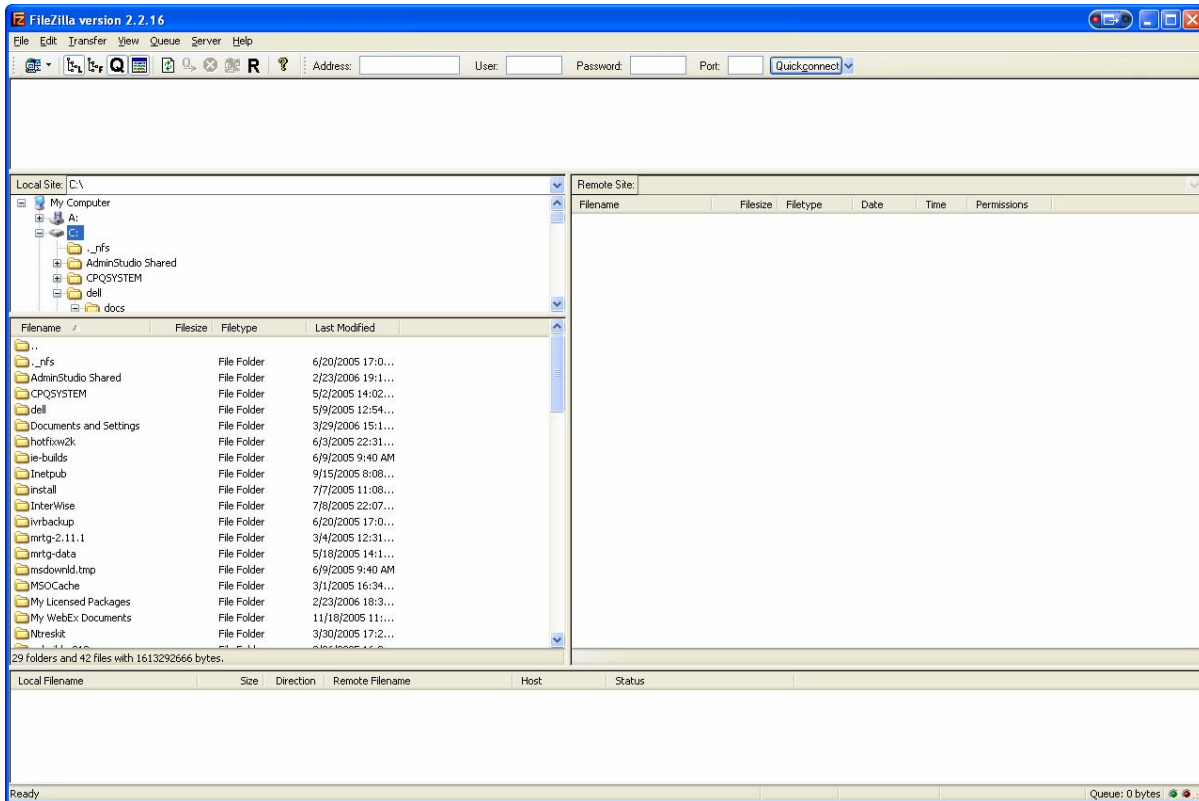


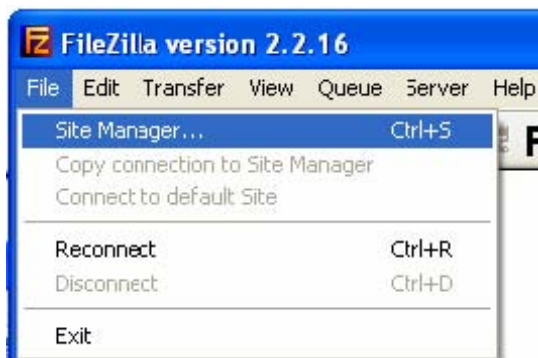
How to Configure FTP over SSL for MI New Hire

Note: Please make sure that you have downloaded and installed the freeware version of FileZilla (Provided by PSI)

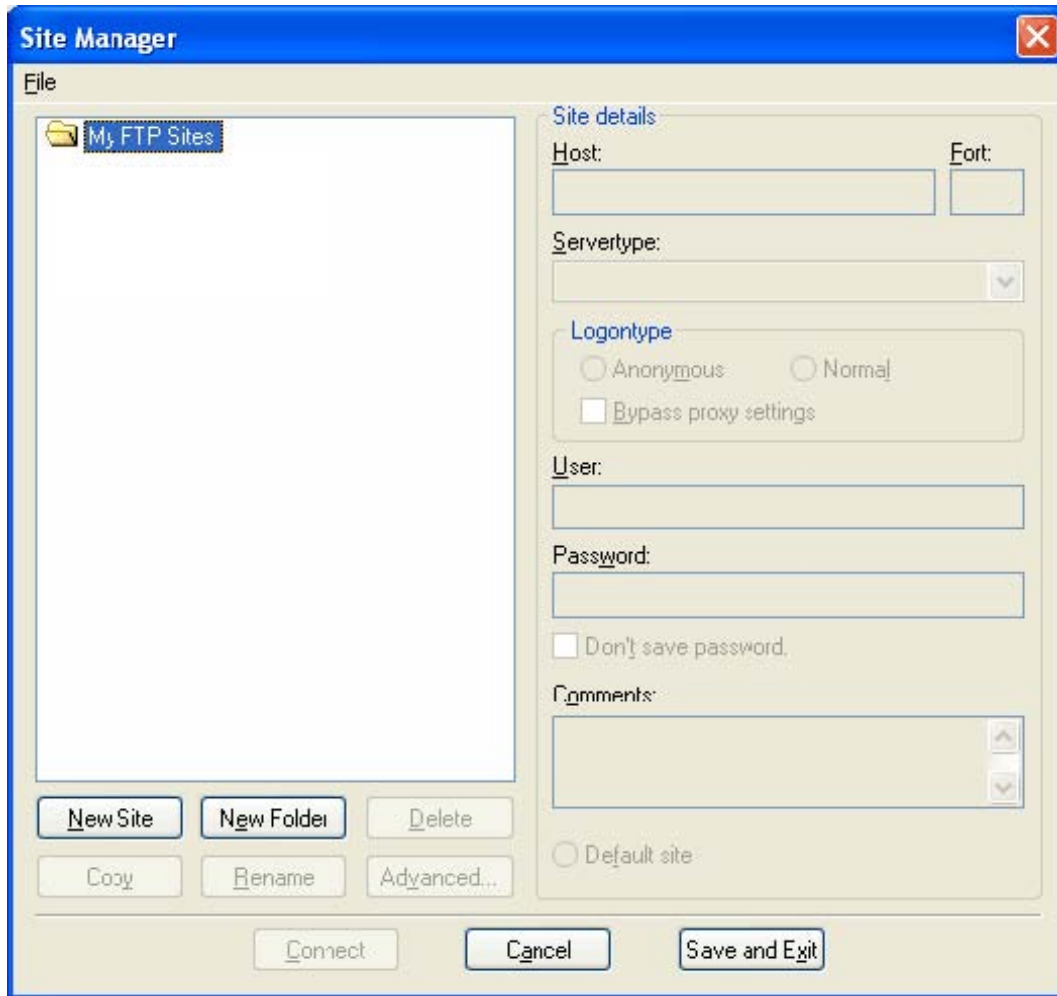
Double click on the FileZilla icon located on your Desktop.



Click File > Site Manager



Click New Site button (Overwrite Default site name “New FTP Site” with MI SSL New Hire



In the section for Site Details, enter the following:

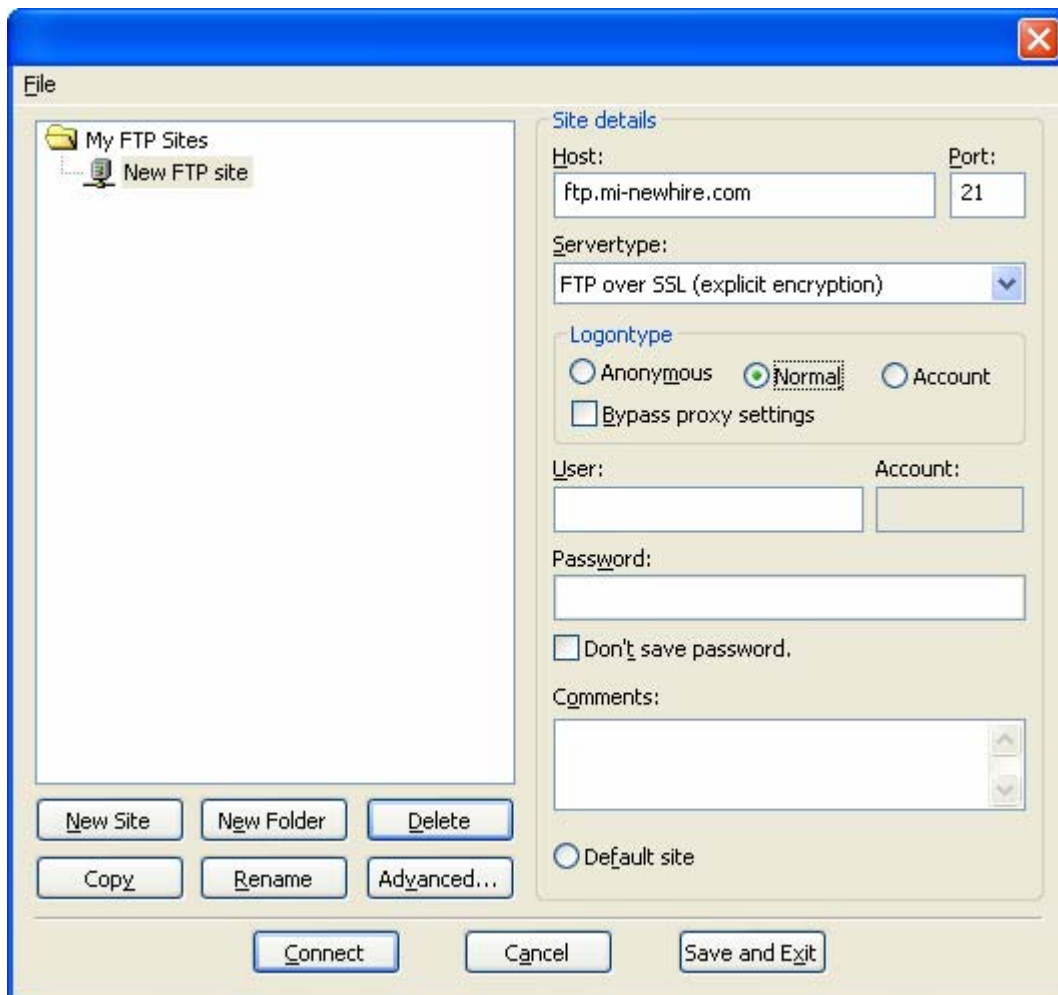
Host: ftp.mi-newhire.com **Port:** 21

Servertype: FTP over SLL (explicit encryption)

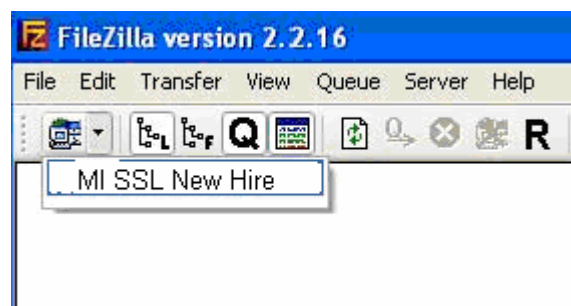
Logontype: Normal.

User: / Password: Registered employers must use their Log On ID (FEIN) and Password that was created on the MI-Newhire.com website. If you have not registered please do so by following the instructions listed on <http://mi-newhire.com>.

Click Save and Exit (Must have username and password entered before saving site configuration)

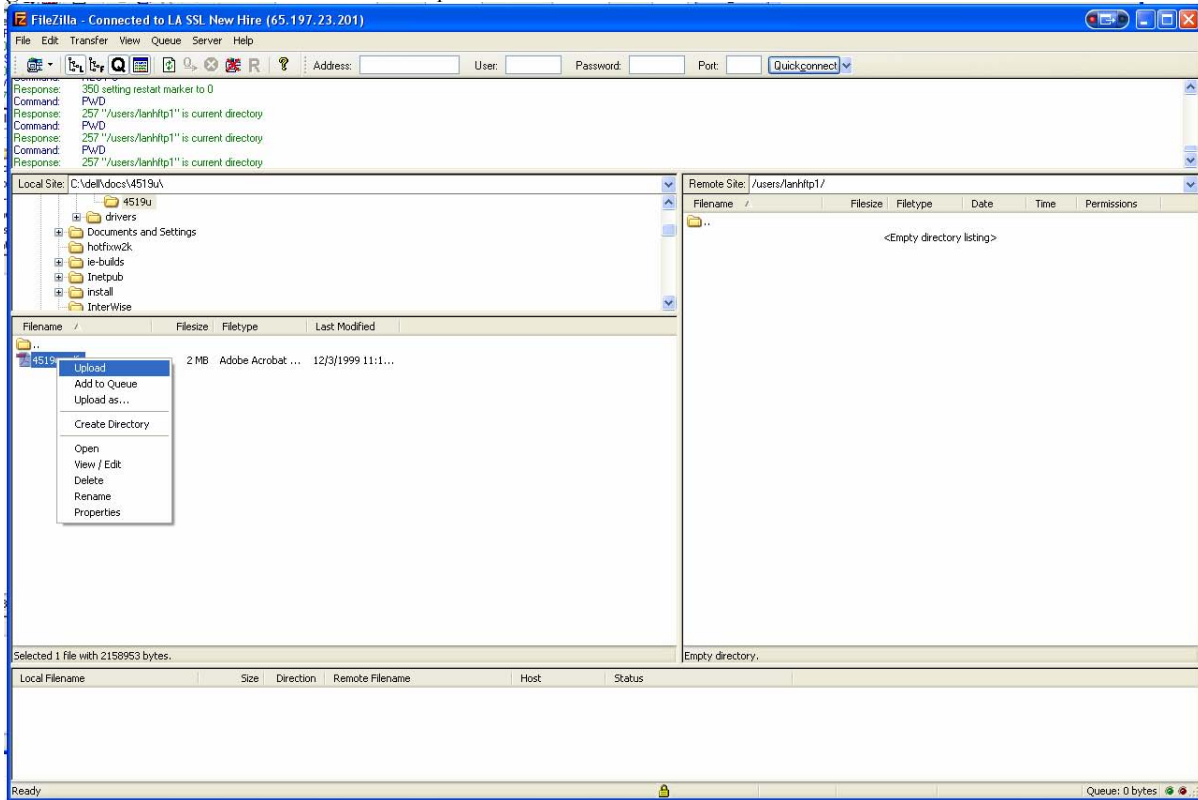


Click on down arrow. Click MI SSL New Hire



Note: If SSL Certificate Window appears select “Accept Certificate Permanently”.

Right click on file to be sent and click Upload.



You should receive a message indicating that the upload is complete.