

Access to WITCOM

WITCOM Services

WITCOM clients and other business partners that require access to WITCOM resources must first become a valid WITCOM account-holder. All potential clients must submit a "Client Access Request" form or contact WITCOM Account Coordinator (WATC) at (202)223-2394. The form must be filled out completely.

Creating an Account

The following describes the process that your WATC will follow to set up your account.

- ❖ Your WATC will create an Account on the appropriate system for you. Assign your user ID and password; and will setup your personal folder.

Once establishing your account, the following are a few important things to remember about your account:

- You cannot change your password.
- You must connect within 90 days after your account has been setup. Inactive accounts will require reactivation.
- If you have any questions about your account or password, you must call your WATC.

Client Access

WITCOM Document Retrieval Network, provides fast, reliable and user friendly connectivity to WITCOM resources for viewing and retrieval capabilities. This service is provided only to WITCOM active account holders. This section explains how to log on to your new account for the first time. It assumes that you have:

- Contacted your WITCOM Account Coordinator (WATC) and obtained your user login name (eight characters long with no spaces)
- A password issued to you
- Have an assigned dedicated folder for your viewing and data retrieval rights.
- Internet access or an Internet Protocol (IP) address.

Now that you have access to your pre-assigned folder. You will only have VIEW rights to your folder. Please note that access to WITCOM network is not permitted between 2:00AM and 4:00AM EST, Saturdays and Sundays, during WITCOM schedule maintenance window.

Access via Internet (currently under construction)

Visit <http://www.ewitcom.com>

Click on “Account Log On” a login dialog box will display. Enter your assigned user name and password. WITCOM Web Security will provide encrypted authenticated access through our firewall. After the system authenticates your account, you will be able to view and retrieve (download) files.

Access via FTP

WITCOM File Transfer Protocol (FTP) service does not allow anonymous connect to our WITCOM’s network. Connect via your choice of FTP Clients to:

Host Name: <ftp.ewitcom.com>

Enter your assigned UserID and Password that was given to you by your WATC.

Questions concerning account information may be submitted online “Client Access Request” form or by contacting your WATC.