



**FEMA**

W-11003

January 21, 2011

**MEMORANDUM TO:** Write Your Own (WYO) Principal Coordinators and the National Flood Insurance Program (NFIP) Servicing Agent

**FROM:** Kevin Montgomery  
Contracting Officer's Technical Representative  
Federal Emergency Management Agency

**SUBJECT:** Down Time Data Exchange, BSA (BureauNet) and FTP.

The purpose of this email is to notify all users that the NFIP LSS Data Exchange website, the BSA (BureauNet) website and the FTP server are scheduled to be off line and unavailable effective Friday, January 28, 2011 at 7:00 p.m. for server upgrades. All three will resume availability on Monday, January 31, 2011 at 8:00 a.m. est.

Per DHS 4300A guidelines, strong passwords must be enforced; and electronic transmission of data and report files must be encrypted. New passwords along with detailed instructions for accessing all three sites will be emailed directly to all effected users shortly. For all FTP users specific, instructions for FTP encryption will also be included in this email.

cc: FIPNC, IBHS, Vendors

Required Routing: Accounting, Marketing