

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

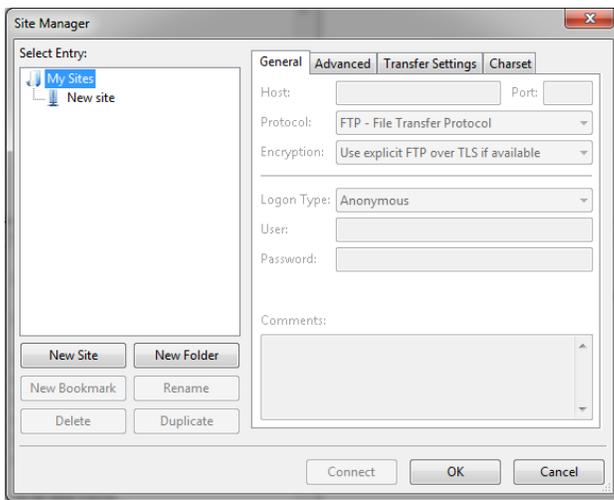
XX = DOR county number, YY = two-digit tax year

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

Submit all four files in a single submission. Please do not submit zipped files.

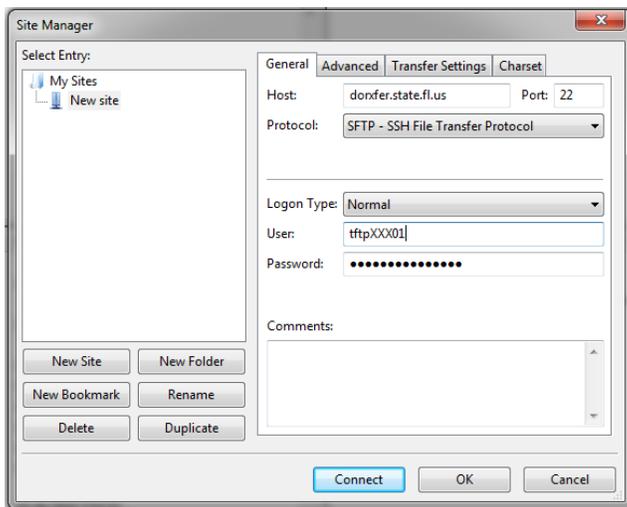
Follow these steps to upload your NAV files.

1. Open CoreFTP. You should see the site manager from your last session.

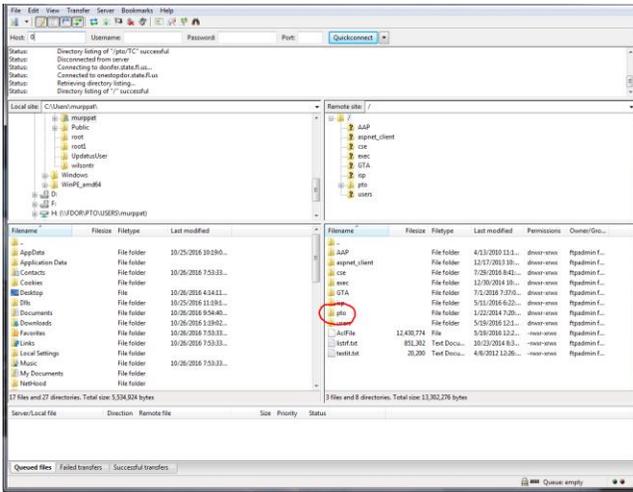


2. Click on New Site.

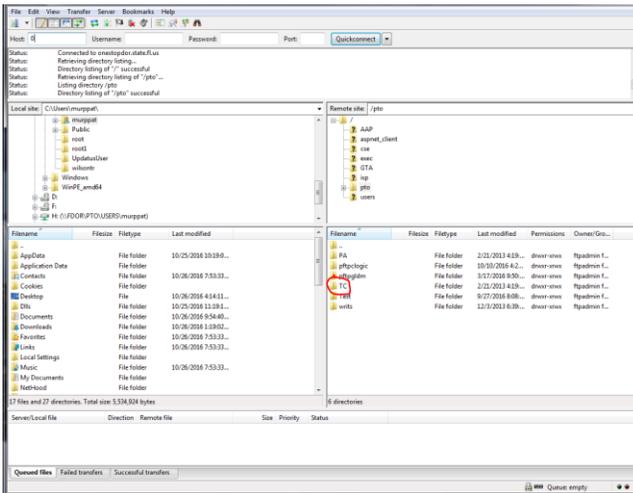
Enter Port: 22 and User: tftpXX01



3. Select pto folder



4. Select TC folder



5. Select your county

