Standard Operating Procedure 3040.8

Census Managed File Transfer (MFT)

Secured Electronic File Transfer

June 17, 2020

I. PURPOSE

This document provides a set of standard procedures for how a state's Labor Market Information agency, or its authorized personnel, will submit data for the Local Employment Dynamics (LED) Partnership using the Census Managed File Transfer (MFT) secure transfer environment https://mft.econ.census.gov.

Login credentials should be carefully safeguarded at all times. Once logged in, the state partner will have access to the secure file upload application.

II. Census MFT Login

- Follow this link https://mft.econ.census.gov or type it on the address line of your Internet browser and hit ENTER.
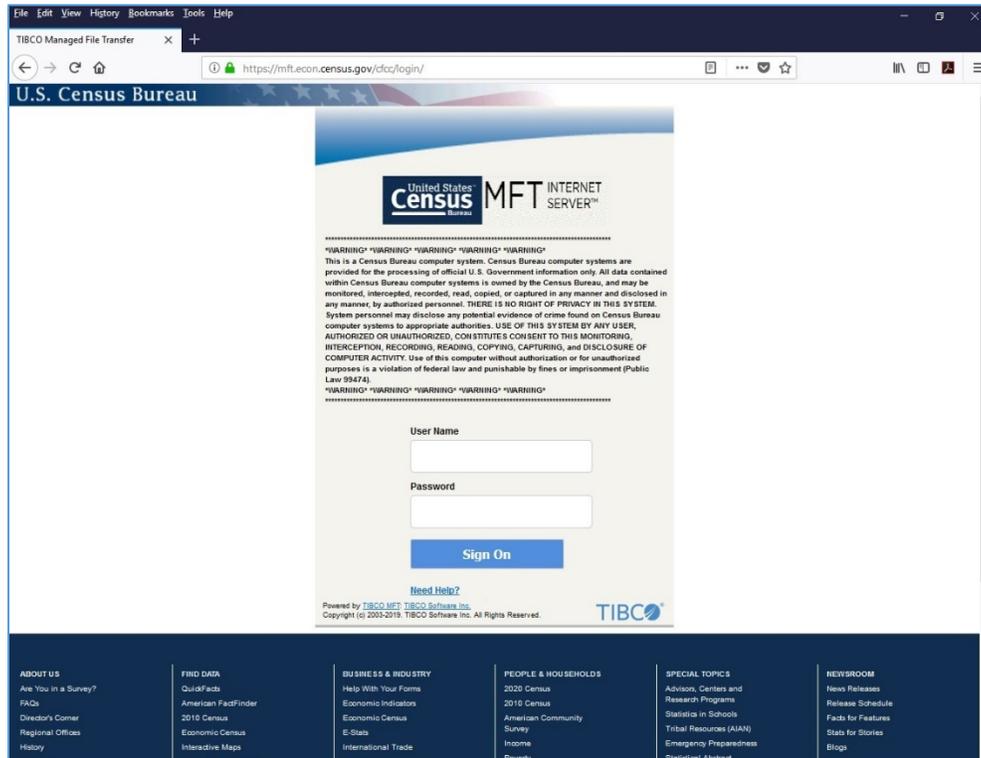

Figure 1: Census MFT Login Page

- When prompted for a **User Name** and **Password**, provide the requested information and click **"Sign On"**.

III. FILE UPLOAD

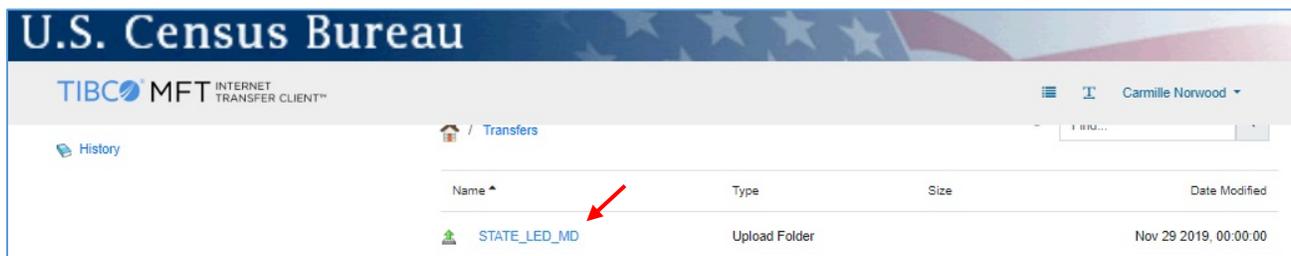### *** Maryland (MD) Example for Demo Purposes Only ***

Figure 2: Census MFT Transfers – Upload Folder for Maryland (MD) Transfers

- An upload folder link will exist for each State Partner. The naming schema that is used for the upload folder is: STATE_LED_<uppercase two-character postal state code>
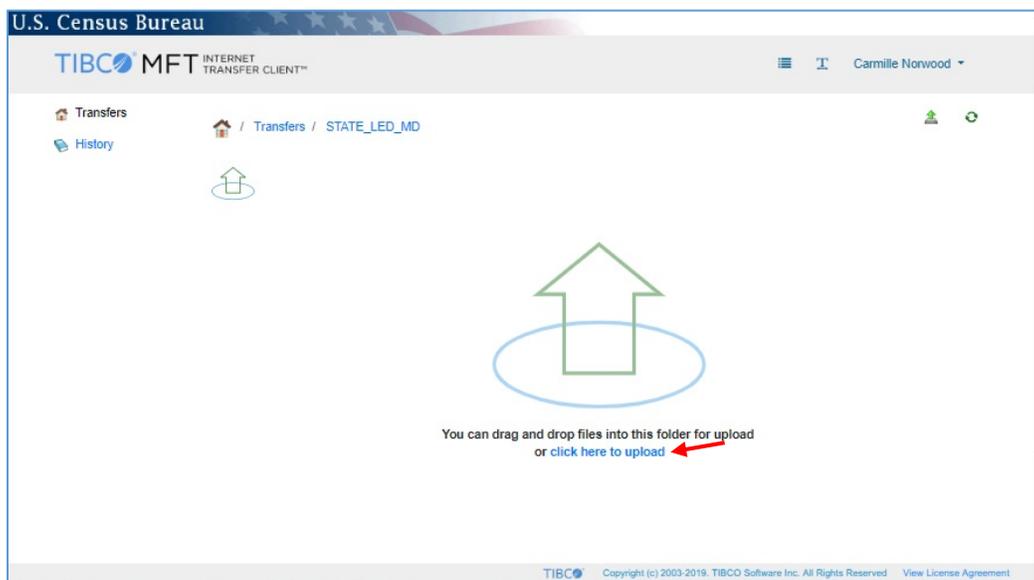
- Click on the upload folder link.

Figure 3: Census MFT Transfers – State Upload Folder

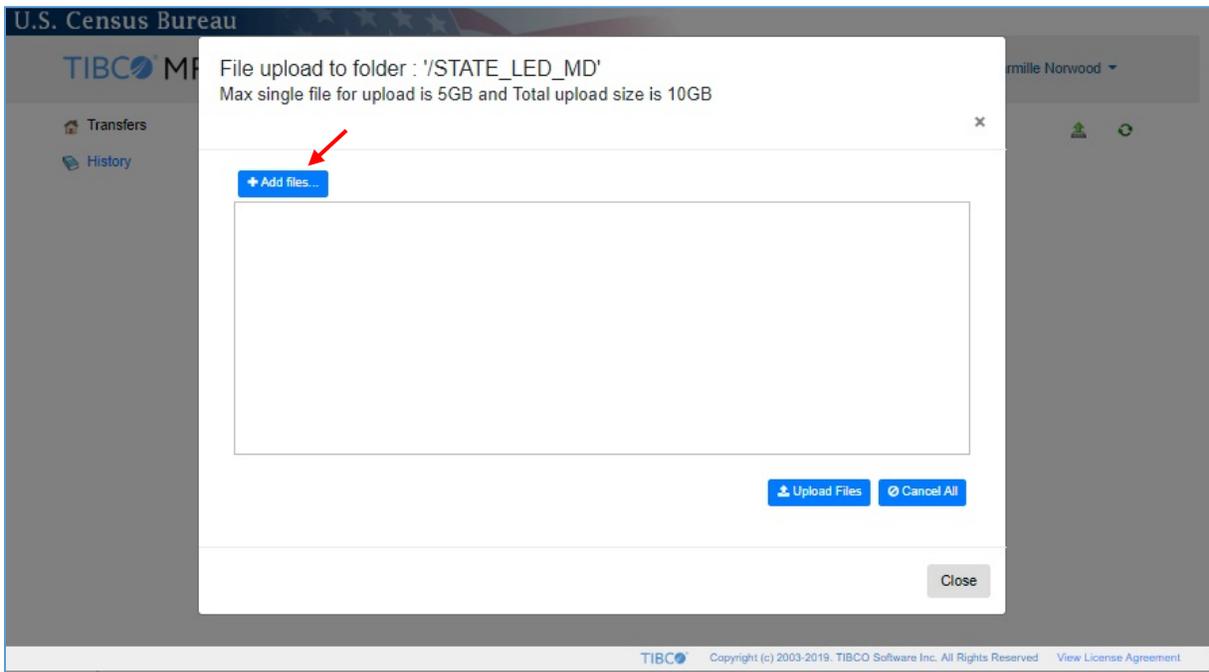- Drag and drop files or click on the **"click here to upload"** link.

Figure 4: Census MFT Upload – State Upload Folder

- Click **"Add files…"**, then navigate to and highlight the file you want to upload.
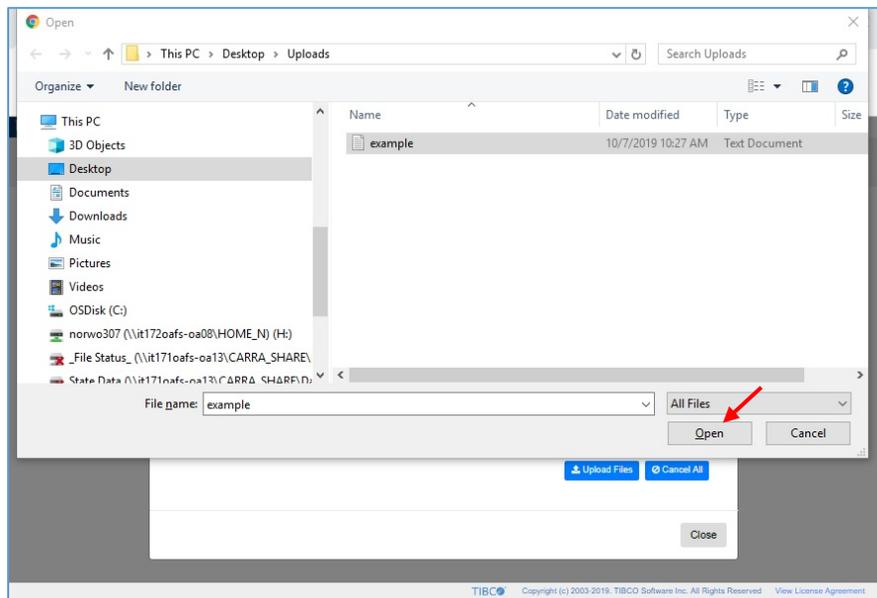
- Click **"Open"**.

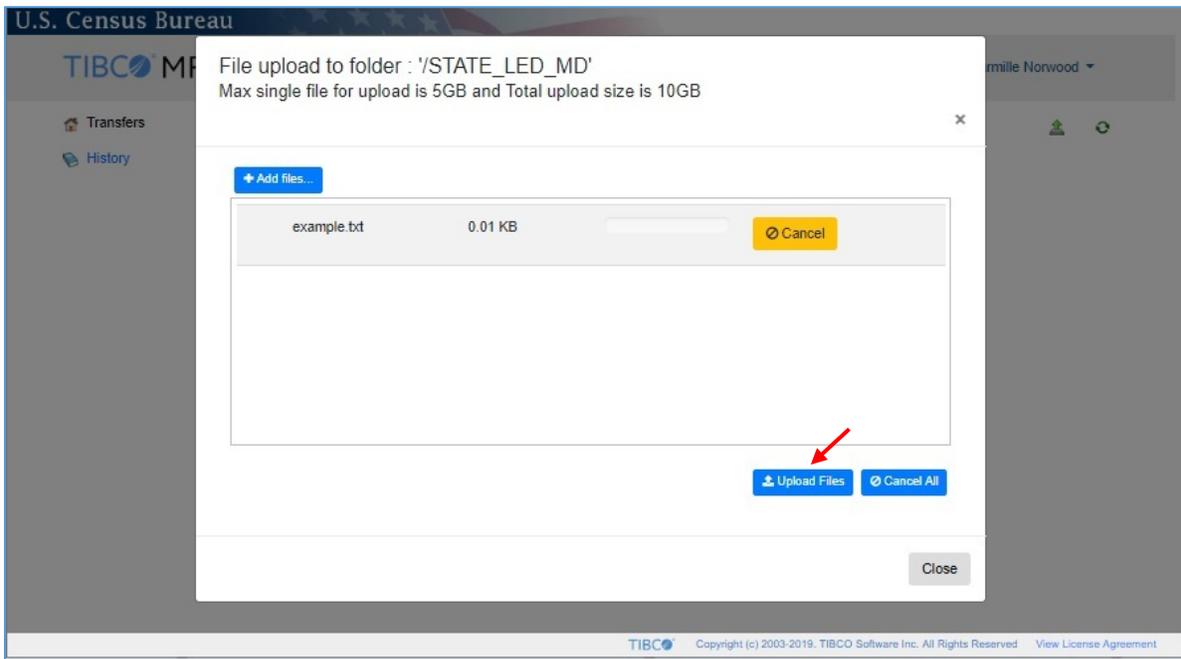**Figure 5: Census MFT Upload - Navigate and Select Files**

Figure 6: Census MFT Upload - View Selected Files

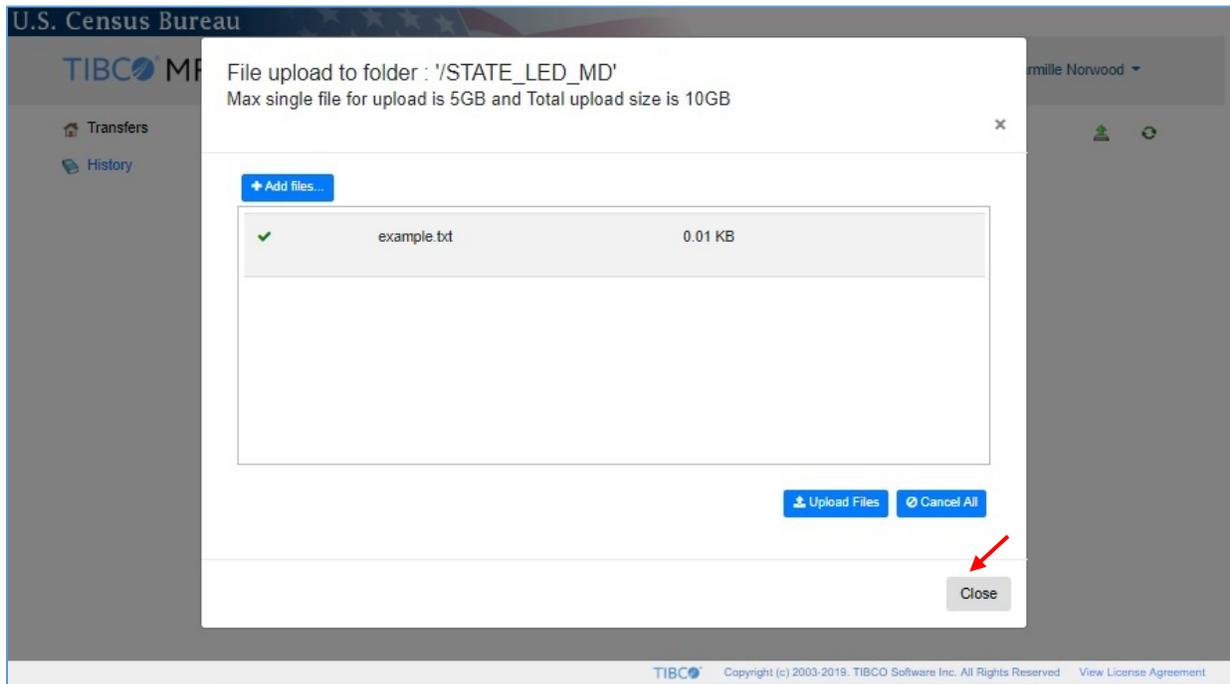- Click **"Upload Files"**.

Figure 7: Census MFT Upload – Upload All Files
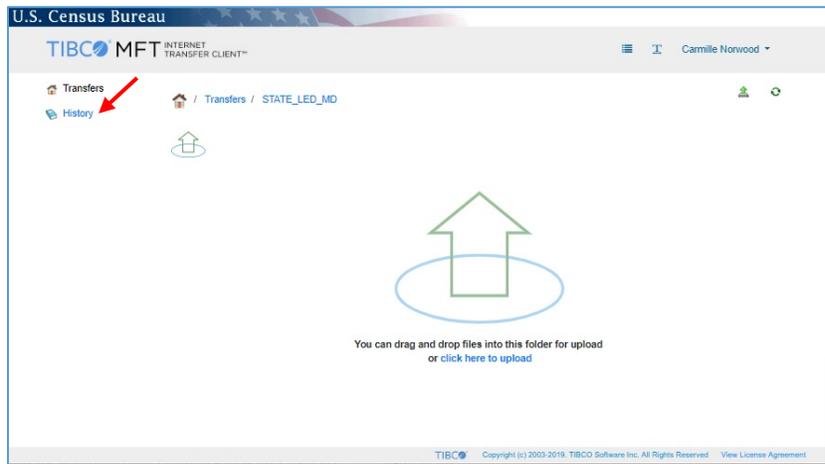
- Click **"Close"**.

Figure 8: Census MFT Transfers - Upload to STATE_LED_MD Folder Redisplays

- To view the history of uploaded files, click on the **"History"** link at the top left side of the screen.
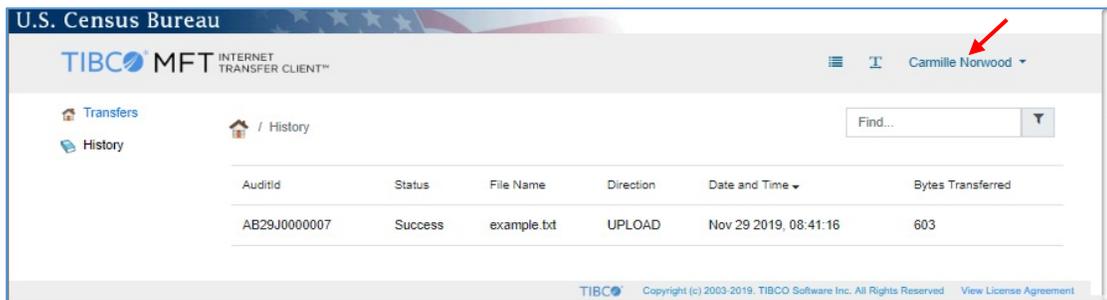

Figure 9: Census MFT Transfer History

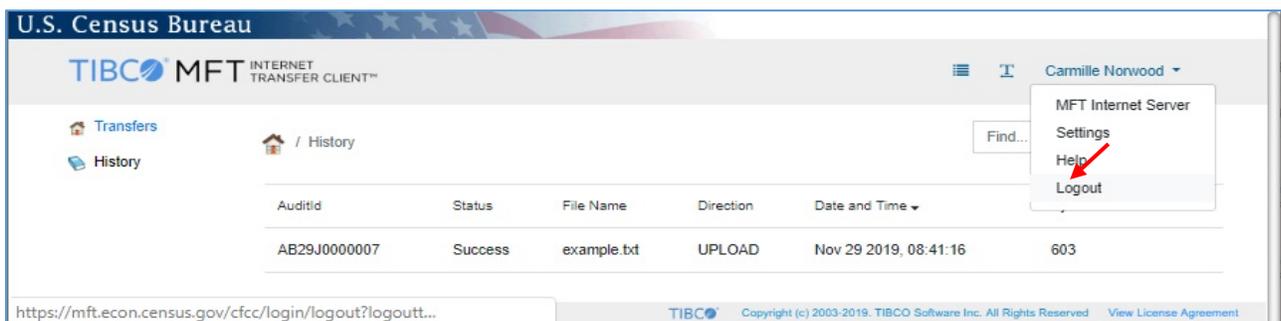- To logout, click on your name at the top right side of the screen. Select the **"Logout"** link.

Figure 10: Census MFT Logout

IV. Upload Confirmation

The user will receive an email notification reporting the status of the file upload.

U.S. Census Bureau Managed File Transfer (MFT) Transfer Completed

erd.all.dqb.list@census.gov <erd.all.dqb.list@census.gov>
Fri 11/29/2019 8:41 AM
To:

Dear

Your upload of administrative records to the U.S. Census Bureau has been received. Thank you!

AUDITID	AB29J0000007
USERID	
NAME	Carmille Norwood
GROUP	STATE_LED_MD
FILE NAME	example.txt
FILE SIZE	603 MB
START TIME	11/29/2019 08:41:15 AM
END TIME	11/29/2019 08:41:16 AM
STATUS	SUCCESS
CLIENT IP	

If you have any questions, you can get into contact with us by clicking https://mft.econ.census.gov/cfcc/login/loginHelp.jsp, by emailing erd.all.dqb.list@census.gov or by calling 301-763-2095.

This request was intended for the original recipient and should not be forwarded.

Figure 11: SAMPLE – Census MFT Transfer Completed Email

V.   POINTS OF CONTACT

Census MFT Questions: https://mft.econ.census.gov/cfcc/login/loginHelp.jsp
PGP Encryption or Partnership Questions: ead.rpb.lehd.list@census.gov

VI. Frequently Asked Questions

Q. Why electronic file transfer?
A. Electronic file transfer is fast, low-cost, reliable, and secure. It also allows for further automation that improves overall program efficiency.

Q. What specific data files are being transferred?
A. Under an established Memorandum of Understanding (MOU), LED State Partners supply Unemployment Insurance (UI) Wage records and Quarterly Census of Employment and Wages (QCEW) establishment records, on a quarterly basis. In return, LED produces and releases public use Quarterly Workforce Indicators.

Q. I need help with Census MFT. What do I do?
A. From the Census MFT login screen, click on the **"I need help accessing my account"** link and reference the **Help Request** category.

Q. I lost my password. What do I do?
A. From the Census MFT login screen, click on the **"I need help accessing my account"** link and reference the **Password Reset** category.

Q. I forgot my username. What do I do?
A. From the Census MFT login screen, click on the **"I need help accessing my account"** link and reference the **Username Request** category.

Q. Can I just send my data files in by CD or DVD?
A. No. The Census Bureau no longer accepts such files on removable media.