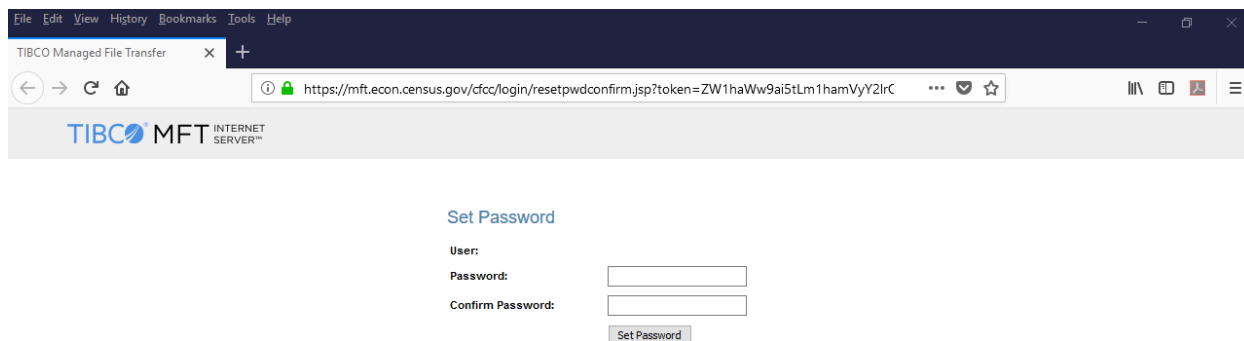erd.all.dqb.list@census.gov <erd.all.dqb.list@census.gov>
Tue 1/14/2020 2:01 PM
To:

A change password request has been received for the U.S. Census Bureau Managed File Transfer (MFT) account associated with this email address. This change password request will expire in one (1) hour.

Click here to change your password.

If you did not request this password reset, you can get into contact with us by clicking https://mft.econ.census.gov/cfcc/login/loginHelp.jsp , by emailing erd.all.dqb.list@census.gov, or by calling 301-763-2095.

This request was intended for the original recipient and should not be forwarded.

Figure 16: New User Setup, Change Password Request Email

Figure 17: New User Setup, Password Set Page

Figure 18: Forgot Password, Initial Page
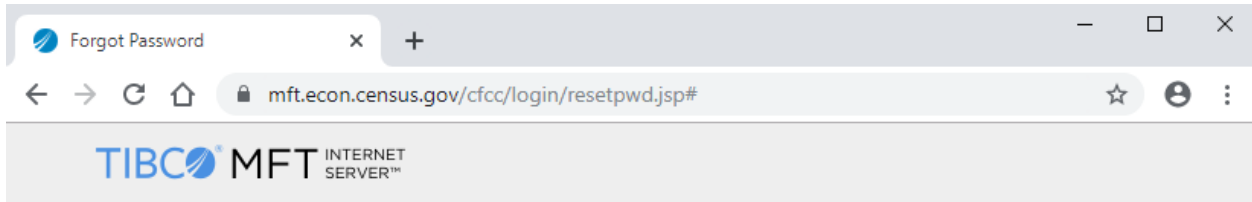
Figure 19: Forgot Password, Confirmation

U.S. Census Bureau Managed File Transfer (MFT) Account Password Reset

erd.all.dqb.list@census.gov <erd.all.dqb.list@census.gov>
Tue 1/14/2020 2:01 PM
To:

A change password request has been received for the U.S. Census Bureau Managed File Transfer (MFT) account associated with this email address. This change password request will expire in one (1) hour.

Click here to change your password.

If you did not request this password reset, you can get into contact with us by clicking https://mft.econ.census.gov/cfcc/login/loginHelp.jsp , by emailing erd.all.dqb.list@census.gov, or by calling 301-763-2095.

This request was intended for the original recipient and should not be forwarded.

Figure 20: Forgot Password, Change Password Request Email

Set Password

- Password requirements:
  - ☐ At least 12 characters

  - ☐ All four (4) of the following::

    - ☐ English upper-case characters (A-Z);

    - ☐ English lower-case characters (a-z);

    - ☐ Numeric (0-9);
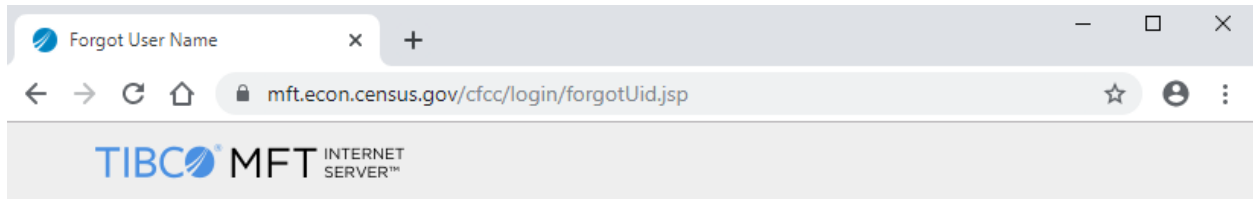
    - ☐ Non-Alphanumeric (ex.,!, $, #)

  NOTE: Passwords should not contain portions of your email address, your first name, or your last name

User:

Password:

Confirm Password:

Set Password

Figure 21: Forgot Password, Password Reset Page

Figure 22: Forgot User Name, Initial Page
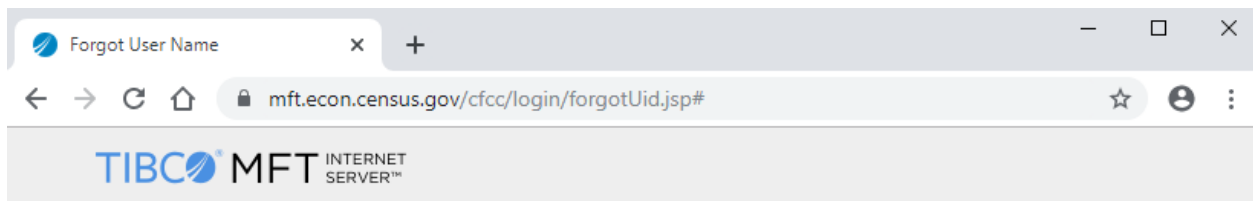
Figure 23: Forgot Password, Confirmation

U.S. Census Bureau Managed File Transfer (MFT) Account Username Reminder

erd.all.dqb.list@census.gov <erd.all.dqb.list@census.gov>
Tue 1/14/2020 3:21 PM
To:

A username reminder has been received for the U.S. Census Bureau Managed File Transfer (MFT) account associated with this email address.

Your username is

If you did not request this username reminder, you can get into contact with us by clicking https://mft.econ.census.gov/cfcc/login/loginHelp.jsp , by emailing erd.all.dqb.list@census.gov, or by calling 301-763-2095.

This request was intended for the original recipient and should not be forwarded.

Figure 24: Forgot Password, User Name Request Email

United States Census Bureau | **MFT** INTERNET SERVER™

Support Request

X

To request for assistance with an issue, please fill out the form below:

Your Name*

Your Email Address*

Phone Number*

Please provide a detailed explanation of your issue

You will be contacted within 3 to 5 business days. If you have questions before then, please feel free to reach out to us at erd.all.dqb.list@census.gov or 301-763-2095. Thank you.

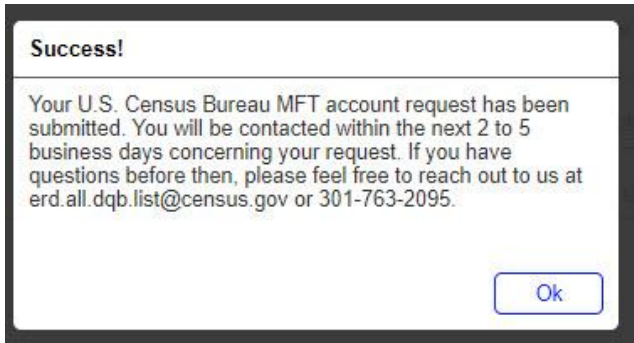Cancel   Submit

Figure 25: Support Request, Initial Page

Figure 26: Support Request, Confirmation