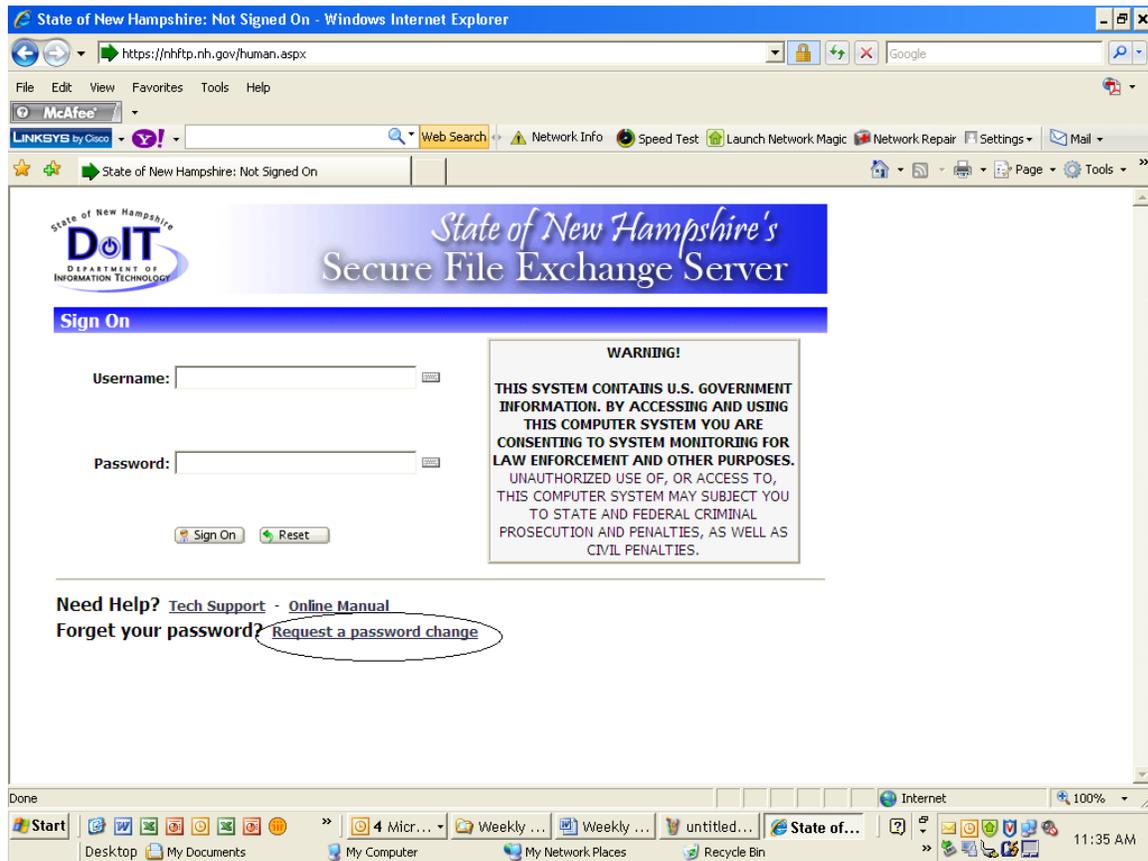


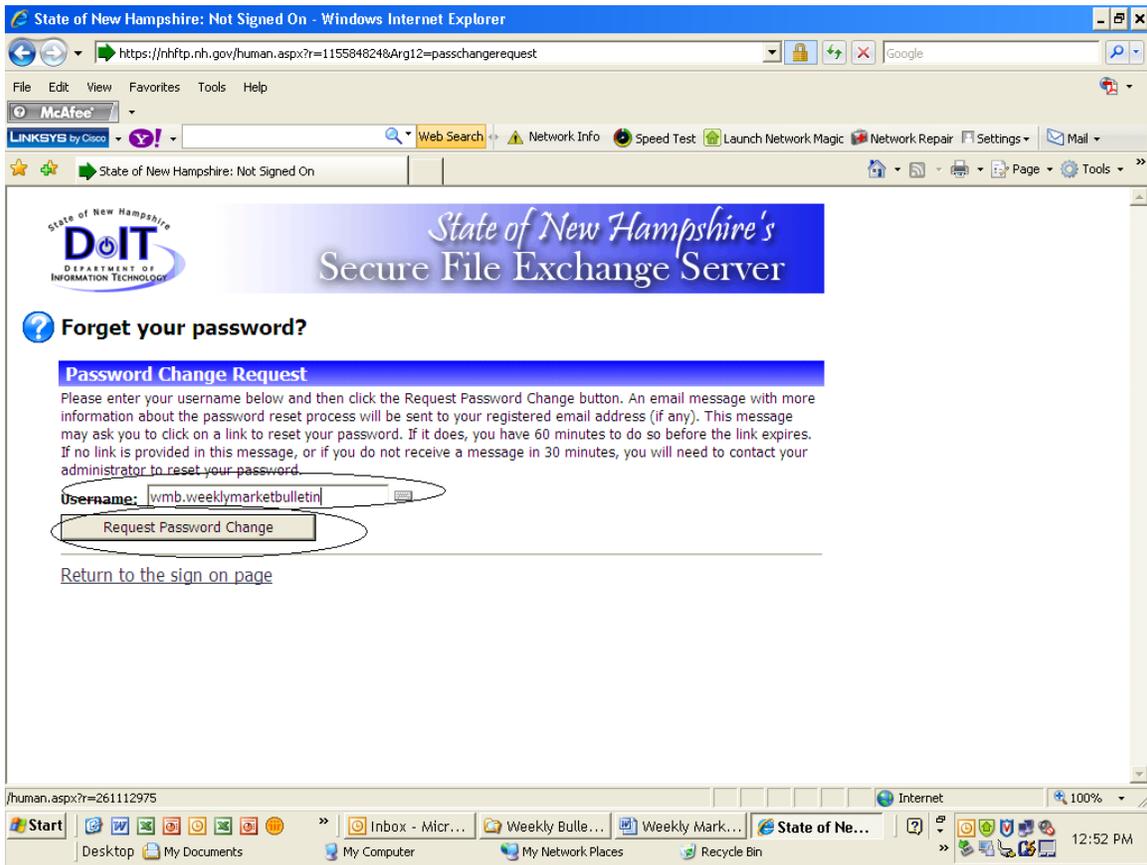
To view your Weekly Market Bulletin, you must access the New Hampshire Secure File Transfer System. Click on the link below or open a browser and type in <https://nhftp.nh.gov/>.

1. The first time you access this site, you must change your password. Click on **Request a password change**. **DO NOT** enter any Username at this time.

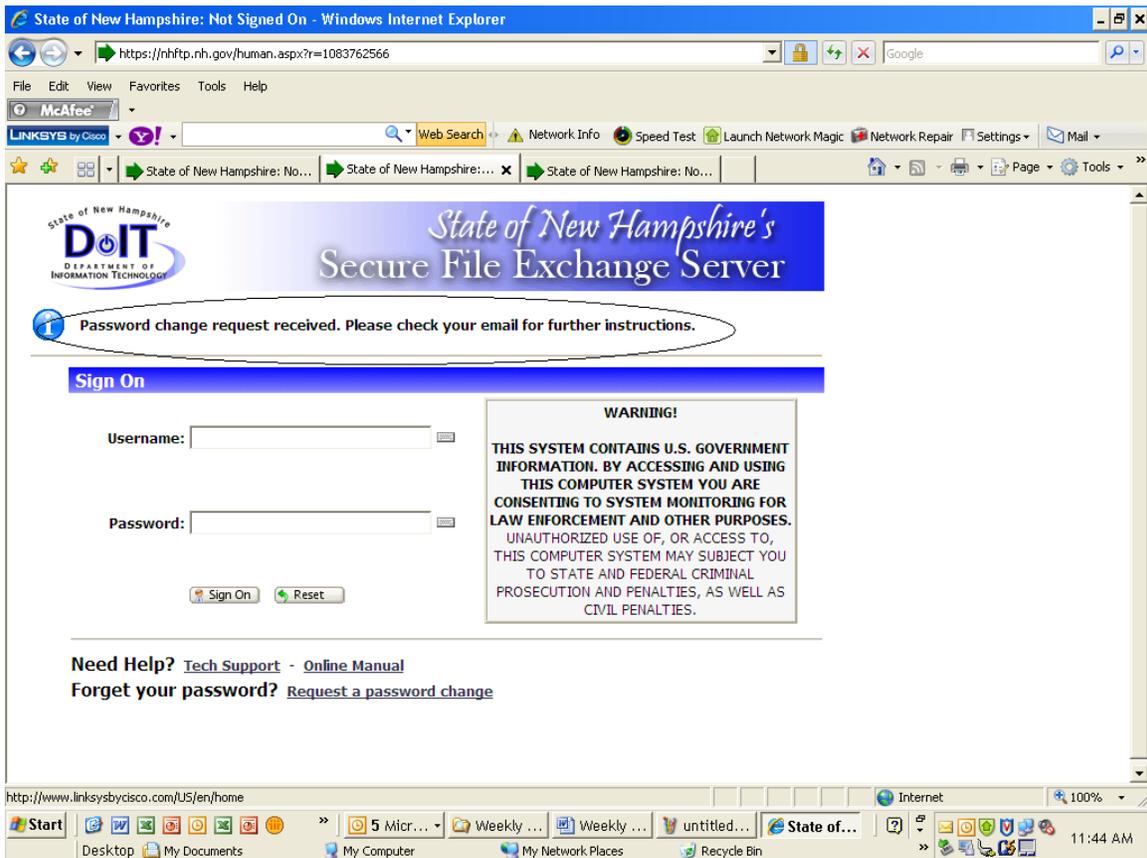


2. Next you will be prompted to enter your username. Your username starts with “wmb” for Weekly Market Bulletin, then your first name, then last name. All lower case and there is a “.” after wmb. For example, if the subscriber’s name is Jane Doe her username is wmb.janedoe. Please note that we include Sr and/or Jr after last name in lower case. For example, if the subscriber’s name is John Doe Sr his username is wmb.johndoesr

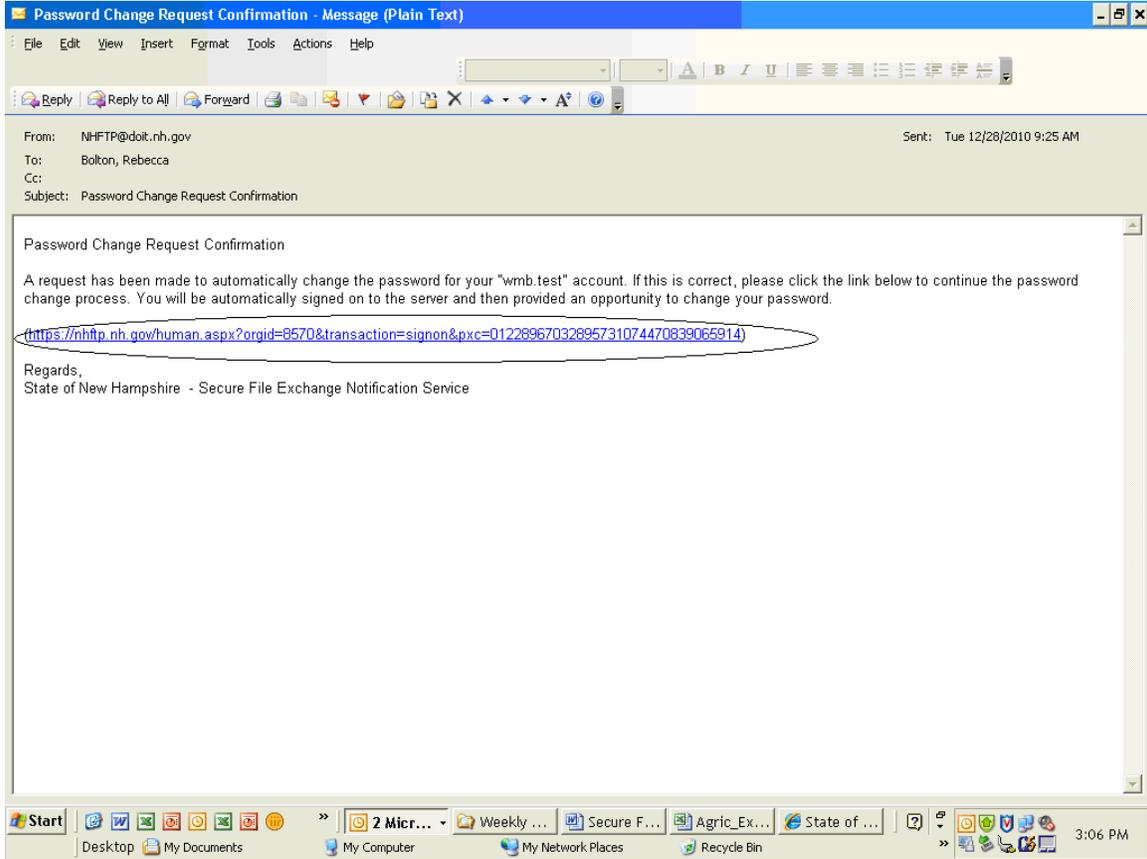
After you enter your username click on the **Request Password Change** box.



3. Next you will see a message which states, "Password change request received. Please check your email for further instructions."



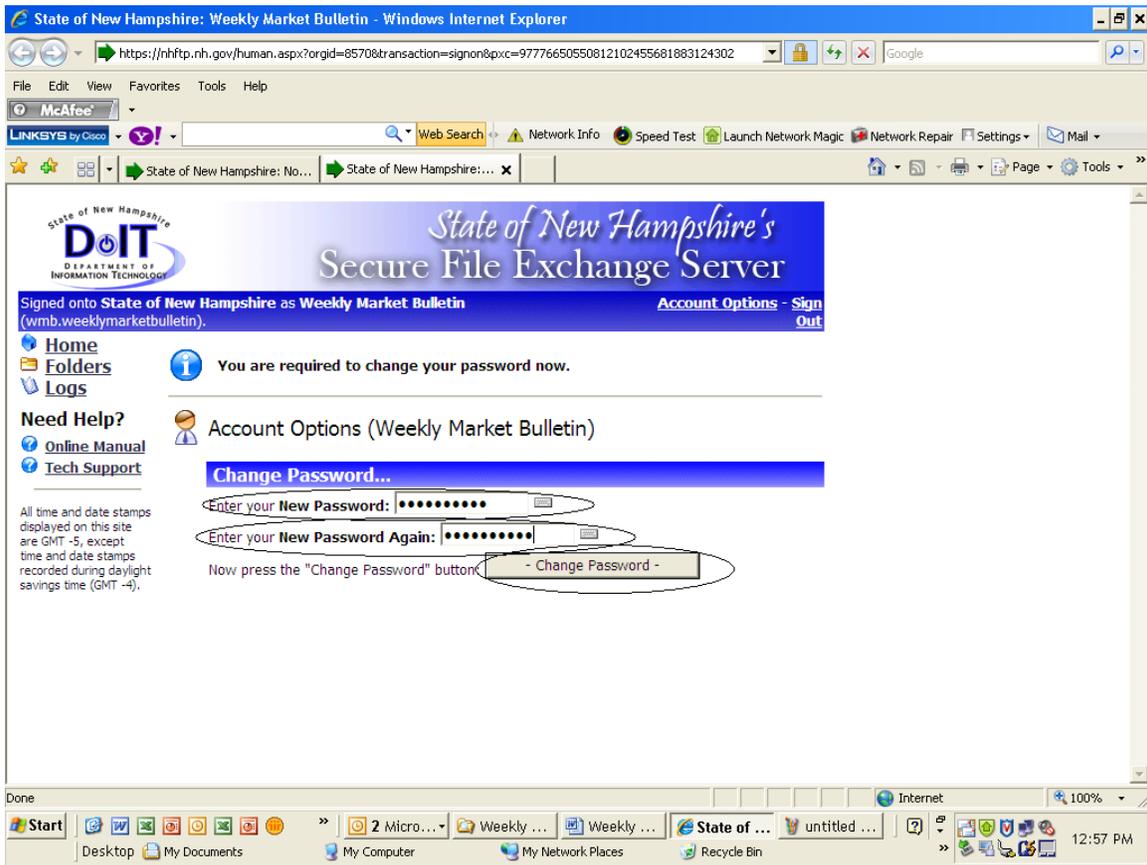
4. This will initiate an e-mail with the following Subject: **Password Change Request Confirmation**. Please note you have 60 minutes to change your password before the link expires. Once you have received the e-mail from NHFTP@oit.nh.gov, open the e-mail and click on the embedded link. See example of a password change request e-mail below:



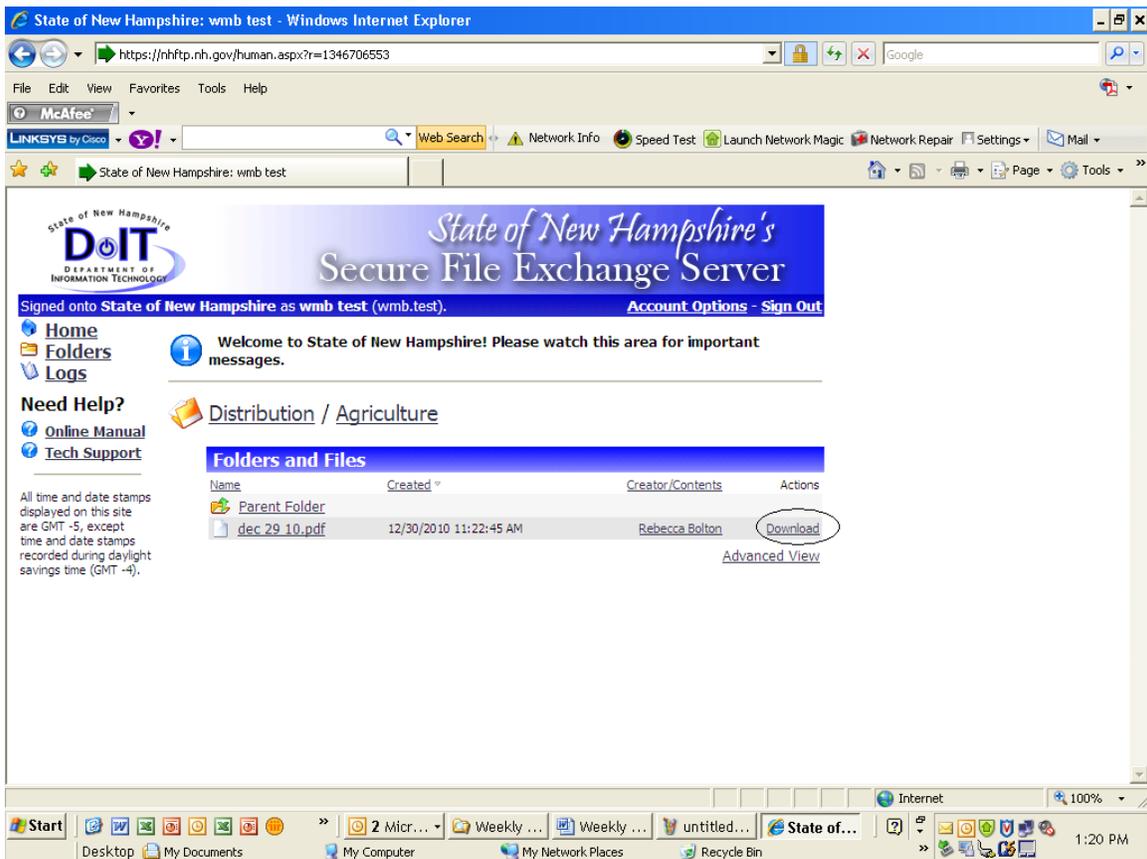
5. When you click on the link you will see the screen below and will need to enter a password (twice) and click on the **Change Password** button.

***Password requirements:***

***It must contain at least 10 characters, at least one uppercase letter, one lowercase letter and one number, and cannot be similar to your username or any other common 'dictionary' word. Finally, you may not use any of your previous 10 passwords.***



6. Once a successful password has been entered, you will now see the screen where you will access/download the Weekly Market Bulletin. Click on Download.



7. Now that you have set up your password you can view your Weekly Market Bulletin whenever you want by accessing the New Hampshire Secure File Transfer System (<https://nhftp.nh.gov/>) and typing in your username and password. You may want to add this to your Favorites in your web browser.

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***Please ignore the following message if you see it:***

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**WARNING!: The Upload/Download Wizard did not load.**  
 [Click here to reinstall the Wizard from the Wizard Status page.](#)

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***We suggest that you do not install the Upload/Download Wizard.***

**If you need assistance please call 603-271-2505, or email [marketbulletin@agr.state.nh.us](mailto:marketbulletin@agr.state.nh.us)**