SFTP Account Setup Form

Please supply the following information to request an SFTP account:

Purpose of SFTP Account:

Ongoing HR Feed — (Remainder of form to be completed by Customer)
Unused Ticket Feed — (Remainder of form to be completed by Travel Agency)
Cost Allocation Feed — (Remainder of form to be completed by Travel Agency or Customer)

Customer/Travel Agency Network Operations or IT Contact Information:

Company/Agency Name:
IT Contact Name:
IT Contact Department:
IT Contact Phone Number:
IT Contact Email Address:

Important Dates:

Date Account Requested:
Date transfer should start:

File Transmission Schedule:

Daily
Daily on weekdays only
Weekly

Check days of week file will be sent (If sending weekly):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Monthly   **Time file will be sent:**   **Time Zone:**

Date of month file will be sent: AM   PM

File Type (HR Feeds Only):

CSV
XML — If sending files in XML format, please ensure that data follows requirements to escape non – UTF-8 characters.
Full HR File — (All active employees are sent. Any users not in upload file are deactivated.)
Partial File — (Adds/Updates/Deactivates only)

Connection Parameters:

Request passwordless login: Yes (Provide SSH public key)   No

If you are an existing customer, please attach completed form to a Deem Support Ticket.
If you're currently part of a new implementation, please send completed form to your Project Manager.
SFTP Account information will be returned to referenced contact within 5 business days.