Florida Fish and Wildlife Conservation Commission Voter Registration Application Request Files

TABLE OF CONTENTS

•	Introduction	.2
•	File Specifications	.3
•	Instructions to Install and Setup Program	4
•	Instructions to Access Weekly (Once initial set-up completed)	18

INTRODUCTION

Updated: May 4, 2016

Pursuant to 379.352, F.S. and section 97.05831, F.S., each supervisor of elections must supply voter registration applications to all agents of the Fish and Wildlife Conservation Commission (FWC). Customers purchasing hunting, fishing, trapping licenses or permits from these agents or directly from FWC, via toll-free line, are asked if they would like to receive a voter registration application through the mail. FWC is required to make this information available to each supervisor of elections within 7 days, so that these voters may receive their voter registration applications.

FILE SPECIFICATIONS

FWC Agent and Sub-agent addresses

Files are formatted in excel and are organized by county. Each county file will contain names and addresses of subagents. FWC will update these files as agents are added and deleted.

Voter Registration Application Requests

A list of individuals who have requested to receive a voter registration application is available in a pipe delimited .txt file. It is labeled "Voter_Registration_Requests" and followed by the version number, creation date, and sequence number. This list will contain the individual's name, address, and county.

*The sequence number is used to uniquely identify a file. It will begin with "1" and increase in increment by+1 each week. The sequence number will reset to 1 at the beginning of each calendar year.

The following is a sample file name: Voter_Registration_Requests_v1_20160201_1.txt

INSTRUCTIONS TO SETUP/INSTALL PROGRAM

Use the instructions below to access the ftp site for the first time.

Copy and paste the following address into your browser. https://filezilla-project.org/download.php?show_all=1_

Download the latest version of the software.

Example: FileZilla_3.16.0.1_win32-setup.exe or higher version (If you know you have a <u>64bit operating system</u>, please choose the 64bit FileZilla software)



• Once the program has finished downloading, click "Run" to start the executable

Open File	- Security Warning	×
Do you	want to run this file?	
	Name:a\Downloads\FileZilla_3.16. Publisher: <u>Tim Kosse</u> Type: Application From: C:\Users\anmosca\Download:\ Run	_win64-setup (1).exe FileZilla_3.16.1_win Cancel
🔽 Alwa	ays ask before opening this file	
۲	While files from the Internet can be useful, th potentially harm your computer. Only run soft you trust, <u>What's the risk?</u>	is file type can ware from publishers

• Click "I Agree"

🔁 FileZilla Client 3.16.1 Setup
License Agreement Please review the license terms before installing FileZilla Client 3.16.1.
Press Page Down to see the rest of the agreement.
GNU GENERAL PUBLIC LICENSE Version 2, June 1991
Copyright (C) 1989, 1991 Free Software Foundation, Inc. 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA Everyone is permitted to copy and distribute verbatim copies of this license document, but changing it is not allowed.
Preamble
The licenses for most software are designed to take away your
If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install FileZilla Client 3.16.1.
Nullsoft Install System v3.0b3 I Agree Cancel

• Click "Next"

FileZilla Client 3.16.1 Setup			x
Choose Installation Options Who should this application be installed for?			E
Please select whether you wish to make this software available to all users or	just ya	ourself	F.
 Anyone who uses this computer (all users) Only for me (Victoria.Garcia) 			
Installation for all users requires Administrator privileges.			
Nullsoft Install System v3.0b3 Second Second Secon		Cano	el

• Click "Next" or select your desired components to install, then click "Next"

FileZilla Client 3.16.1 Setup			l	- 5	×
Choose Components Choose which features of FileZi	la Client 3	. 16. 1 you want to in:	stall.		Z
Check the components you war install. Click Next to continue.	ıt to instal	and uncheck the cor	mponents you do	on't want to	D
Select components to install:	FileZ FileZ Icon Lang Shell Desk	illa Client sets juage files Extension ttop Icon	Description Position you over a con see its desc	r mouse ponent to cription,	
Space required: 22.4MB					
Nullsoft Install System v3.0b3 —		< Back	Next >	Can	cel

• Click "Next"

🔁 FileZilla Client 3.16.1 Setup
Choose Install Location Choose the folder in which to install FileZilla Client 3.16.1.
Setup will install FileZilla Client 3.16.1 in the following folder. To install in a different folder, click Browse and select another folder. Click Next to continue.
Destination Folder C:\Program Files (x86)\FileZilla FTP Client Browse
Space required: 22.4MB Space available: 239.6GB Nullsoft Install System v3.0b3
< Back Next > Cancel

• Click "Install"

FileZille Client 3.16.1 Setup
Choose Start Menu Folder Choose a Start Menu folder for the FileZilla Client 3.16.1 shortcuts.
Select the Start Menu folder in which you would like to create the program's shortcuts. You can also enter a name to create a new folder.
FileZilla FTP Client Accessories Administrative Tools Chrome Apps Cisco Games Java Maintenance McAfee Microsoft Office 2013 Microsoft Silverlight Microsoft System Center 2012 R2
Do not create shortcuts Nullsoft Install System v3.0b3 A Back Install Cancel

• Click "Finish" to complete installation.



• When installation is complete, open FileZilla and fill the following information into the fields at the top left hand corner:

	Host: S	sftp://esf	tp.myflorida.	com	Port: 22				
	Userna	ame: <mark>fwc</mark>	_elections		Password	Fwc1Ftp!			
6 FileZilla									
File Edit View	Transfer Server	Bookmarks He	p						
1 - 1			N 19 M						
Host:	Usernam	e:	Password:	Port:	Quickconnect				
								,	
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Deskto	p A								
	nents								
🕀 📙 Downlo	oads								
⊕- 🚰 Favorit	es								
Links	ettings	Filename	~		Filesize Filetype	Last modified	Permissions	Owner/Group	
- 📗 My Doi	cuments								
	od				Not connected to any	y server			
🕀 🕌 newba	ckup -								
•									

• Click "Quickconnect".

E		sftp://fwc_elec	tions@esft	p.myflorida.com - FileZilla 🛛 😁 🗕 🗖 🗙
File Edit View T	ransfer Server Book 📲 🛱 🐩 隆 🌾 🕅	marks Help 🕺 👎 🛝		
Host: ftp.myflorida.com	Username: fwc_elections	Password:	Port: 22	Quickconnect
Status: Retrieving di Status: Listing direc Status: Directory list Status: Retrieving di Status: Listing direc Status: Directory list	irectory listing tory / ing of "/" successful irectory listing of "/fwc_olp" tory /fwc_olp ing of "/fwc_olp" successful			
Local site: C:\			v	Remote site: /fwc_olp v
Desktop Documents Image: Second	TATE.FL.US\SHARE) TLFS2\USERS\John.Looney) hare\common\oit support\inv mit2\deployment\$) TLFS2\USERS\John.Looney)	rentory)		□- <mark>}</mark> fwc_olp
Filename	Filesize Filetype	Last modified	^	, Filename Filesize Filetype Last modified Permissions Owner/Gro
Secycle.Bin Secycle.Bin Secycle.Bin Secycle.Bin Secycle.Bin Secycle.Bin Secycle.Bin Drivers ExchangeSetupL inetpub Intel KMUPDcache logs MSOCache PerfLogs Program Files Program Files Program Files Vorgram Files Program Files Server/Local file	File folder File folder	9/25/2015 1:12:38 1/21/2016 7:33:50 9/8/2015 11:33:56 4/16/2014 5:51:49 5/12/2014 8:46:18 4/16/2014 5:27:54 5/12/2014 8:46:18 1/21/2015 4:08:23 1/21/2015 4:08:23 1/22/2015 11:14:0 2/9/2016 8:53:08 s te Si	ze Priority State	Empty directory.
Queued files Failed tr	ansfers Successful transfer	5		
				m — cacae empty

• The following pop up will appear: Check "Always trust this host, add this key to the cache", Click "OK"

Unknow	n host key	X
0	The server's host key is unknown. You have no guaranteeth the computer you think it is. Details Host: esftp.myflorida.com:22 Fingerprint: ssh-rsa 2048 c6:ad:39:64:86:4d:b2:f1:90:9b:f4:cf	nat the server is 9:42:ec:ae:7d
	Trust this host and carry on connecting? Always trust this host, add this key to the cache OK	Cancel

• After connecting to the FTP server, the screen should appear as below, Double-click the "fwc_olp" folder and view the appropriate directory.

E		sftp:/	/fwc_elect	ions@esft	p.myflori	da.com - Fi	ileZilla	а		-	×
File Edit View	Transfer Server Book	marks Help									
1 - 7 - 6	😴 🔯 🐰 🍽 💺 🛷 🔳	R 😤 🖍									
Host: sftp://esftp.myfl	ori Username: fwc_elections	Password:	•••••	Port: 22	Quickconne	ct 🔻					
Command: open "fwo Command: Pass: ***** Status: Connecte Status: Retrieving Status: Listing dir Status: Directory	_elections@esftp.myflorida.com ***** d to Idap.state.fl.us directory listing ectory / sisting of "/" successful	" 22									~
Local site: C:\					Remote site:	/					 ~
Desktop Documents Documents G: (OS) G: G: G: (VFW) G: G:	STATE.FL.US\SHARE) C-TLFS2\USERS\John.Looney) Ishare\common\oit support\inv -vmit2\deployment5) C-TLFS2\USERS\John.Looney)	rentory)				<u>, </u>					
Filename	Filesize Filetype	Last modified		^	Filename	Filesi	type	Last modified	Permissions	Owner/Gro	
SRecycle.Bin SRecycle.Bin SRecycle.Bin Sourcest SRecycle.Bin Sourcest Status Comments and Comments Comments and Comments Comm	File folder File folder	9/25/2015 1:12:36 1/21/2016 7:33:50 9/8/2015 11:33:50 4/16/2014 5:51:44 5/14/2014 9:41:20 5/12/2014 8:46:16 4/16/2014 5:27:50 5/12/2014 8:46:45 1/21/2015 4:08:22 4/24/2014 4:46:45 1/21/2015 11:14 2/10/2016 9:08:50 2/10/2016 8:53:00	3 5 5 3 4 4 5 3 5 3 5	Deineite	1 directory	File	folder	2/5/2016 3:06:1	drwxr-xr-x	orainst 0	
Server/Local file	Direction Remote fi	le	Size	Priority Sta	us						
Queued files Failed	transfers Successful transfer	s							a 1000	Queue: empty	••

• A list of excel spreadsheets organized by county and weekly Voters Registration Request files (with the date extensions) will populate. These files are View only from this site.

ilename	Filesize	Filetype	Last modified	Permissions	Owner/Group
J					
BLIS Voter Archives		File folder	2/15/2016 1:40:11 PM	drwxr-xr-x	whittingtonc fwc_olp
Alachua as of 03072013.xls الم	19,968	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:14 AM	-rw-rwxr	whittingtonc fwc_olp
Baker as of 02142013.xls	16,896	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr	whittingtonc fwc_olp
Bay as of 06022015.xls	30,720	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:14 AM	-rw-rwxr	whittingtonc fwc_olp
Bradford as of 02182016.xls	24,576	Microsoft Excel 97-2003 Worksheet	2/18/2016 3:19:10 PM	-rw-rr	whittingtonc fwc_olp
Brevard as of 02182016.xls	30,208	Microsoft Excel 97-2003 Worksheet	2/18/2016 3:20:41 PM	-rw-rr	whittingtonc fwc_olp
Broward as of 10222013.xls	25,600	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr	whittingtonc fwc_olp
Calhoun as of 11242015.xls	26,112	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr	whittingtonc fwc_olp
Charlotte as of 02192016.xls	27,136	Microsoft Excel 97-2003 Worksheet	2/19/2016 1:59:30 PM	-rw-rr	whittingtonc whitting
Citrus as of 02212013.xls	18,944	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr	whittingtonc fwc_olp
Clav as of 02212013.xls	19.456	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	-rw-rwxr	whittingtonc fwc_olp
		7 400 MC (0.5 107 2002) W 1 1 .	2/15/2016 11 02:16 444		
Sumter as of 02212013.xis	1	7,408 Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr	whittingtonc fwc_olp
Suwannee as of 08242015.xis	2	0,024 Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr	whittingtone fwc_oip
agi 1 aylor as of 02182015.xis	1	9,908 Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr	whittingtone fwc_olp
Union as of U2212U13.XIS	1	0,384 Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr	wnittingtonc fwc_olp
Volusia as of U2202U10.xlsx	1	1,844 Microsoft Excel Worksheet	2/16/2016 3:50:00 PM	-rw-rr	wnittingtonc fwc_olp
Voter_Registration_Requests_v1_20160201_120.txt		3,395 Text Document	2/15/2016 11:02:16 AM	-rw-rwxr	whittingtonc fwc_olp
Voter_Registration_Requests_v1_20160208_121.txt		2,118 Text Document	2/15/2016 11:02:16 AM	-rw-rwxr	whittingtonc fwc_olp
Voter_Registration_Requests_v1_20160215_122.txt		2,627 Text Document	2/15/2016 8:00:02 AM	-rw-rwxr	fwc_brandt fwc_olp
Voter_Registration_Requests_v1_20160222_123.txt		1,819 Text Document	2/22/2016 8:00:02 AM	-rw-rr	fwc_brandt fwc_brandt
Wakulla as of 05-07-2013.xls	1	7,408 Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr	whittingtonc fwc_olp
Walton as of 10132014.xls	1	8,944 Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	-rw-rwxr	whittingtonc fwc_olp
Washington as of 02212013 vis	1	7.409 Microsoft Event 07-2002 Workshoot	2/15/2016 11:02:16 AM		whittingtons fus. old

select and double click the desired file to download.

 A copy of the file will be transferred to your computer at the following default location "C:\Users\[UserName]" Note: You can change the default download location using the "Local Site" option.

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Host: ;ftp.myflorida.co	om Usernan	ne: whit ingtonc	Password:	••••	•••• Port: Quickconnect 👻				
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Status: Conne Status: Startin	cted to Idap.s	t ce.fl.us t /fwc_oln/Voter F	edistration Reques	te v1	20160328 128 +v+				
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	LINKS	105		-	Filename	Filesize	Filetype	Last modified	
	Music	93		H	Pasco as of 07222014.xls	22,528	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	
					Pinellas as of 12162013.xls	22,528	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	
					Polk as of 11242015.xls	32,256	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	
	newbackup	k i			Putnam as of 08242015.xls	28,160	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	
	Pictures			-	Santa Rosa as of 11-14-14.xls	20,480	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	
Filename	Filesize	Filetype	Last modified	*	Sarasota as of 03122015.xls	30,208	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:15 AM	
1					Seminole as of 02062015.xls	21,504	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
AD Landowners	101 399	Microsoft Exce	3/11/2016 9:37:22	6	St Johns as of 02212013.xls	18,944	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
Agent Status Tra	28,160	Microsoft Exce	3/22/2016 1:46:47	E	St Lucie as of 101113.xls	24,576	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
Baseline Admin	136	Internet Shortc	2/9/2015 4:11:00	PN	Sumter as of 02212013.xls	17,408	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
Baseline Internet	149	Internet Shortc	4/9/2014 9:35:34	AN	Suwannee as of 08242015.xls	26,624	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
Blank Procedure	55,296	Microsoft Wor	2/15/2016 1:32:45		I aylor as of 02182015.xis	19,968	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
Blank SGTF REF	38,400	Microsoft Wor	3/16/2016 4:40:03		Volucia as of 02262015 xis	10,504	Microsoft Excel Worksheet	2/15/2016 11:02:10 AW	
CLS - PROD.url	248	Internet Shortc	3/11/2014 10:37:0	8	Voter Registration Requests v1 20160201 120 tvt	3 305	Text Document	2/15/2016 11:02:16 AM	
CLS - Test.url	246	Internet Shortc	5/6/2014 3:32:51	PN	Voter Registration Requests v1_20160208_121.tvt	2 118	Text Document	2/15/2016 11:02:16 AM	
CMS Finance Re	191	Internet Shortc	10/11/2013 9:37:3	4	Voter Registration Requests v1 20160215 122 txt	2,627	Text Document	2/15/2016 8:00:02 AM	
Copy of 4 8 Task	14,114	Microsoft Exce	3/28/2016 11:11:0	2	Voter Registration Requests v1 20160222 123.txt	1 819	Text Document	2/22/2016 8:00:02 AM	
Crossbow vs Arc	10,838	Microsoft Wor	9/13/2013 4:23:37		Voter Registration Requests v1 20160229 124.txt	2,335	Text Document	2/29/2016 8:00:02 AM	
DAVID.url	121	Internet Shortc	12/12/2013 1:54:2	5	Voter Registration Requests v1 20160307 125.txt	2,794	Text Document	3/7/2016 10:55:44 AM	
DD Landowners	15,013	Microsoft Exce	3/11/2016 9:40:47		Voter Registration Requests v1 20160314 126.txt	1,969	Text Document	3/16/2016 2:54:24 PM	
desktop.ini	282	Configuration	3/28/2016 8:58:42		Voter Registration Requests v1 20160321 127.txt	3,499	Text Document	3/23/2016 12:50:55 PM	
Disability custo	400,846	Microsoft Exce	3/28/2016 10:59:2	6	Voter_Registration_Requests_v1_20160328_128.txt	2,850	Text Document	3/28/2016 8:28:23 AM	
Disabled AMP,	69,632	Microsoft Wor	8/21/2015 4:57:02		Wakulla as of 05-07-2013.xls	17,408	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
Doc1.docx	441,471	Microsoft Wor	3/23/2016 11:07:4	2	Walton as of 10132014.xls	18,944	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
Excel 2013.lnk	2,3/3	Shortcut	2/23/2015 9:52:12	···· +	Washington as of 02212013.xls	17,408	Microsoft Excel 97-2003 Worksheet	2/15/2016 11:02:16 AM	
< [100	1	11/2/1012 1.0/11	•	٩ [III		+	
71 files. Total size: 4,972,781 bytes					Selected 1 file. Total size: 2,850 bytes				
Server/Local file Direction Remote file					Size Priority Time				
sftp://whittingtonc@	@esftp								
C:\Users\cindy.whi	ittingto	<< /fwc_olp/	Voter_Registration	R	2,850 Normal 3/28/2016 1:39:20 PM				

- Once you have your local copy, you can save, move and/or modify your local copy of the file as needed.
- To exit the FTP FileZilla site, click the X in the upper right corner.

INSTRUCTIONS TO ACCESS WEEKLY (ONCE INITIAL SET-UP COMPLETED)

To access the FTP site in the future,

- 1) Click on the FileZilla icon or shortcut on your computer to open the program.
- 2) Enter the access information into the boxes at the top of the screen. As a shortcut, you can click on the arrow next to the "Quickconnect" button and select "sftp://fwc_elections@esftp.myflorida.com" from the dropdown menu.



- 3) Select and double click the desired file to download. A copy of the file will be transferred to your computer at the following default location "C:\Users\[UserName]"
- 4) Once you have your local copy, you can save, move and/or modify your local copy of the file as needed.
- 5) To exit the FTP FileZilla site, click the X in the upper right corner.