National Data Exchange (N-DEx) Submission Steps

1) Agency create Keys with Server Unit.

   a. Submit a request for DMZ SFTP server access to mshphelpdesk@mshp.dps.mo.gov

      i. Provide Agency and Vendor Point of Contact

2) Submit files with the below **BIG** caveats – Use the Zipped IEPD documentation:

   a. Instead of the data submitter ORI going in the file name as described, it will be the <u>data owner ORI</u>; You will need to put the agency's ORI in the header of the file.

   b. **IF** submitting test data, whether individual xmls or zips, the word "Test" will need to be added to the end of the filename <u>before</u> the extension, I.E. AAAAAAAAA_YYYYMMDD_HHMM_NNNNTest.xml

   c. Submit the below information for the DataSubmitterMetadata:
      ORI: *(Ask for correct ORI from MSHPHELPDESK@mshp.dps.mo.gov)*
      OrganizationName: MO HP General Headquarters
      SystemID: MoDEX
      Person Given Name: CJISIT
      PersonSurName: MSHP
      TelephoneNumber: 573-751-9000

3) QA will begin with FBI/N-DEx Office

   a. Submit 15-20 files under one ORI, unless a previous discussion has been had with FBI/MSHP.

4) Once FBI/N-DEx gives all clear for testing, agencies can begin submitting, dropping the "Test" in the file extension.