

Using your new Secure File Transfer Account

We use a secured file transfer process for exchanging files across the internet. This system will allow you to upload via an https connection using your web browser as well as allowing you to use an SCP/SFTP client to automate the transfers. This document is targeted to customers who will be sending/uploading files to us for processing.

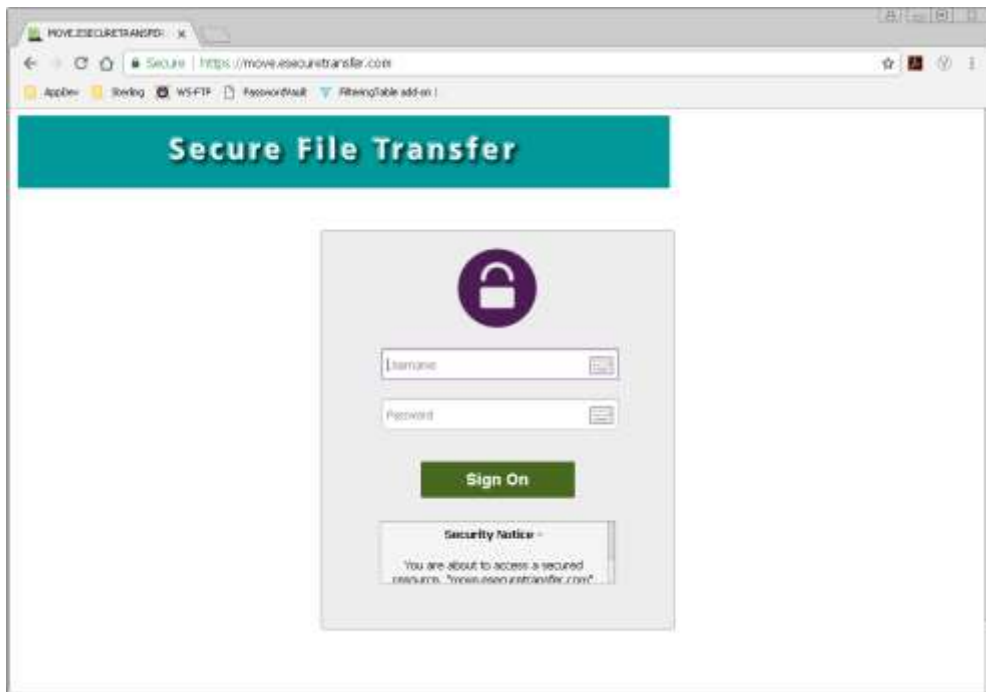
Uploading a File:

1. Open your web browser and open the following address:

<https://move.esecuretransfer.com> or if using SCP/SFTP the domain **move.esecuretransfer.com**

Note: For **test** files, use: <https://move.qa.esecuretransfer.com> or if using SCP/SFTP the domain **move.qa.esecuretransfer.com**

Notice the Username and Password fields. This will be entered in from the email that you will have received when your account was set up for the first time.

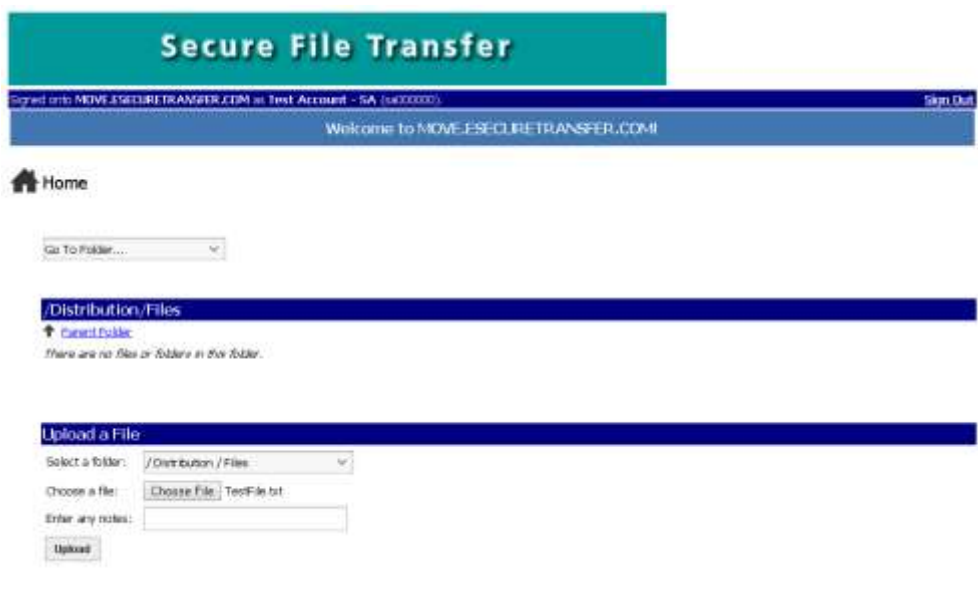


2. Type in your ID and password and click the **Sign On** button. You should now see this main page.

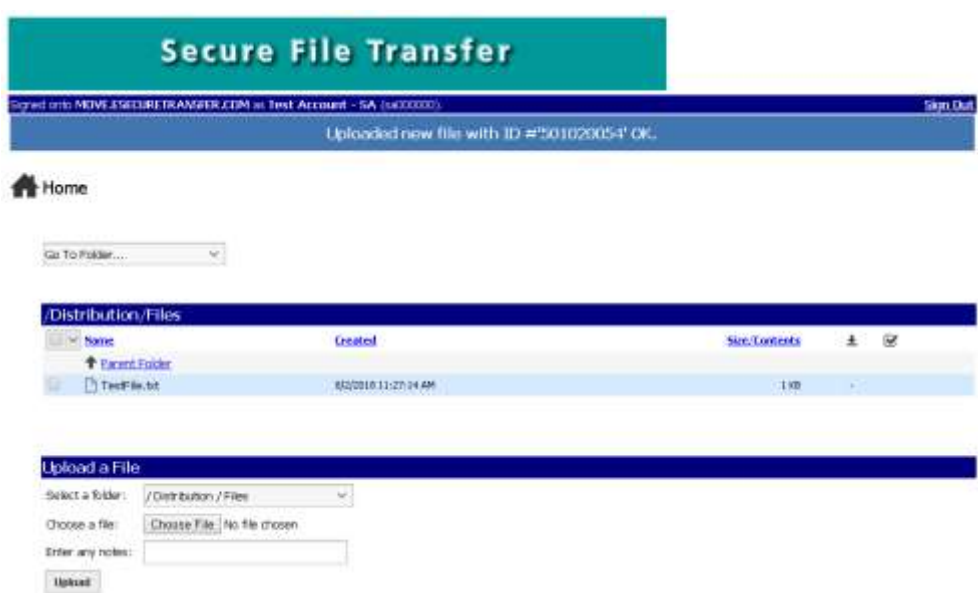


The file transfer process has been simplified as much as possible to make it quick and easy to use. Since you are sending/uploading a file to us, you will only need to work within the 'Upload a File Now...' section of this page. A default folder, **Distribution/Files**, has been preselected and you will not need to change this setting. This is the location from which our process will pick up your file and deliver it to the appropriate location for processing.

3. Click the "Choose File" button (just to the right of "Choose a file:"). A file-explorer screen will appear allowing you to browse your local directories and select the file to be sent / uploaded from your system to us.
4. Select your file then click the "Open" button. You will return to the main page and the file name / location should now be displayed in the box next to the "Choose File" button.



5. Click the "Upload" button to send your file to us. You will notice a message at the top showing a file was uploaded with a "File ID". This indicates your file has successfully been uploaded. You can now sign out of the Secure File Transfer web site unless you have additional files that you wish to send / upload. An email confirmation will also be sent confirming receipt of the file.



Problems?

You may contact our Service Desk Help line at 651-662-9001 (1-866-271-9453) to open a problem ticket if there are any problems with this process. Please include your Company Name, the type of file you're trying to send in, your phone number and email address. Also important is the User ID that you are logging into the system with.

Service Desk Hours: Monday – Friday 6am to 8pm CST
Saturday 7am to 11am CST

Thank you for using the Secure File Transfer System.