DataMotion User's Guide

December 2014

AN OVERVIEW

DataMotion is a file transmission platform that allows for the secure transmission of data files.

DataMotion will be replacing the Secure File Transfer (SFT) platform currently used to exchange salary data with the Division of Pensions and Benefits. Specifically the salary files being moved to DataMotion are:

- **Report of Contributions (ROC)**
- **Report of Salary Changes (ROSC)**
- **Report of Salary Changes Error Report**

Effective January 1, 2015, all employers will need to use DataMotion to exchange salary data with the Division of Pensions and Benefits. _Please note_, any salary files exchanged with Pensions prior to 1/1/2015 will continue to use the SFT platform. The current SFT platform will not be operational after 12/31/2014.

In order to be able to use DataMotion, **all** current users of SFT will automatically be registered for DataMotion. Each person will receive an email with instructions to login to DataMotion and set up their password in advance of 12/31/2014.

An important difference about using DataMotion as compared to using the SFT is that you will no longer access myNewJersey portal to send or receive pensionable salary data files. **Staff members responsible for the administration of pension benefits for employees will log into a new Web site address to access DataMotion:** _https://ssl.datamotion.com/_

Need Help?

If you need additional technical support, contact DataMotion at 1-800-672-7233 and select option 2.

For specific questions regarding the reporting of pension contributions, please call the Office of Client Services at (609) 292-7524 or visit our Web site at _www.nj.gov/treasury/pensions_

(1) What do I do when I receive my initial email notification from DataMotion?

You will receive an email notification from DataMotion that will allow you to login and change your password upon initial setup. If you can't locate your email notification, you can reset your password by entering your email address and clicking the password reset tab below your login prompt. You will receive an email that will ask you to change your password and allow you to log into DataMotion.

Here is a screen shot of what you will see:
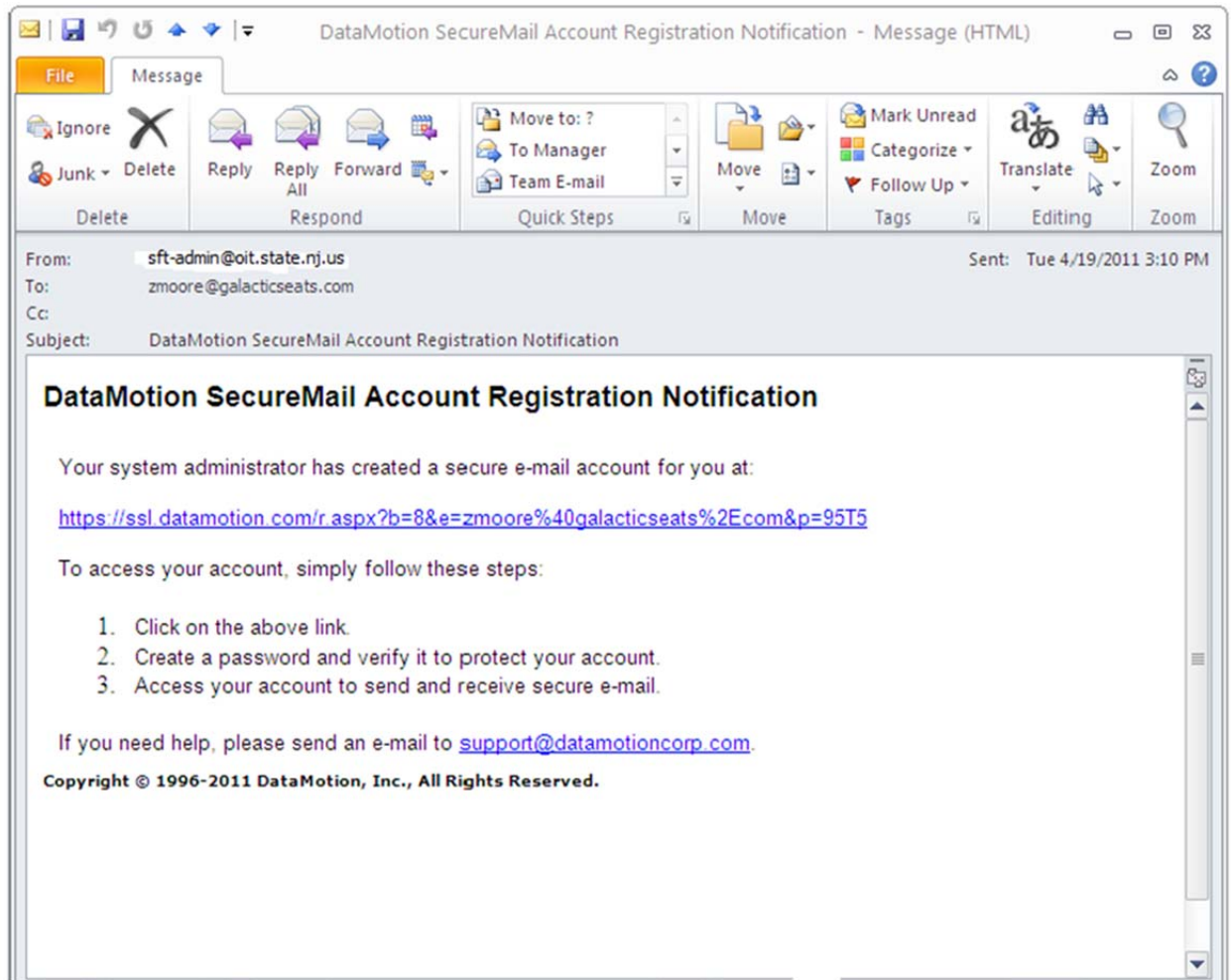
(2) Logging into DataMotion for the first time?

Open your Internet Explorer browser (or preferred browser) and enter the following URL: *https://ssl.datamotion.com/* Then enter your email address as your login ID and enter your password to gain access to DataMotion.
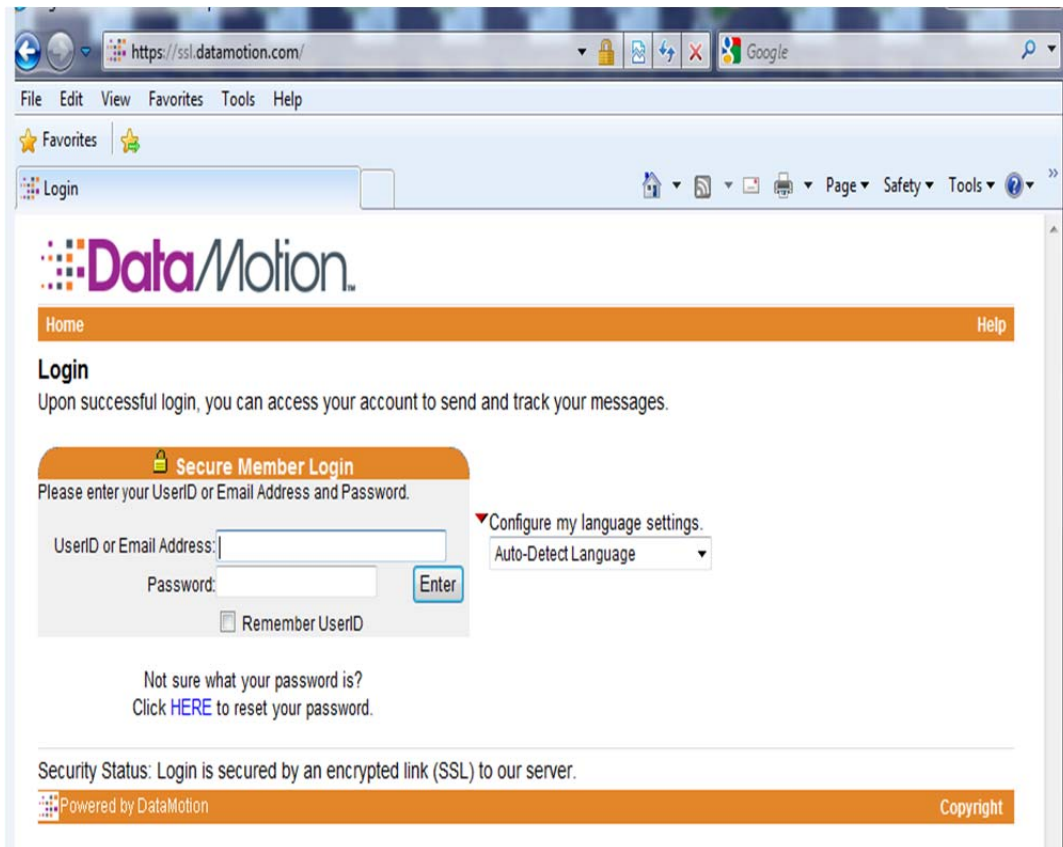
(3) What should I do to access your file in your inbox?

View your files by clicking on the blue INBOX tab in the subject line, found in the middle of your screen. The tab will open into a file attachment that you can click on to either download the file or view the file.

(4) What should I do if I wish to upload a file to the State of New Jersey?

Log into DataMotion as previously stated and then click the UPLOAD WORKFLOW tab where you will see your workflow in the WORKFLOWS drop-down tab. You will select the workflow that you wish to upload your file to and then browse for your input file. After you select your input file, click the OPEN tab to open your file. Click on the "SEND SECURE" tab on the left, above the workflow name, and the file will be sent to the State of New Jersey. You will be notified by email that the files have been delivered.
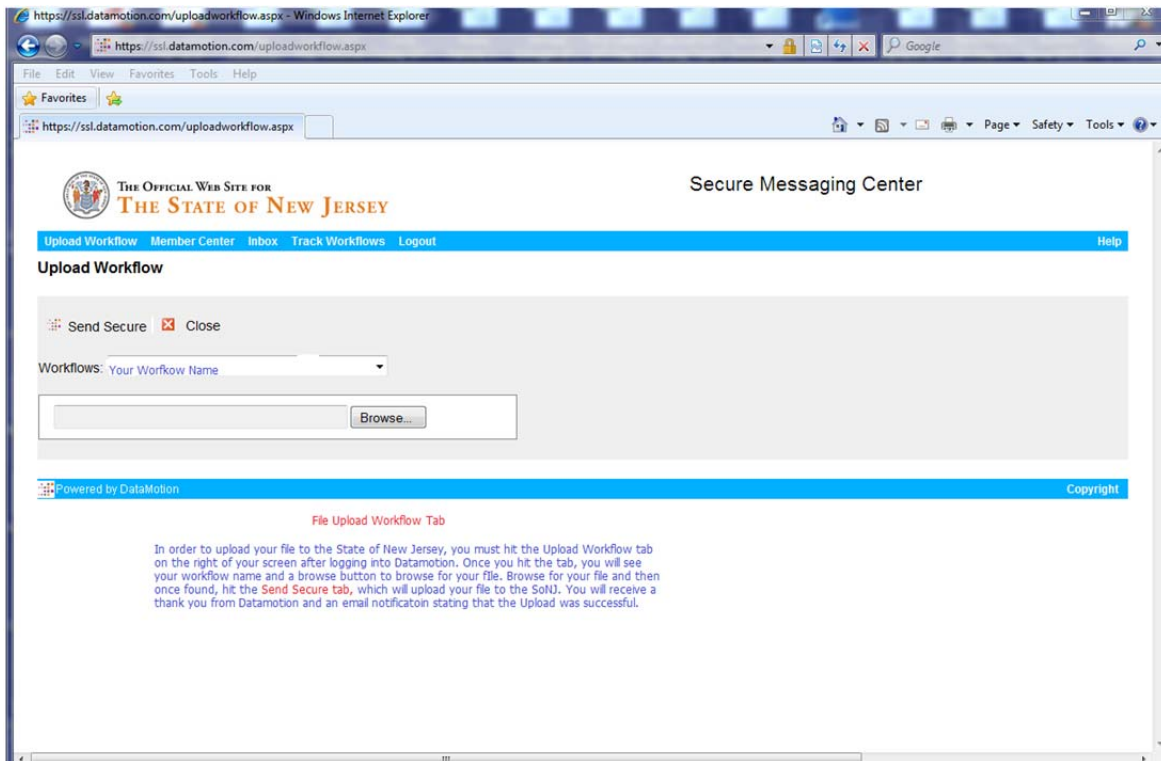
Here is a screen shot of the first email:

From:	sft-admin@oit.state.nj.us
To:	Lester, Keith
Cc:	DM-notify, OIT; Haughton, Jim; Lester, Keith
Subject:	DataMotion DataBridge Receipt Success: EGOV TEST SFT FILE INCOMING TO OIT

DataMotion DataBridge Alert Email:

Your file transmission was received successfully.
Status Message: File has been received successfully. Will begin transfer to destination.

1. Workflow Name: EGOV TEST SFT FILE INCOMING TO OIT
2. Destination File Name: 'OAWXOEGP.TYOAWT01.FTPI.SFTIN.FB80.DTL'
3. Received Timestamp: 12/4/2014 2:27:22 PM (GMT-05:00)

If you have any questions, please contact the administrator.

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Here is a screen shot of the second email:

|	
From:	sft-admin@oit.state.nj.us
To:	DM-notify, OIT; Haughton, Jim; Lester, Keith
Cc:	
Subject:	DataMotion DataBridge Delivery Success: EGOV TEST SFT FILE INCOMING TO OIT

DataMotion DataBridge Alert Email:

Your file transmission was delivered successfully.

Status Message: The file was delivered successfully.
Workflow Name: EGOV TEST SFT FILE INCOMING TO OIT Destination File Name: 'OAWXOEGP.TYOAWT01.FTPI.SFTIN.FB80.DTL'
Delivery Timestamp: Thursday, December 04, 2014 2:29:17 PM

If you have any questions, please contact the administrator.

(5) **What should I do if I forget my password?**

After clicking on the tab to reset your password, you will see the page below. Please enter your login ID as your designated email address into the Email Address prompt and then press enter.
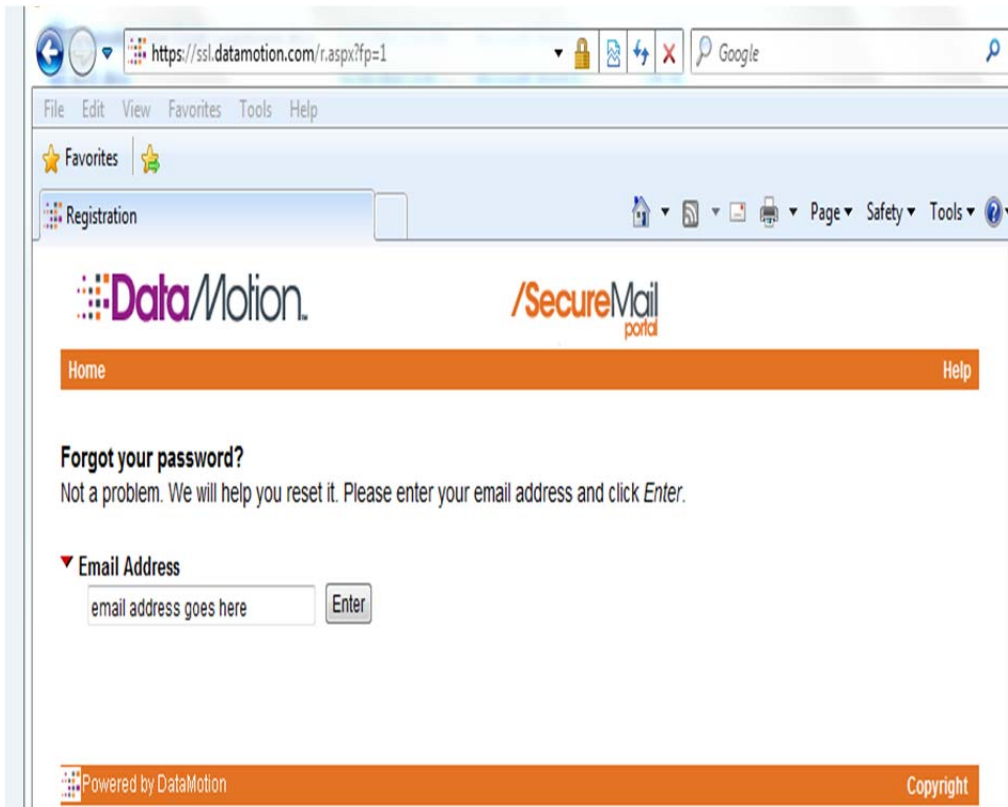
After a short duration, you will receive an email notification from DataMotion requesting that you change your password. Please click on the link within the email and put in your new password. You will then be able to log into DataMotion. Any issues with password authentication, please call DataMotion support at 1-800-672-7233 and select option 2.

(6) What should I do when I receive notification of my file being delivered?

You will receive <u>two</u> email notifications from DataMotion stating that a file has been delivered to your inbox, one indicating that the process is complete and a second indicating that the file has been delivered successfully. The <u>second</u> notification will provide a link:
https://ssl.datamotion.com/l.aspx?cb=SONJ&l=en-us This link will allow you to login and view or download your file. You should open the email and click on the link to log into DataMotion to view the file in your inbox.

You should download your file as soon as possible after receiving your email notification since the file will be available for 14 days only.

Emails are sent from sft-admin@oit.state.nj.us.

You are not able to reply to the emails.

Here is a screen shot of the first email:

DataMotion DataBridge Delivery Success: EGOV TEST SFT FILE OUTGOING FROM OIT

sft-admin@oit.state.nj.us

ⓘ You forwarded this message on 12/9/2014 11:39 AM.
   Extra line breaks in this message were removed.

Sent: Tue 12/9/2014 11:38 AM
To: DM-notify, OIT; Haughton, Jim; Lester, Keith

DataMotion DataBridge Alert Email:

Your file transmission was delivered successfully.

Status Message: The file was delivered successfully.
Workflow Name: EGOV TEST SFT FILE OUTGOING FROM OIT Destination File Name: OAWXOEGP.TYOAWT01.FTPO.SFTOUT.FB80.DTL
Delivery Timestamp: Tuesday, December 09, 2014 11:38:26 AM

Here is a screen shot of the second email:

File transfer of OAWXOEGP.TYOAWT01.FTPO.SFTOUT.FB80.DTL

sft-admin@oit.state.nj.us

Sent: Tue 12/9/2014 11:37 AM
To: Lester, Keith

DataMotion SecureMail Message Delivery

sft-admin@oit.state.nj.us has created a secure e-mail message for you at:

https://ssl.datamotion.com/l.aspx?cb=SONJ&l=en-us

To access your message, simply follow these steps:

1. Click on the above link.
2. Type your email` for your Login ID, and then your password.
3. Access your Inbox to view your message.

Problems accessing the message?
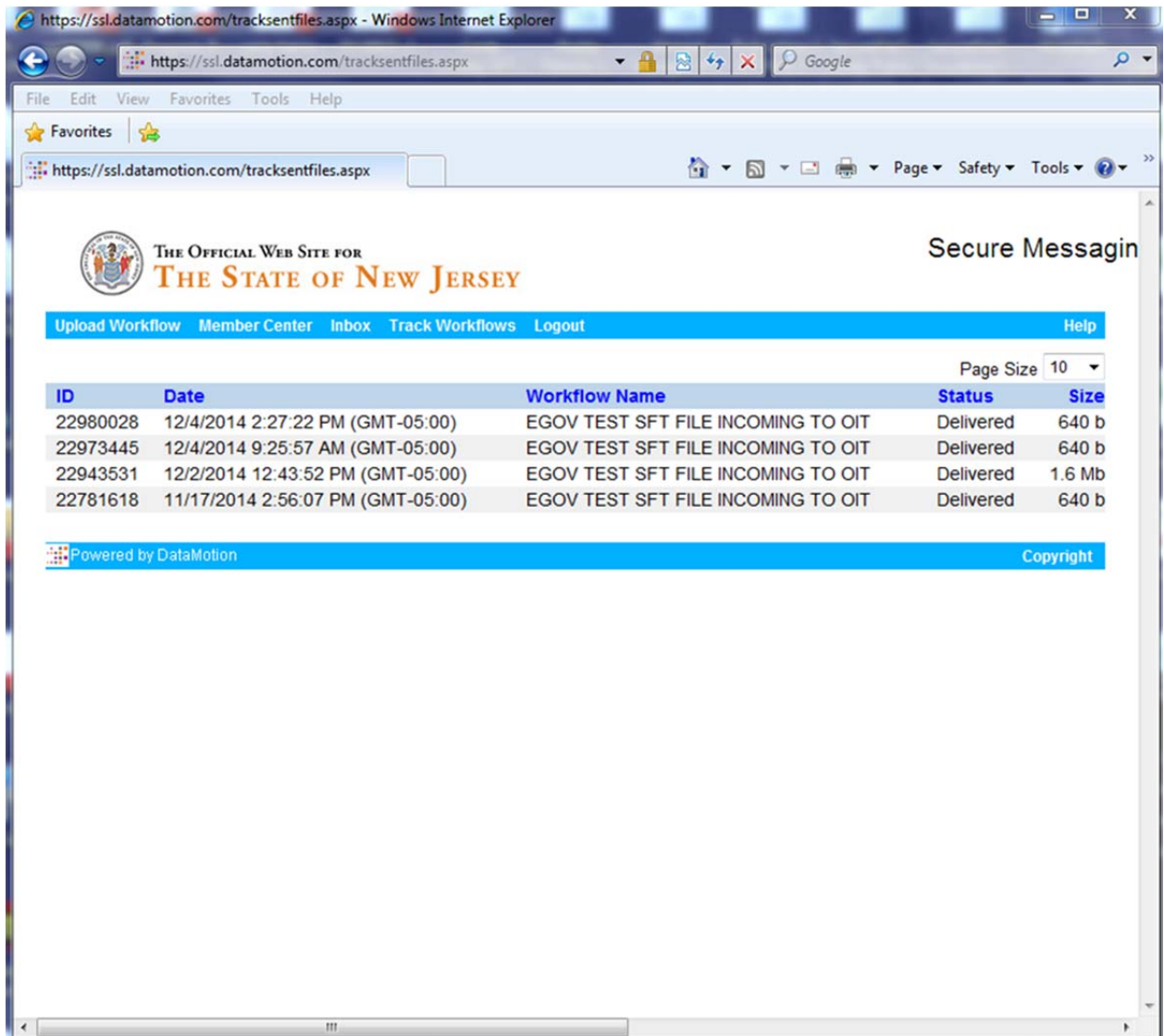
If you are unable to open the link, please make sure that your firewall or your company's security settings are not blocking the link.

If you are unsure of your password, please reset it at https://ssl.datamotion.com/ by clicking on the "Click HERE to reset your password" link.

Note: If you only receive one e-mail, there has been an error and you will need to contact DataMotion support at 1-800-672-7233 and select option 2.

(7) What should I do if I want to see the status of previously sent files?

View your files by clicking on the blue Track Workflows tab in the subject line, found in the middle of your screen. The tab will list the files that were sent and the delivery status. The status, either delivered or en route, will be in the right-hand column.