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.

Site Manager		×
Select Entry:		General Advanced Transfer Settings Charset
My Sites New site		Host: Port:
		Protocol: FTP - File Transfer Protocol 👻
		Encryption: Use explicit FTP over TLS if available -
		Logon Type: Anonymous User: Password: Comments:
New Site	New Folder	·
New Bookmark	Rename	
Delete	Duplicate	
		Connect OK Cancel

2. Click on New Site.

Enter Port: 22 and User: tftpxxx01

Site Manager	×						
Select Entry:	General Advanced Transfer Settings Charset Host: donfer.state.fl.us Port: 22 Protocol: SFTP - SSH File Transfer Protocol						
	Logon Type: Normal User: tftpXXXX01 Password: ••••••						
New Site New Folder New Bookmark Rename Delete Duplicate	Comments:						
	Connect OK Cancel						

3. Select pto folder

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4. Select TC folder

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5. Select your county

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