



DOH 140-184

**HOME VISITING
SECURE FILE TRANSFER (SFT)
A REFERENCE GUIDE**

Requirements of Axway/Secure File Transfer (SFT)

The following table lists Axway and third-party software supported for the various protocol and integrations:

Browsers for the SecureTransport web clients	<ul style="list-style-type: none">• Apple Safari 5.x, 6.x on OS X only• Google Chrome 33.x or later• Microsoft Internet Explorer 8, 9, 10, 11 (Compatibility View is not supported)• Mozilla Firefox 24.x or later
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Logging in to SFT

- Visit SFT: <https://sft.wa.gov>
- Login screen will display (see image below)
- Enter Name
 - Your login name will coordinate with your organization – not by individual (ex. NFP-Site1) If you need assistance with your account name please contact sherry.Carlson@doh.wa.gov.

https://sft.wa.gov/?logout&csrfToken=ssogjsfb25rrt1atkymcn6r2yt8zl9e3

Welcome to SecureTransport

axway
business. in motion.

Welcome to SecureTransport

Server sft52-core.cts.wa.gov
Version 5.3.1

Please Login

name

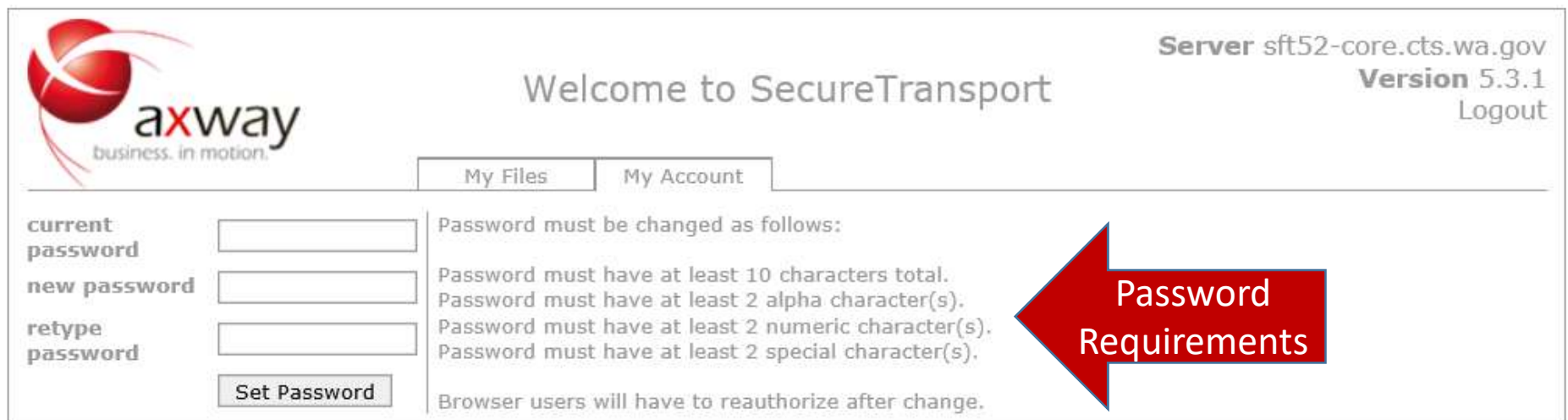
password

Log In

Please enter your user name and password to login to SecureTransport.

Logging in to SFT, cont.

- Enter Password*
- You will need to reset your organizations password:
 - Upon your first login
 - Each time after you request a password reset
 - Every 120 days

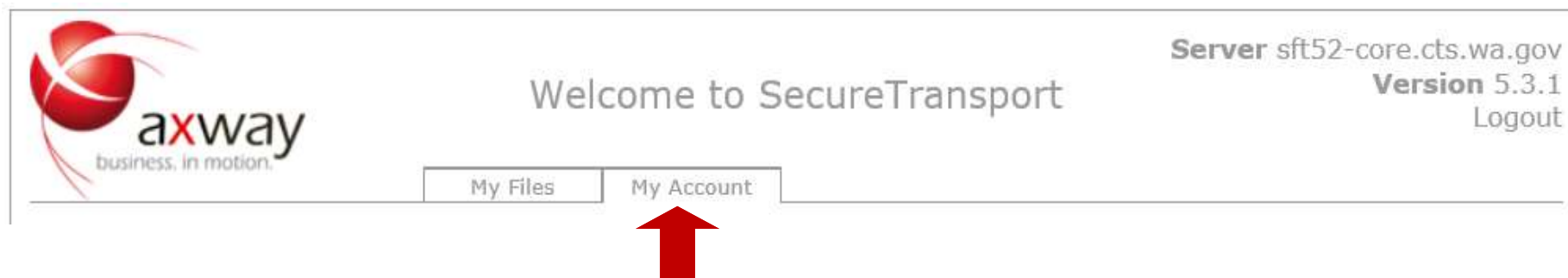


The screenshot shows the SecureTransport login page. At the top left is the Axway logo with the tagline "business. in motion.". In the center, it says "Welcome to SecureTransport". On the top right, it displays "Server sft52-core.cts.wa.gov", "Version 5.3.1", and a "Logout" link. Below the header are two tabs: "My Files" and "My Account". The main content area contains three input fields for "current password", "new password", and "retype password", followed by a "Set Password" button. To the right of these fields, a list of password requirements is provided: "Password must be changed as follows:", "Password must have at least 10 characters total.", "Password must have at least 2 alpha character(s).", "Password must have at least 2 numeric character(s).", and "Password must have at least 2 special character(s).". A note at the bottom states "Browser users will have to reauthorize after change." A large red arrow points from the requirements text towards the input fields, with the text "Password Requirements" written inside the arrow.

*If you need your password reset, contact sherry.Carlson@doh.wa.gov.
Please expect approximately 1 business day to be assigned your temporary password.

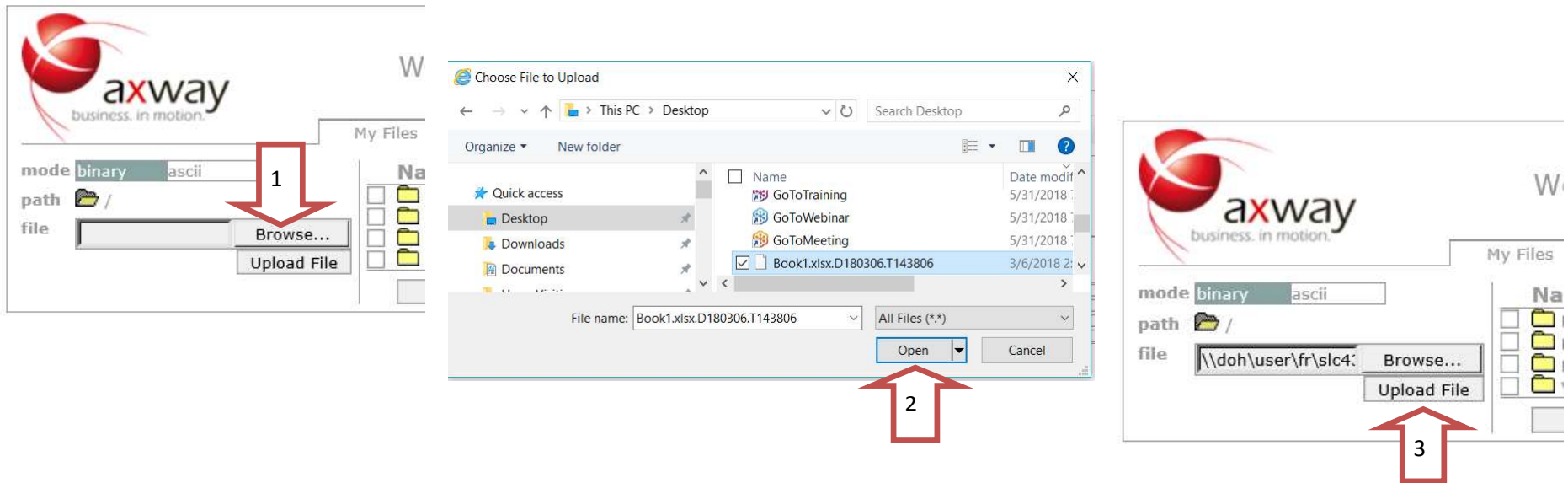
Changing Your Password

- If you need to change your password, click the 'My Account' tab.
- Passwords automatically reset every 120 days; you will be prompted by the system to change when it has been 120 days.



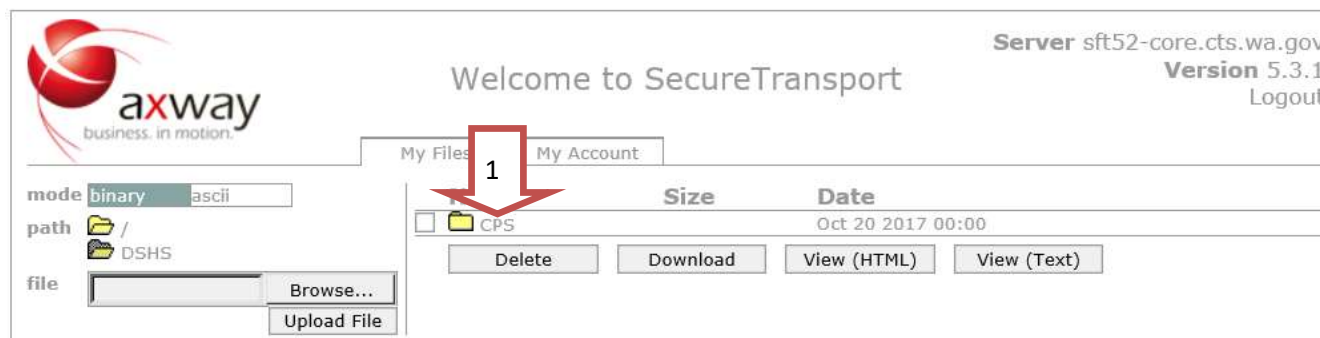
To Upload a File for DOH

1. Click 'Browse' to find your file
2. Select your file, then click the 'Open' button (verify mode is set to "Binary")
3. Select 'Upload File' to place file onto SFT server
 - File will appear in document list on the screen
 - If you are done, click 'Logout' in the upper right corner of the browser
 - Email the DOH Home Visiting Program (sherry.Carlson@doh.wa.gov) that you've uploaded a file to SFT

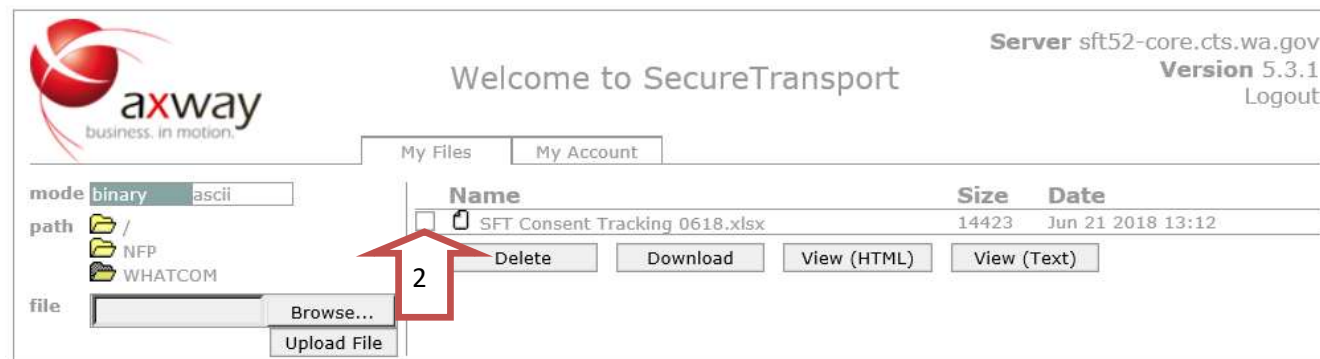


To Open & Save a File from SFT

1. Click open your folder

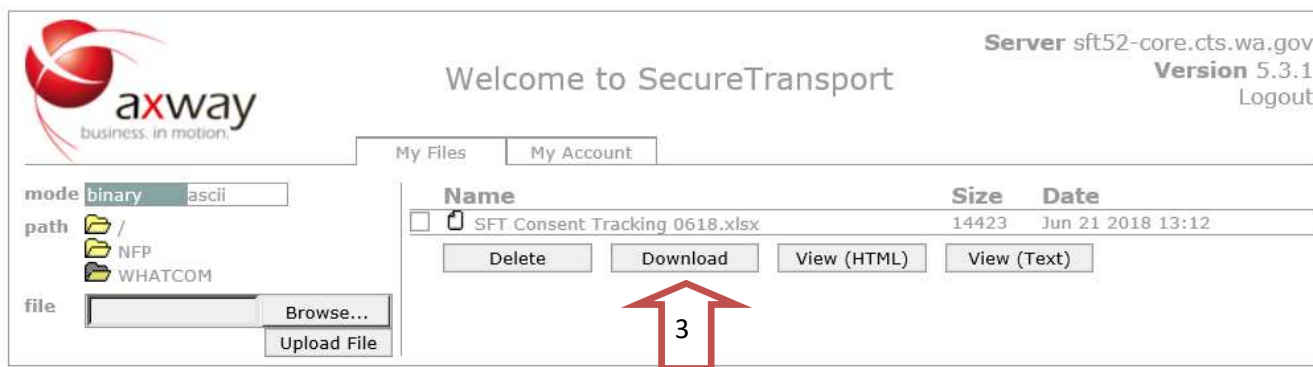


2. Click on the gray box next to the file name of the document you want to open



To Open & Save a File from SFT, cont

3. Click download



4. To save the document*

- Select 'Save As' or 'Open As'
- Remove the date stamp at the end of the file name
- Click 'Save'

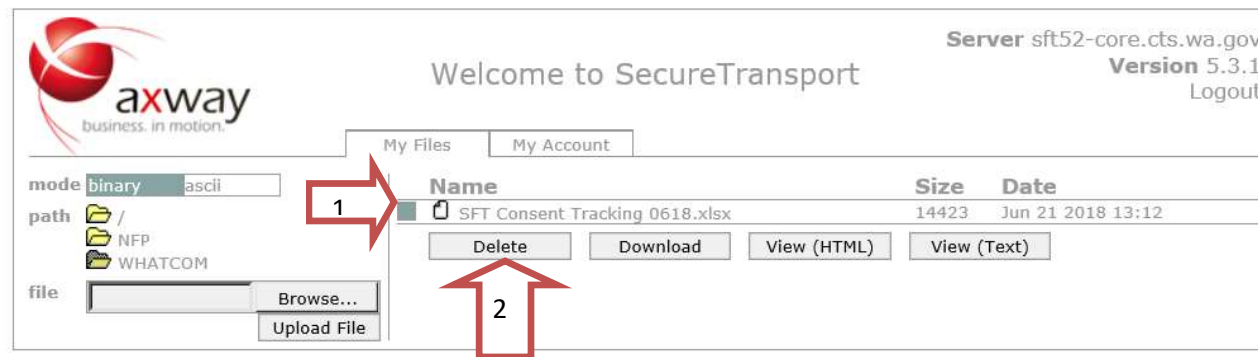


*You may have to choose a program to help the computer know which program to use, Word (.doc), Excel (.xls), Adobe Acrobat (.pdf).

NOTE: The date stamp that the program uses to 'auto delete' the files at 2 weeks is put by SFT at the end of all the file names and causes a problem for those opening the document.

To Delete a File off SFT

1. Select the file you want to delete by clicking the gray box



2. Then delete the file on SFT by clicking the 'Delete' button

- **NOTE:** There is no warning or undo button in SFT, once you click delete the file will instantly disappear

Important Information

- All sites are required to setup a SFT account in order to send DOH data from their data system. **Contact DOH** to setup an SFT folder.
- Please **notify DOH when you've uploaded any file(s) to SFT**; If DOH posts something to your organizations SFT account, we will email your designated SFT user letting them know there is a file in your SFT account.
- If your designated SFT user is no longer responsible for this work, please send updated contact information to DOH.
- Files expire after **2 weeks**; the SFT program auto-deletes files, whether they have been opened/downloaded or not. We recommend each organization have at least 2 people with access to the SFT login/password.
- Use **confidentiality protocols** at all times – where you store your documents retrieved from SFT and your organizations login and password.
- Passwords automatically **reset every 120 days**; you will be prompted by the system to change when it has been 120 days.
- Please expect approximately **1 business day** turnaround time for password reset requests as we must submit these requests through our IT department. Once a temporary password is sent to you, please **reset the temporary password with 24 hours**.

Home Visiting Program SFT Contact

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Data Systems Analyst

Home Visiting Program

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360-236-3567

For people with disabilities, this document is available on request in other formats.
To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).



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