



School Financial Reporting

**School Business Division
Financial and Business Services**

ELECTRONIC MANAGE FILE TRANSFER SERVICE eMFTS

[Abstract](#)

This process is used to assist LEAs and Charter Schools to gain access to WinSCP

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Introduction and Purpose

NCDPI has implemented the eMFTS process to enhance the way LEAs and Charter Schools (CS) view and download their UERS/MFR files. The reports will now be viewed in via WinSCP. WinSCP is an application that allow file transfers between PCs and can also be used to transport other files as needed. This document is meant to assist LEA's and Charter Schools register for eMFTS (electronic Managed File Transfer System) and WinSCP, the application used to download monthly financial reports.

To assist you, please read and follow the steps for registration below:

1. Request NCID if you do not already have one
2. Complete the Request for DPI Application Access for the users that will need access to the application and return to systems_accounting@dpi.nc.gov .
3. Subscribe to the eMFTS web page using NCID.
4. Install WinSCP

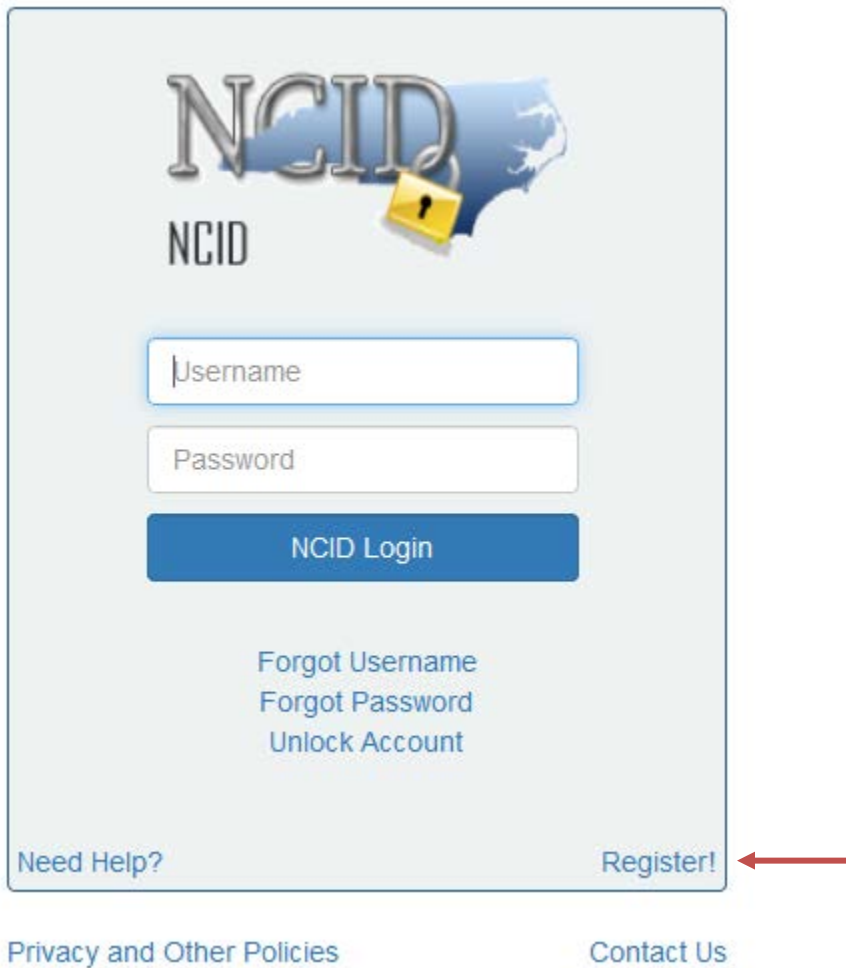
Revision History

Revision	Date	Name
1.0	09/19/2017	Amanda J. Cruz
1.1	02/06/2020	Michael Ray

Request NCID

1. LEAs and Charter Schools Finance Officer or designee will need to obtain an NCID if they do not already have one. Non-LEA and Charters can obtain a NCID account by clicking on the link below and following the instructions on the NCID page.
2. Contact NCID Admin to have NCID set up. NCID Admins are listed on the NCID website:
<https://ncid.nc.gov>

- Click on 'Register' in the blue area to find your LEA/CS Admin



The screenshot shows the NCID login and registration interface. At the top is the NCID logo, which includes the text 'NCID' in a large, stylized font, a blue map of North Carolina, and a yellow padlock icon. Below the logo are two input fields: 'Username' and 'Password'. Under these fields is a blue button labeled 'NCID Login'. Below the button are three links: 'Forgot Username', 'Forgot Password', and 'Unlock Account'. At the bottom left is a link 'Need Help?' and at the bottom right is a link 'Register!'. A red arrow points to the 'Register!' link. At the very bottom of the page are two links: 'Privacy and Other Policies' and 'Contact Us'.

NCID

NCID

Username

Password

NCID Login

Forgot Username
Forgot Password
Unlock Account

Need Help? Register!

Privacy and Other Policies Contact Us

- Click on Local Government Employee



North Carolina Identity Management

New User Registration



Please indicate your user type from one of the following categories:

Individual	Request access to the State of North Carolina services as an individual or citizen.
Business	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

- Click on Local Education Agency DA list



North Carolina Identity Management

Local Government Employee Registration



Local agencies do not allow for self-service registration. Please click the following link and contact a delegated administrator (DA) to request an account.

Find your LEA NCID DA by clicking the link [Local Education Agency DA list](#)

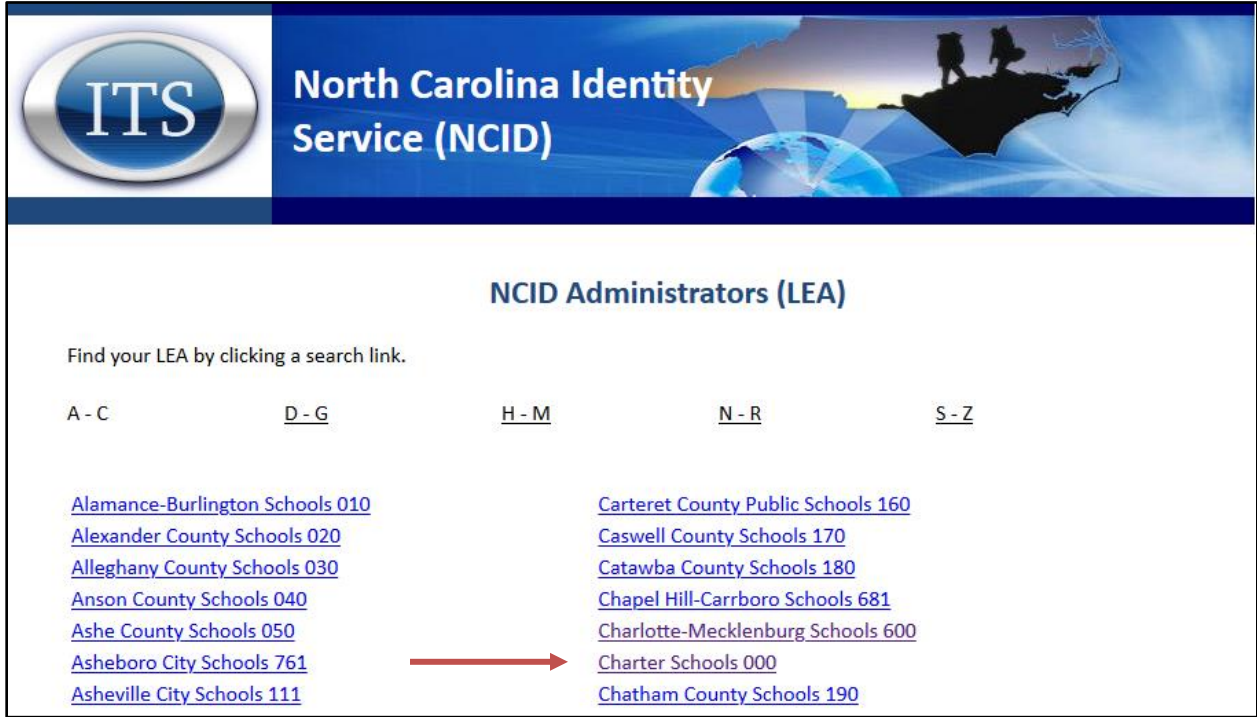
Find your county, municipality or community college NCID DA by clicking the link [North Carolina County DA list](#)

If you could not find the desired agency, please click the following button to send email to NCID

[Send Email To NCID](#)

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

- **Locate your LEA. For Charter Schools, click on Charter Schools 000, then find your Charter School.**



ITS North Carolina Identity Service (NCID)

NCID Administrators (LEA)

Find your LEA by clicking a search link.

A - C D - G H - M N - R S - Z

[Alamance-Burlington Schools 010](#)
[Alexander County Schools 020](#)
[Alleghany County Schools 030](#)
[Anson County Schools 040](#)
[Ashe County Schools 050](#)
[Asheboro City Schools 761](#)
[Asheville City Schools 111](#)

[Carteret County Public Schools 160](#)
[Caswell County Schools 170](#)
[Catawba County Schools 180](#)
[Chapel Hill-Carrboro Schools 681](#)
[Charlotte-Mecklenburg Schools 600](#)
[Charter Schools 000](#)
[Chatham County Schools 190](#)

NOTE: If you have any issues finding your NCID admin or obtaining your NCID, please contact the support center by submitting a ticket through Service-Now <https://ncgov.service-now.com/> or by calling 919.716-1840 M-F 7am-5pm.

3. DPI will use the **eMFTS On Board Document for LEAs and Charter Schools for Financial Files** to verify against the “**Request for DPI Application Access**” document. This form identifies the contact person if DPI has any questions. Please email systems_accounting@dpi.nc.gov for questions on the Institution Approving Officer or to fill out a new On-Board document.



Public Schools of North Carolina
State Board of Education | Department of Public Instruction

eMFTS On Board Document for LEAs and Charter Schools for Financial Files

Date of Request:

Charter / LEA Name: Click or tap here to enter text. **Charter / LEA Number:** Click or tap here to enter text.

Primary Contact Name: Click or tap here to enter text. **Primary Contact Email:** Click or tap here to enter text.

Primary Contact Phone: Click or tap here to enter text. **Primary Contact Role:** Click or tap here to enter text.

NCID: Click or tap here to enter text.

Institution Approving Officer: Click or tap here to enter text.

Name of Financial Software using: Click or tap here to enter text.

Type of data sending: ☐ Financial UERS Files – Payroll ☐ General Expense ☐ MFR
☐ Summary ☐ Accrual

Frequency of Files: ☐ daily ☐ weekly ☐ monthly ☐ annual ☐ adhoc ☐ other ☐ Monthly and Annual

IP address Ranges: Click or tap here to enter text.

Technical Lead information:

Name: Click or tap here to enter text. **Email:** Click or tap here to enter text. **Phone #:** Click or tap here to enter text.

User ID and passwords are confidential and cannot be shared. It is responsibility of individual Vendors, LEA's and Charter Schools to secure the data on their end points. NCDPI is only responsible for the security of data once it has been received by us.

Contact Sign _____ Date: _____

Return to systems_accounting@dpi.nc.gov

DPI Use Only:

Host Name: emfts.schools.nc.gov

Firewalls/Ports: Port 2220

NCDPI Sign _____ Date: _____

- Complete the **“Request for DPI Application Access”** to identify individuals that should have access to eMFTS server. This form will always be required before approval to eMFTS.

NC Department of Public Instruction
 Financial and Business Services
 Raleigh, NC 27699-6326

Public Schools of North Carolina
eMFTS (Managed File Transfer Service)

Request for DPI Application Access
(Use this form to request access to specific Web-based applications hosted by DPI)

- Mark Requestor Type:** ☐ LEA ☐ Charter School ☐ Vendor ☐ CS Management Co
- Institution Name:** [Click here to enter text.](#)
- LEA/Charter School Number:** [Click here to enter text.](#)
- Institution Approving Officer Information (Named on the eMFTS On Board Document):**

Name: [Click here to enter text.](#) **Phone:** [Click here to enter text.](#)
Email Address: [Click here to enter text.](#)

5. Fill in Requested Information:

Add Delete	Last Name	First Name	NCID	Email Address	Phone Number

Approving Officer please email form to: systems_accounting@dpi.nc.gov

(DPI Staff Only)

Comments:

Boarding LEAs and Charter Schools to eMFTS

5. Subscribe to the eMFTS APEX subscription system.

NOTE: At this point it will take several days for DPI and DIT to approve and give you access to the eMFTS server.

- Go To <https://schools.nc.gov/emfts>
- Enter valid NCID and Password. Click on the Login button

Login

The screenshot shows the login page for the eMFTS APEX File Exchange Service Registration Database v3.0. The header includes the North Carolina Department of Public Instruction logo and address. The main content area contains a warning that the site is restricted and requires a User Name/NCID. It provides a link to the login page and a note about data access. Below this is a login form with fields for User Name and Password, and a Login button. A red octagonal 'NOTE' icon is also present.

NOTE

You are about to enter the NC DPI eMFTS APEX File Exchange Service Registration Database. **This is a restricted site.** Access is restricted to authorized North Carolina DPI employees, NC school / LEA personnel, and Vendors working for these education agencies. If you have been assigned a User Name and password, enter them appropriately to proceed to the site.

A User Name/NCID is required to use this system.
If you forgot your user name or password, or if you were instructed to apply for an NCID account, go to <https://ncid.nc.gov/login/login.html>.

Information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

Click Blue field labels below for Help.

User Name

Password

Login

If you experience problems using the NC DPI eMFTS File Exchange Service Registration Database, please contact the support center by submitting a ticket through the [Remedy Portal](#) or by calling 919.807.4357 M-F 7am-5pm.

- Click on Select **'Finance'** from the Program Area dropdown
If the users do not subscribe as finance, the finance area will not be able to approve them.

The screenshot shows the Program Area selection screen. The header is the same as the previous screenshot. The main content area has a message: "First, please select the Program Area you want to access." Below this is a dropdown menu labeled "Program Area" with options: "Select Program", "Finance", and "HomeBase". A red arrow points to the "Finance" option. The top right corner shows the user "michael_ray1" and a "Logout" button. The bottom right corner has a "Welcome" button.

First, please select the Program Area you want to access.

Program Area:

Finance

HomeBase

michael_ray1 Logout

Welcome

Boarding LEAs and Charter Schools to eMFTS

- Complete the information on the screen shown below.
 - Select your user role (*Depending on the role you select; you will see a drop down. Please select the LEA/CS or Vendor/Charter School Management Company with which you are associated. If the user submits as a Management Company everything will go in a file*)
 - Fill in the other requested information:
 - First name
 - Last Name
 - E-Mail address and confirm
 - Phone number
 - Add a note if needed.
 - Click on [Subscribe to the eMFTS System](#) once the fields are complete

You are logged in to Program Area : Finance
Welcome

You have not subscribed to access the eMFTS File Exchange Service Registration Database for Program Area: Finance
If you were asked to subscribe, then fill all required information in the form below.
The NCDPI eMFTS Business Administrator will be automatically notified that your account is pending their approval. (Please allow 24 hours for the approval process).

NOTICE: Access is restricted to authorized School, LEA, Vendor, and DPI personnel.
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Subscribe to the eMFTS File Exchange Service.
Please enter data in the order shown below.

Program Area : Finance
NCID User Name: michael_ray1

* I Am : ☐ Vendor or Charter Management Company
☐ LEA / Charter School
☐ DPI

* Your First Name: * Your Last Name:

Today's Date: 02/06/2020 09:25AM

* Your E-Mail Address: * Verify E-Mail Address:

* Your Phone Number:
999-999-9999x99999999 (optional extension 1 to 8 digits starts with lowercase x, no spaces)

Note to Application Administrator:
Enter note to eMFTS Admin here or N/A.

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[Subscribe to the eMFTS System](#) [Cancel](#)

 NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION 301 N. WILMINGTON ST., RALEIGH, NC 27601
eMFTS APEX File Exchange Service Registration Database v3.0

michael_ray1 Logout

Welcome

You have successfully submitted a request for access to the eMFTS APEX File Exchange Service.
A confirmation e-mail has been sent to the e-mail address you provided below.

You are logged in to Program Area : Finance
Welcome

You currently do not have access to the system for Program Area: Finance.
The NCDPI Business Administrator has not approved your account yet.
You will be notified via e-mail when your account has been approved.

NOTICE: Access is restricted to authorized school, LEA, and DPI personnel.
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Below is a summary of your subscription account information for the Program Area you subscribed to with User Name michael_ray1:

Program Area	Account Status	First Name	Last Name	Role	Access Code	User Name	Email Address	Phone Number	Date Subscribed	Approval Date
Finance	Pending	Michael	Ray	LEA / Charter School Finance Officer	111	michael_ray1	michael.ray@dpi.nc.gov	919-807-3716	02/06/2020 09:35AM	-

1 of 1

Boarding LEAs and Charter Schools to eMFTS

- o Log out and wait for approval. **Please allow 1 to 2 business days for your subscription to be processed.**
- o Once approved you will receive an E-Mail letting you know you are approved. Below is an example of the approval e-mail.

Dear _____,

We have received your request to subscribe to the NC DPI eMFTS APEX File Exchange Service Registration Database.

Program Area: Finance

A NC DPI eMFTS Business Administrator will have to approve your account. Once your request has been approved, you will be notified via e-mail.

Once notified of approval, it may take Department of Instructional Technology (DIT) up to 3 workdays to add you to the transfer service.

Regards,
NC DPI eMFTS APEX System Team

- o Once notified of approval, it may take Department of Instructional Technology (DIT) up to 3 workdays to add you to the transfer service.
- o If you encounter any issues while trying to subscribe or while using the NCDPI eMFTS, please contact the support center by submitting a ticket through Service-Now <https://ncgov.service-now.com> or by calling 919.716.1840 M-F 7am-5pm.