



7-STEP MISSING LIFE INSTRUCTIONS FOR COMPANY DOWNLOAD

1. Open up a new internet browser (such as internet explorer) and enter the following address: <https://ftp.insurance.ohio.gov>.

Please note the “s” as the 5th letter in the website address.

The Missing Life user login screen below will be displayed. Enter your username and password which were distributed to you by the Ohio Department of Insurance. Then, click the Log-in button. Please note that user names **ARE NOT** case sensitive, but passwords **ARE** case sensitive.



Please note that after logging into the application, users will see a screen that includes multiple actionable icons on the main menu bar, but the ONLY ICON you will be able to utilize will be the DOWNLOAD FILES icon.

2. Select the month/folder from which you want to download a file by placing your cursor on the underlined month. In the below example, the April 2009 folder was selected.

The screenshot shows the ODI (Ohio Department of Insurance) file manager interface. The top left features the ODI logo and the text "Ohio Department of Insurance". Below this, it says "Connected to: ftp.insurance.ohio.gov". The interface includes a toolbar with buttons for "UPLOAD FILES", "DOWNLOAD FILES", "NEW FOLDER", "RENAME", "DELETE", and "REFRESH". A "Current Folder:" field shows the path "/". Below the toolbar is a table listing files and folders:

<input type="checkbox"/>	Name	Size	Modified Date
<input type="checkbox"/>	<u>April 2009</u>		
<input type="checkbox"/>	June 2009		
<input type="checkbox"/>	May 2009		
<input type="checkbox"/>	Missing Life Instructions for Company Download.doc	10 KB	6/22/2009 11:35:45 AM

A red arrow points to the "April 2009" folder name in the table.

3. Upon selection of the folder, you will see three file choices: *.csv*, *.pdf*, and *.xml*. Select the type of file that you prefer by placing your cursor on the file name and clicking. In the below example, the *.csv* spreadsheet format was selected:

The screenshot shows the ODI file manager interface with the "Current Folder:" field set to "/April 2009". The toolbar and navigation buttons are the same as in the previous screenshot. The table below shows the contents of the selected folder:

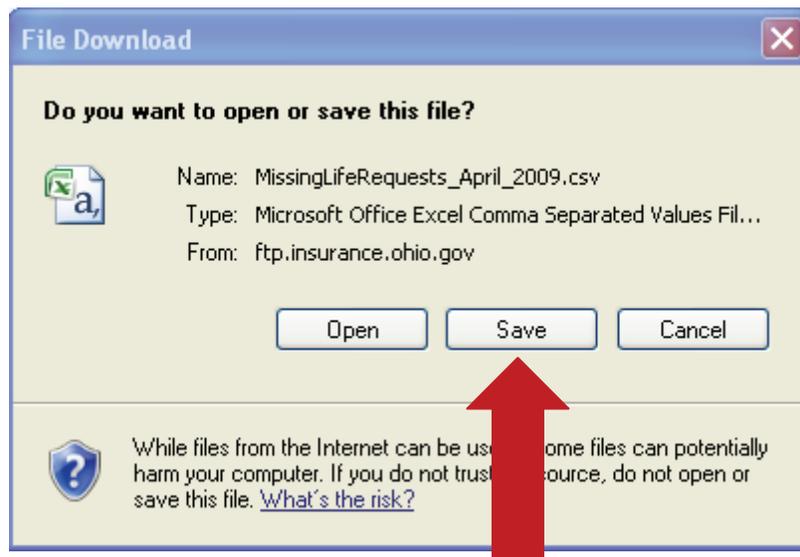
<input type="checkbox"/>	Name	Size	Modified Date
<input type="checkbox"/>	<u>MissingLifeRequests_April_2009.csv</u>	22 KB	7/7/2009 11:09:23 AM
<input type="checkbox"/>	MissingLifeRequests_April_2009.pdf	23 KB	6/22/2009 11:33:23 AM
<input type="checkbox"/>	MissingLifeRequests_April_2009.xml	22 KB	7/7/2009 11:09:23 AM

A red arrow points to the "MissingLifeRequests_April_2009.csv" file name in the table.

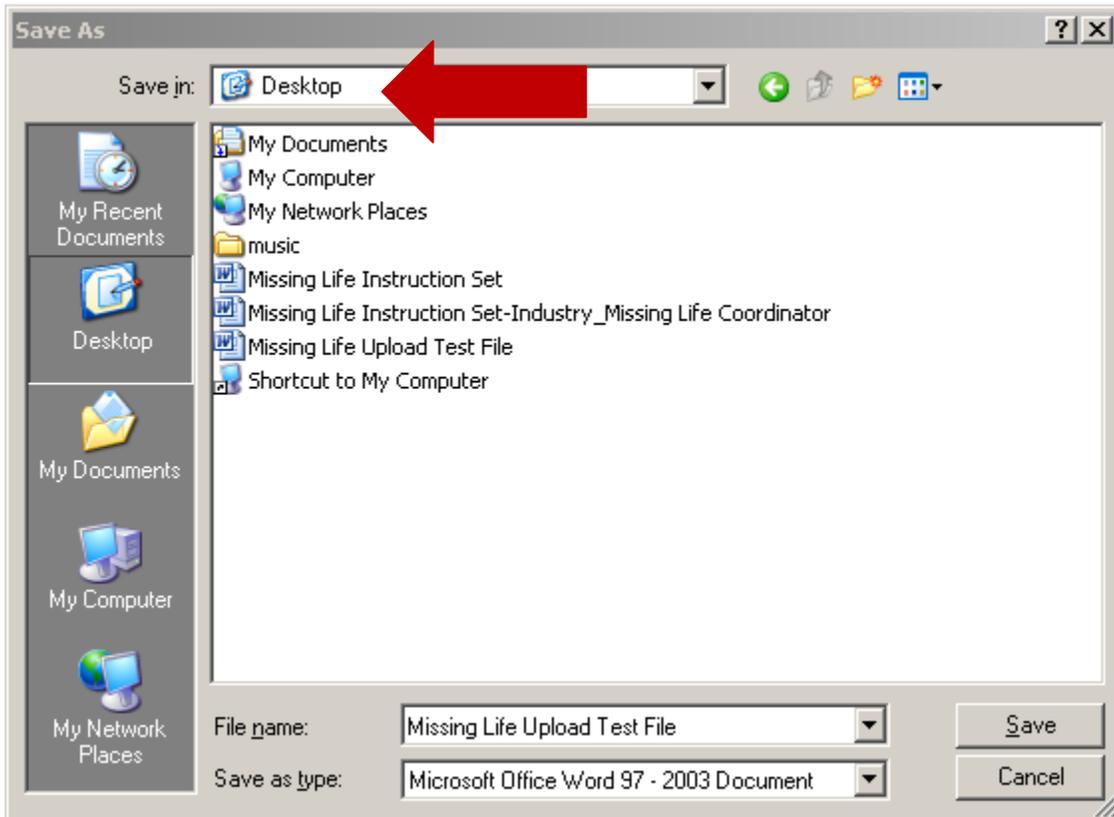
4. You may see a message pop up such as the one highlighted in yellow below. When you see this message, simply click on it to permit opening or downloading the file.



5. After clicking on the message, a dialogue box such as the one below may open asking you to open or save the file. Select Save.



6. Navigate to the destination where you want to save the file locally on your computer:



7. After you have downloaded the file, click on “Logout” in the upper right hand corner of the page to completely exit the site.



Selecting “Logout” will take you back to the main login screen, displayed below:



ODI
Ohio Department
of Insurance

Web Transfer Client

Username

Password

Language

Remember my password

Login