

# FTP SETUP FORM

## Overview:

Horizon uses a secured file transfer process for exchanging files across the internet. This system will allow you to upload via an https connection using your web browser as well as allowing you to use an SCP/SFTP client to automate the transfers. This document is intended to gather the information needed to setup an FTP connection with Partners.

Partner Name	
Contact Name <i>(Please indicate the primary contact for coordinating the integration implementation)</i>	
Contact Email	
Phone Number	
File Layout	
Delivery Method	<input type="checkbox"/> Push <input type="checkbox"/> Pull
File Transmission Contact Name <i>(Please indicate the contact responsible for completing FTP setup)</i>	
File Transmission Contact Email	
File Transmission Contact Phone #	
File delivery frequency <i>(check one)</i> <i>(Please indicate how often files will be sent by Partner and/or how frequently Horizon should send files to Partner.)</i>	<input type="checkbox"/> Monthly (Please indicate the day of the month). <hr/> <input type="checkbox"/> Bi-weekly (Please indicate the days of the month). <hr/> <input type="checkbox"/> Weekly (Please indicate day of the week). <hr/> <input type="checkbox"/> Daily – Monday - Friday <input type="checkbox"/> Daily – 7 days a week
Time of FTP <i>(Please indicate the time of day files will be sent)</i>	
First Test File Date <i>(Please indicate when Partner will be ready to send first test file)</i>	
Production File Date <i>(Please indicate when Partner will be ready to send first production file)</i>	
Production Support Contact <i>(Please indicate the contact responsible for production support issues)</i>	
Production Support phone number	
Production Support email	

## FTP Setup Notes:

- **Environments:** In order to support testing and production file transfers, Horizon will setup a FTP connection to our test environment and our production environment. If possibly, Horizon would like Partners to also support connections to test and production environments.
- **File Delivery:** Horizon monitors file delivery to ensure files are received and processed according to an agreed upon timeframe. File delivery frequency and time should reflect the timeframe that file will be received by Horizon.
- **Production Support:** If a production file is not sent by the agreed upon timeframe or if there is an issue with a file, Horizon will reach out to the Production Support Contact.