

## NON-AD VALOREM ASSESSMENT REPORT SUBMISSION

### INSTRUCTIONS TO CONNECT TO THE SFTP SERVER

Before uploading the files, please verify that the file names follow the naming convention:

NAVDXXYYZZ.TXT, NAVNXXYYZZ.TXT, DR503NAXXYYZZ.xlsx, and DR503NAXXYYZZ.PDF, where

XX = DOR county number, YY = two-digit tax year

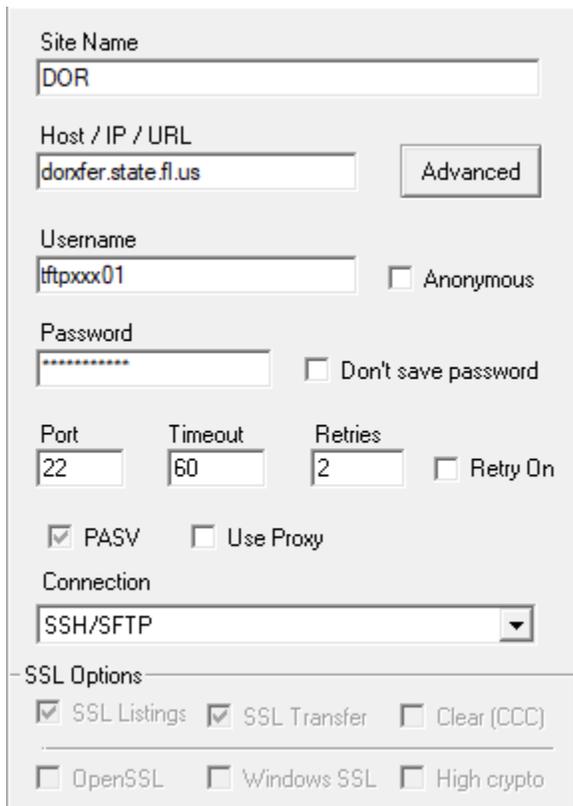
ZZ = submission number (01 for the first submission, 02 if there is a resubmission, and so forth).

Upload all four files. Do not submit zipped files or folders.

Please use the FTP client settings below to upload your NAV files. For username, xxx is your county name.

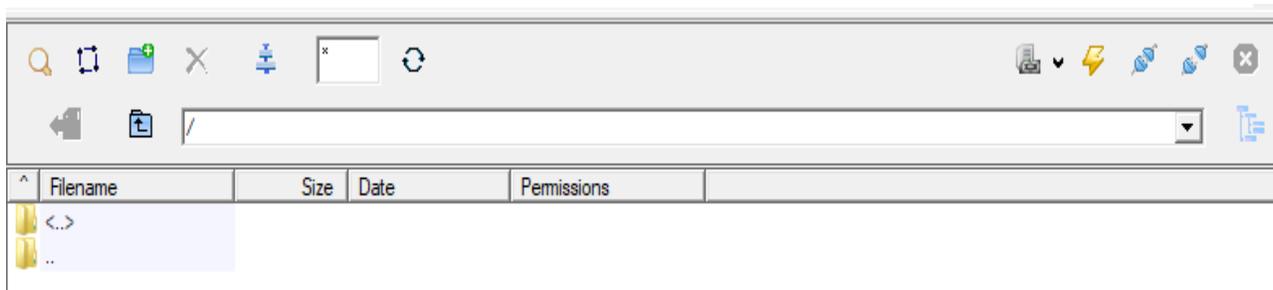
Once you log on, your default home directory will be your county folder. From there, you can upload your files.

#### Core FTP Users - Settings and Default Home Directory



The screenshot shows a settings dialog for an FTP client. The fields are as follows:

- Site Name: DOR
- Host / IP / URL: dorxfer.state.fl.us (with an "Advanced" button next to it)
- Username: tftp001 (with an "Anonymous" checkbox that is unchecked)
- Password: [masked with dots] (with a "Don't save password" checkbox that is unchecked)
- Port: 22
- Timeout: 60
- Retries: 2 (with a "Retry On" checkbox that is unchecked)
- Protocol: PASV (checked), Use Proxy (unchecked)
- Connection: SSH/SFTP (selected in a dropdown menu)
- SSL Options: SSL Listings (checked), SSL Transfer (checked), Clear (CCC) (unchecked), OpenSSL (unchecked), Windows SSL (unchecked), High crypto (unchecked)



## WinSCP Users - Settings and Default Home Directory

Session

File protocol:  
SFTP

Host name: dorxfer.state.fl.us Port number: 22

User name: tftp001 Password: ●●●●●●●●●●

Edit Advanced...

Login Close Help

The screenshot shows the WinSCP file manager interface. The address bar displays the root directory path: / <root>. The toolbar includes icons for navigation (back, forward, home, refresh), search (Find Files), and file operations (Download, Edit, Properties, New). The main area shows a table listing the contents of the root directory.

Name	Size	Changed	Rights	Owner
⬅️ .		6/2/2022 11:56:09 AM	rwxr-x---	

## FileZilla Users - Settings and Default Home Directory

General | **Advanced** | Transfer Settings | Charset

Protocol: SFTP - SSH File Transfer Protocol

Host: doxfer.state.fl.us Port: 22

Logon Type: Normal

User: tftpxxx01

Password: ●●●●●●●●

Background color: None

Comments:

Connect OK Cancel

Remote site: /

..... /

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
..					

Empty directory listing

Empty directory.