



**FEMA**

W-11006

February 11, 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:** Rescheduled 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 offline and unavailable effective Friday, February 25, 2011 at 7:00 p.m. for server upgrades. All three will resume availability on Monday, February 28, 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, have been emailed directly to all affected users. All FTP users were also provided instructions for FTP encryption.

cc: FIPNC, IBHS, Vendors

Required Routing: Accounting, Marketing