FileZilla Introduction

SEPTEMBER 2026

The State WIC Office uses the agencygateway folder on the secure FileZilla FTP (SFTP) site to store sensitive documents and reports that may contain private participant data.

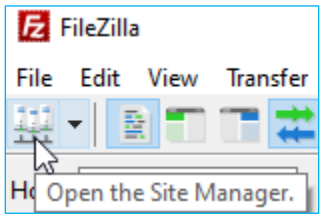
- Other File Transfer Protocol (FTP) client products are available to ensure that the transfer of files to a location on your computer is both secure and encrypted **but have not been tested by Minnesota WIC.**
- FileZilla must be used to connect to the SFTP site.

Connect to the secure FTP site with FileZilla

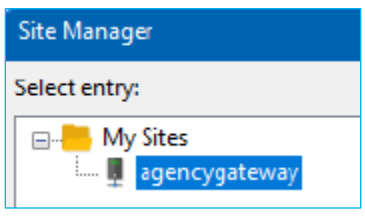
Staff will need Internet access to reach files on the remote FileZilla SFTP site. Your local IT staff may have to contact the MN WIC Help Desk for assistance with accessing the site and to obtain the correct passwords.

STEP 1: Open FileZilla by double clicking on the icon.

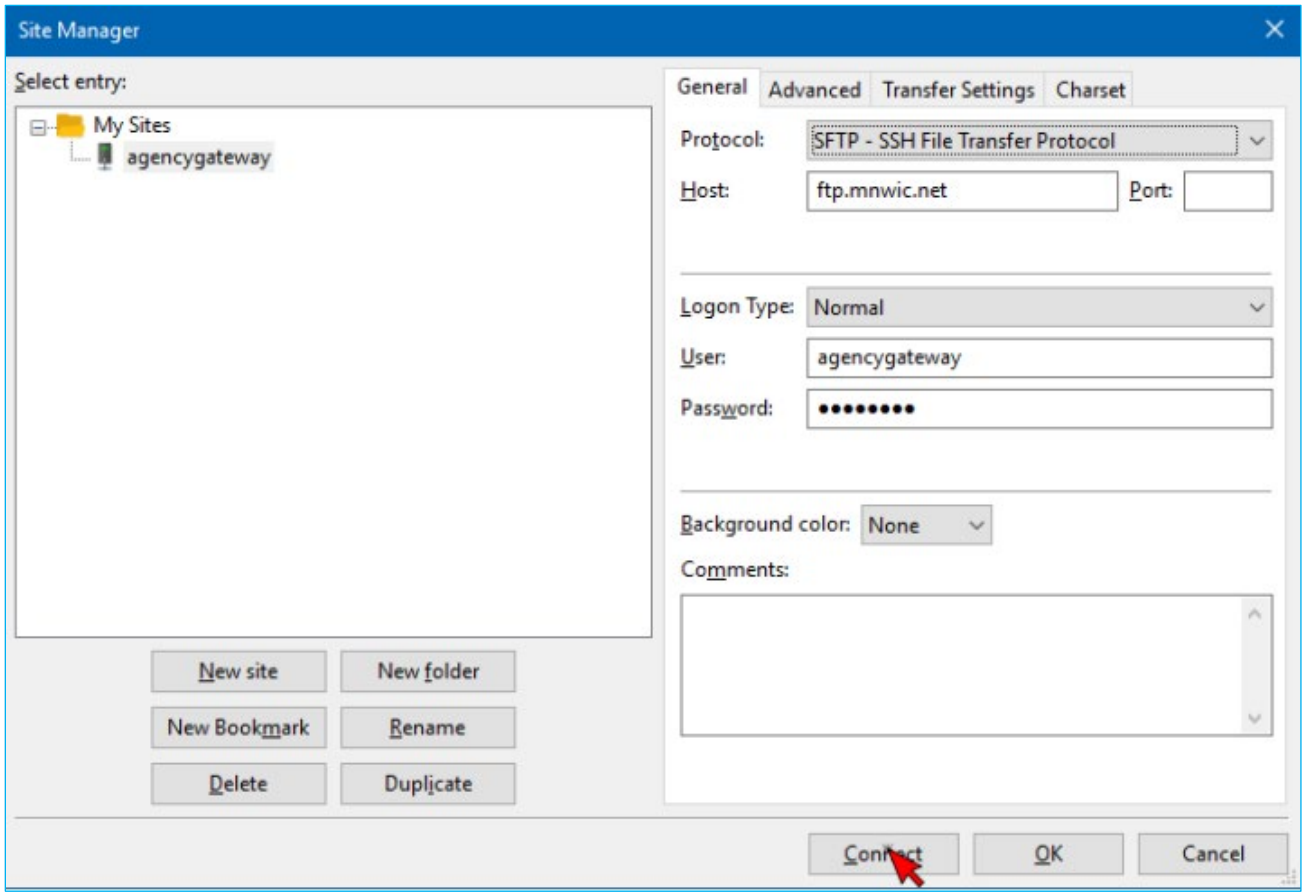
STEP 2: To set up this site the first time, click the **Open the Site Manager** icon.



STEP 3: In the Site Manager under “My Sites,” click on **agencygateway** to highlight.



STEP 4: Click the **Connect** button at the bottom of the Site Manager screen.

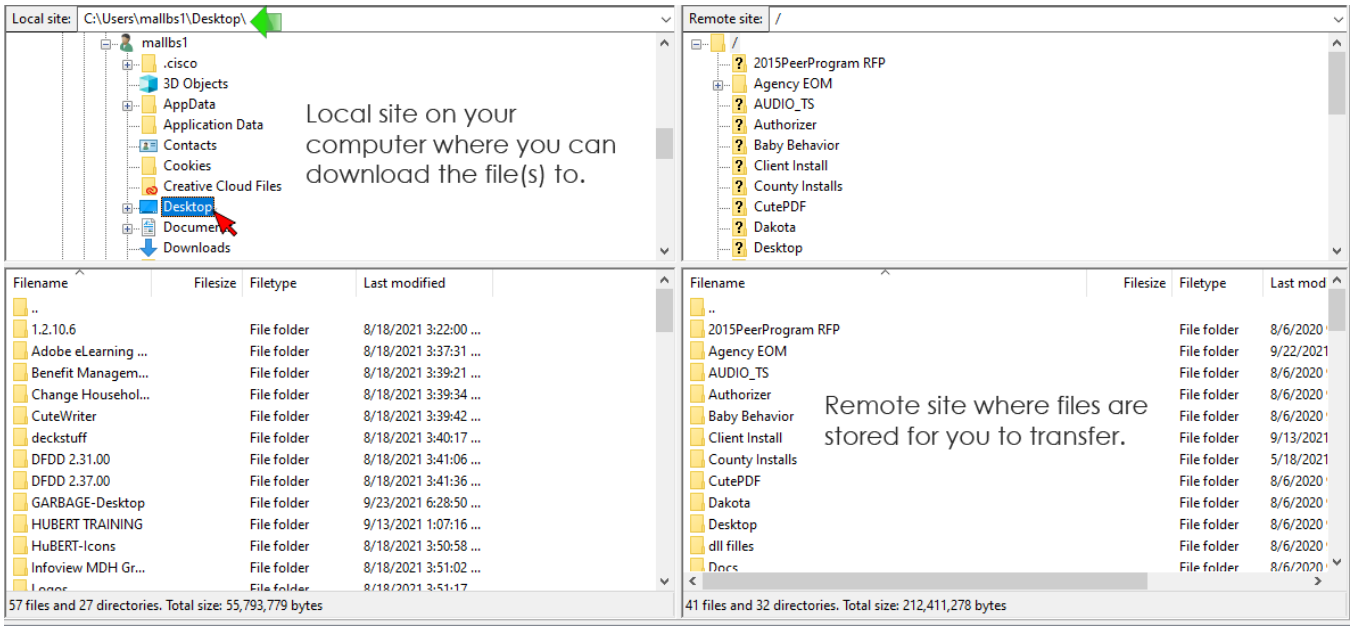


How to use FileZilla

After you connect to the secure FTP site within FileZilla, the right side of the screen, the **Remote site**, will display the filename folders from which files can be downloaded. The left side of the screen, under **Local Site,** displays the folders on your computer (the local machine).

To download a file:

- On the left side of the screen, under **Local site**, navigate to the location where you want to download the file to.
- On the right side of the screen, under **Remote site**, double-click on the folders to navigate to the file you want to download. Double-click on the file to start the transfer (or select the file and right-click on it to open the menu and select Download).

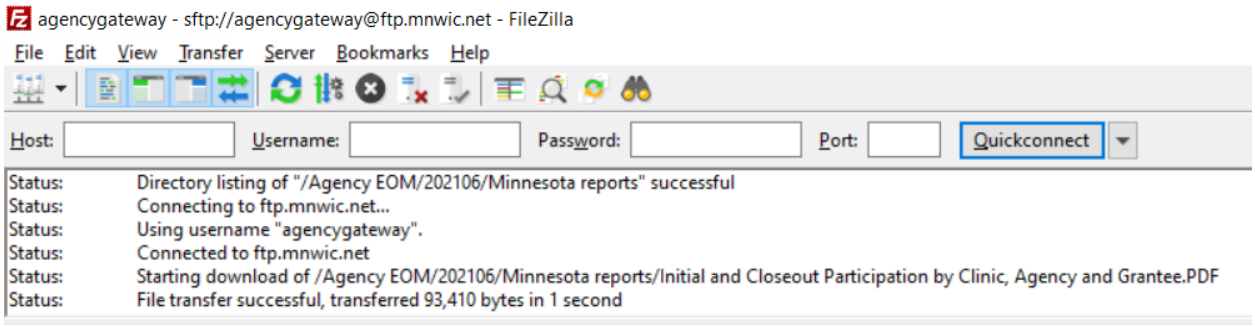


Successful File Transfer

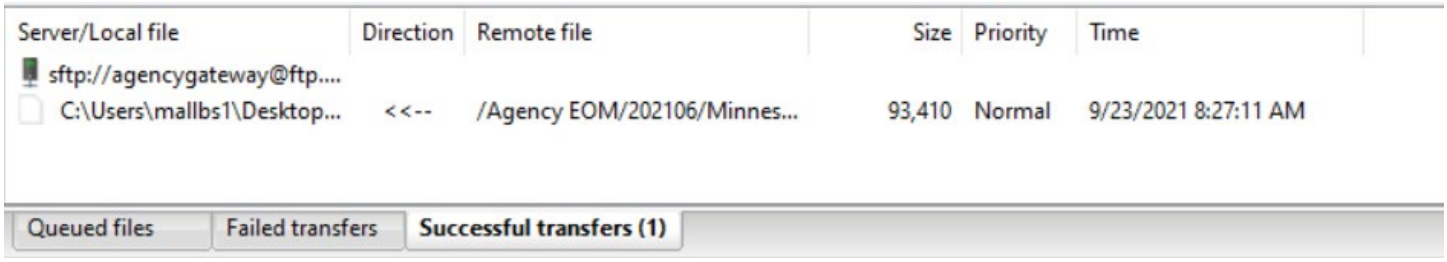
You will receive a message that the file has been downloaded and the file will be saved to the location you had selected in your Local Site.

Successful file transfers are:

- Indicated at the top of the screen:



- Indicated in the **Successful Transfers** tab at the bottom of the screen:



Questions?

You, or your agency's IT staff, may contact the MN Help Desk if any questions.

*Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, **health.wic@state.mn.us**, **www.health.state.mn.us**; to obtain this information in a different format, call: 1-800-657-3942.*

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