

What DHSMV NEEDS FROM YOU

As you know, the Florida Department of Highway Safety and Motor Vehicles is in the process of changing all reporting methods over to electronic data transfer via FTP. To help us accomplish this process with a minimum of confusion, we ask that you follow the steps listed below.

1. Familiarize yourself with our introductory material as shown.
 - Read the attached FAQ.
 - Go to this link (<http://www.hsmv.state.fl.us/FRManualFTP/>) and review on line ftp manual.
 - Contact Joe Glover if you have additional policy questions
 - Email INSFTP@hsmv.state.fl.us if you have additional technical questions.
2. When you are ready to send us your "PUBLIC KEY" (see attached FTP FAQ) include the following in the body of the email:
 - Company Name.
 - Company Number (NAIC).
 - Contact information for Business and Tech questions.
 - Your PUBLIC KEY attached as an ASCII file.
3. When you are ready to send us your test file, include the following:
 - Include a 'Y' in position 44 of the first header record so that the programs pick up the fact that it is a test file.
 - Send a message to INSFTP@hsmv.state.fl.us so that we can create your file and update the database as to your FTP status.
4. When you are ready to send your first Production file, let us know so we can update the database as to your ftp status.

Thank you for your help and cooperation. If you have additional questions, please send email to INSFTP@hsmv.state.fl.us.

FAQ's For Insurance Companies Reporting Through FTP

For the Complete Implementation Procedures Manual, go to
<http://www.hsmv.state.fl.us/FRManualFTP/>

Email the INSurance FTP group at insftp@hsmv.state.fl.us

Q – What is the benefit of the FTP procedure?

A – Reporting files and return files will be transferred over the Internet via FTP replacing the diskettes or tapes. This will provide a safer, faster, and cheaper method of sending and receiving data.

Q – What is FTP?

A – FTP stands for File Transfer Protocol. It is a simple and widely accepted method to transfer large files over the Internet.

Q – May I use SFTP or a VNP connection?

A – Currently we are not setup to handle either of these connections.

Q – What software will I need?

A – Encryption software to encrypt the file you send and to decrypt the return file.

The sender will encrypt the file sent to HSMV with OUR PUBLIC KEY, which we will provide. HSMV will decrypt your file with OUR PRIVATE KEY.

HSMV will encrypt a return file with YOUR PUBLIC KEY that you will provide and you will decrypt the return file with YOUR PRIVATE KEY.

Q – Where can I get encryption software?

A – From different sources. However two popular sites are:

Free open source GPG Encryption software can downloaded from <http://www.gnupg.org>. Select [GnuPG compiled for Microsoft Windows](#) from the **Binaries** section or the appropriate download for your operating system.

Download the software and follow the instructions on how to encrypt and decrypt files from <http://www.gnupg.org/documentation/>

Or you can purchase PGP (Pretty Good Privacy) from <http://www.pgp.com>.

Q – I don't have a Windows FTP program, how do I send or receive my data? *

A – There are numerous free GUI FTP programs on the Internet. Search for FREE FTP SOFTWARE or you can handle the entire FTP functions from the DOS prompt as follows:

1. FTP(one_space){IP_address_of_our_firewall}
2. USERID@{IP_address_of_our_ftpsver}
3. PASSWORD: {the_password_you_will_be_given}

NOTE: We are currently resolving issues with companies running CHECKPOINT FIREWALL. If you have a CHECKPOINT FIREWALL we will have to wait until those issues are resolved to implement FTP.

Q – Will the file format be different?

A – If you are currently sending the file via DISKETTE the format will only be different because you will include carriage returns after each record. (The current DISKETTE format is a file with no carriage returns.) If you are currently sending the file via TAPE the format will not change. The filing record format is available at:

<http://www.hsmv.state.fl.us/FRManualFTP/FTPpart4.html#filingrecord>

Q – Where is the data sent to and received from?

A – The DBA (Data Base Administrators) Group will contact you with file names, passwords, IP address etc. They will send you that information in a file encrypted with YOUR PUBLIC KEY that you will have provide to us and you will decrypt that file with YOUR PRIVATE KEY. This will allow you to test your ability receive and decrypt the files we send back to you.

They can be emailed at UNIXFTP.GHQ.TLH@hsmv.state.fl.us

Q- What is the filling procedure?

A- File only once per day, and do not send another file until the return file is picked up. Below are several filing scenarios:

- A file is sent on a regular business day, another should not be sent until the return file is picked up that afternoon.
- A file is sent on a weekend, another file should not be sent until the return file is picked up on Monday afternoon.
- A file is sent on a holiday, another should not be sent until the return file is picked up on the next regular business day.

We will not be processing new files on the following holidays. If you send on one of

these dates, wait until the afternoon of the next business day to look for a return file.

HOLIDAYS
New Years Day
Martin Luther King
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanks Giving
Christmas Day

- Q- What is the procedure for receiving our return file to get our errors?
- A- On the afternoon of the regular business day the file was sent, pick up the return ('B') file from the server, then issue a delete command for that file so next return file may be placed there on next business day.