





Electronic Death Registration System Training Cheat Sheet

Topic: Using Secure File Transfer (SFT)

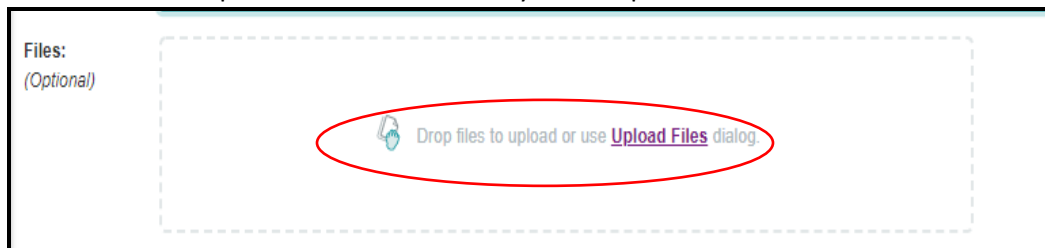
When to use: Use this feature in HCS when you need to send or receive confidential information.

Procedure:

1. Log into HCS at <https://commerce.health.state.ny.us>
2. In *My Applications* look for Secure File Transfer and click the link.
 - a. If it is not in your application list, navigate to the blue/purple bar at the top of the screen and click on *My Content*.
 - b. Click on *All Applications* and navigate to the **S** in the alphabet bar.
 - c. Find Secure File Transfer application, and in the far right column click on the plus sign in the green circle  to add it to *My Applications*.
3. The first time you use SFT, you need to register. Scroll down to find *Register – only once* and click . That's it – you're registered and on the SFT homepage.

SEND A PACKAGE

1. From the Home screen, click on **Send Package**.
2. To select the recipient either:
 - a. Type the entire email address in the box to the right of **TO**, then click **Check Recipients**
OR
 - b. Click on **TO** and search for anyone who is registered in **SFT**
3. Add information in the Subject line
4. Add your message to the notes area; you can't send a message without body text
5. IF you want to attach a file, either:
 - a. Drag a file directly to the **Files** box: OR
 - b. Click on the Upload Files link to search your computer for the file.



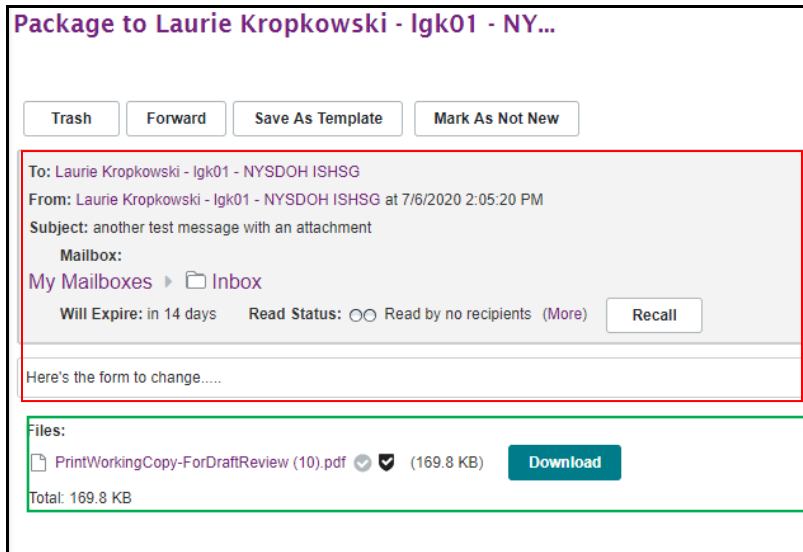
6. Click **Send**



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RECEIVE A PACKAGE

1. From the home page, click on **Inbox** at the top of the page.
2. You'll see a list of packages that are waiting for you. Click on the subject line hyperlink to open the message.



This is the body of the message

This is where an attachment is found

3. If there is an attachment, it will be in the bottom of the message. Click on **Download** to retrieve it.
4. To respond, if necessary, click on **Reply** to compose a message.



Please note: Packages are kept in the SFT mailboxes for **14 days**; if you need anything from the packages, please save to your local drive.

For more detailed options to use with Secure File Transfer, see the [Quick Reference Guide](#) and [Frequently Asked Questions](#).