



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:

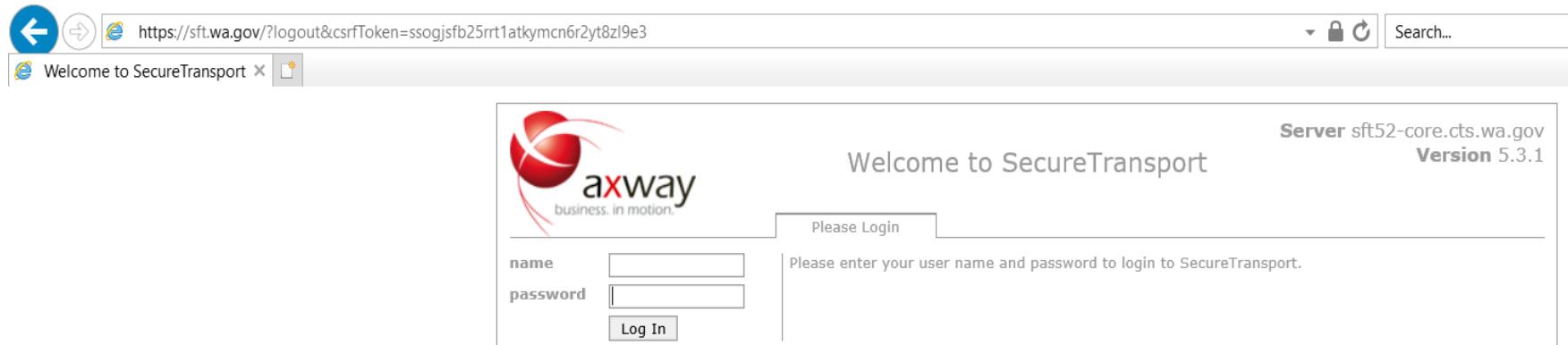
---

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

---

# Logging in to SFT

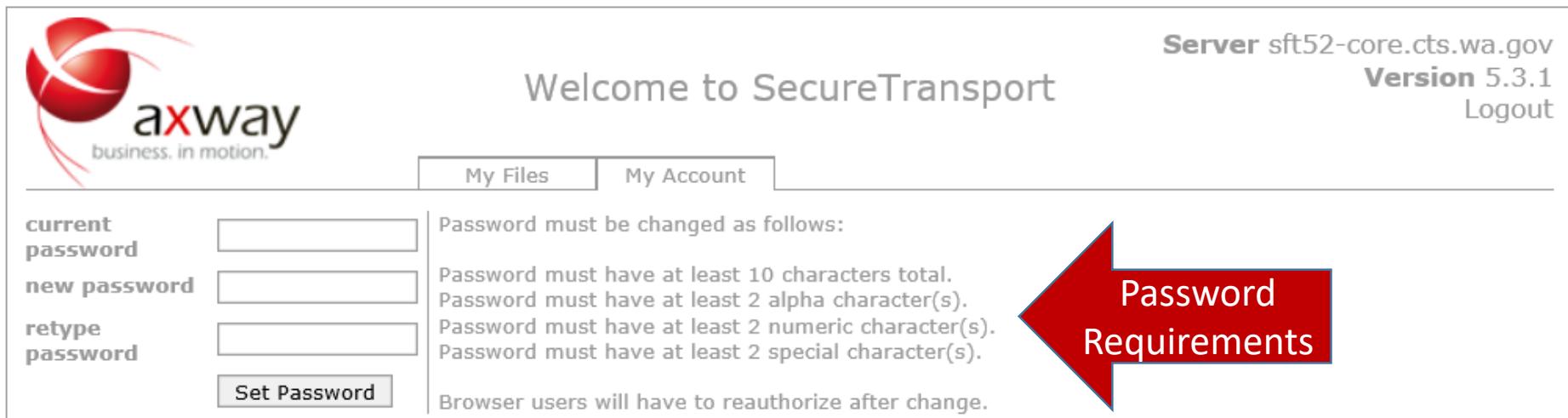
- Visit SFT: <https://sft.wa.gov>
- Login screen will display (see image below)
- Enter Name
  - Your login name will coordinate with your organization (CASE SENSITIVE) – not by individual (ex. NFP-Site1) If you need assistance with your account name please contact [Tien.LuuHughes@doh.wa.gov](mailto:Tien.LuuHughes@doh.wa.gov).



A screenshot of a web browser showing the login page for Axway SecureTransport. The URL in the address bar is <https://sft.wa.gov/?logout&csrfToken=ssogjsfb25rrt1atkymcn6r2yt8zl9e3>. The page title is "Welcome to SecureTransport". The Axway logo is on the left. The login form has fields for "name" and "password", and a "Log In" button. A message says "Please enter your user name and password to login to SecureTransport." The server is listed as "sft52-core.cts.wa.gov" and the version is "5.3.1".

# 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 image shows the 'Welcome to SecureTransport' login page. The page features the Axway logo and navigation links for 'My Files' and 'My Account'. On the left, there are fields for 'current password', 'new password', and 'retype password', each with a corresponding input box. A 'Set Password' button is located below these fields. To the right of the password fields, there is a block of text detailing password requirements: '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). Password must have at least 2 special character(s).'. A red arrow points from the bottom right towards this text block. The page also includes a 'Logout' link in the top right corner.

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

Welcome to SecureTransport

My Files    My Account

current password

new password

retype password

**Set Password**

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).  
Password must have at least 2 special character(s).

Browser users will have to reauthorize after change.

**Password Requirements**

\*If you need your password reset, contact [Tien.LuuHughes@doh.wa.gov](mailto:Tien.LuuHughes@doh.wa.gov).  
Please expect approximately 1-2 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.

Welcome to SecureTransport

Server sft52-core.cts.wa.gov

Version 5.3.1

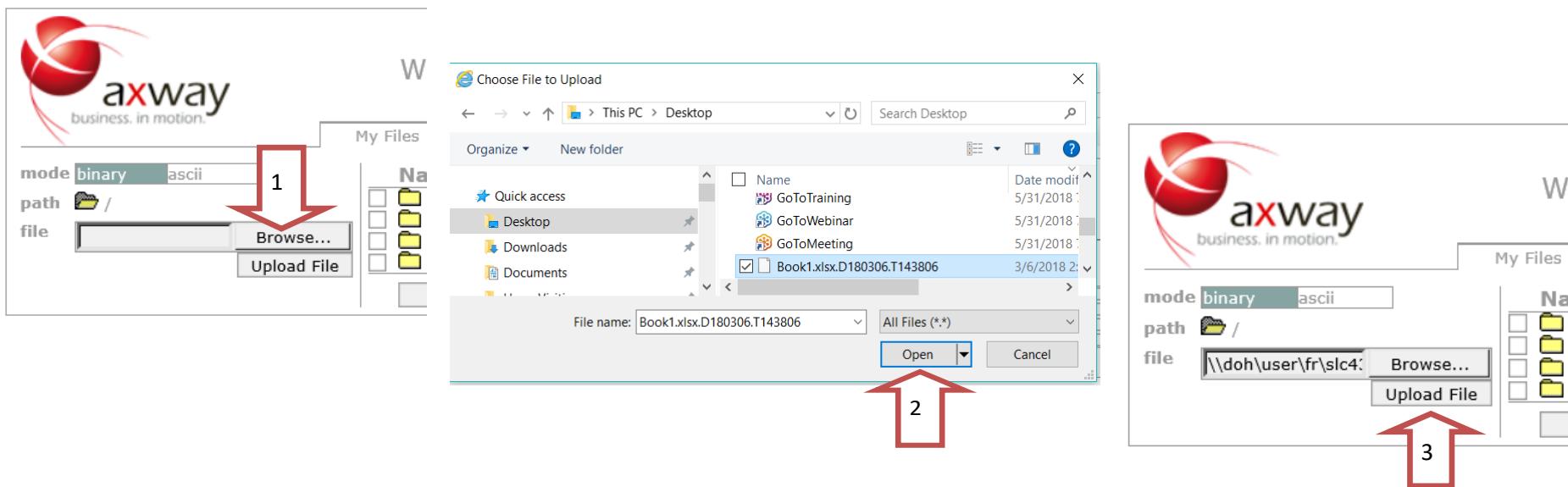
Logout

My Files    My Account

**↑**

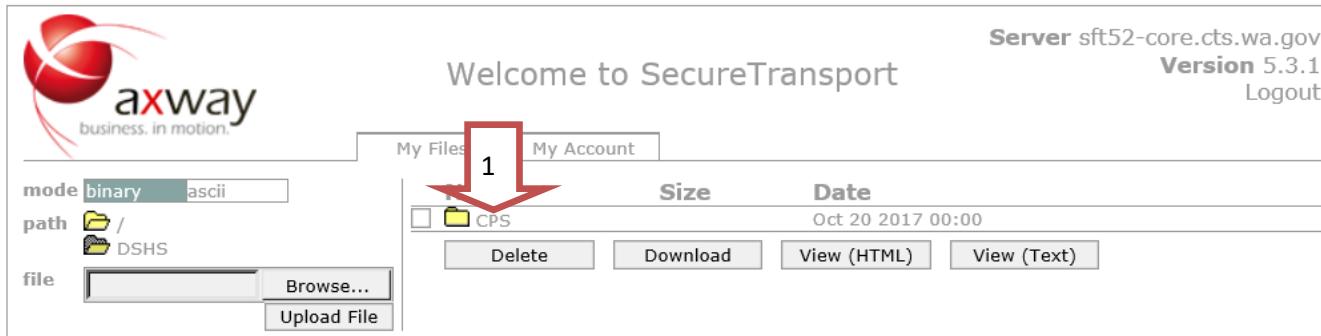
# To Upload a File for DOH

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 or the browser
  - Email the DOH Home Visiting Program ([Tien.LuuHughes@doh.wa.gov](mailto:Tien.LuuHughes@doh.wa.gov)) that you've uploaded a file to SFT



# To Open & Save a File from SFT

1. Click open your folder



Welcome to SecureTransport

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

My Files My Account

	Size	Date
<input type="checkbox"/> CPS		Oct 20 2017 00:00

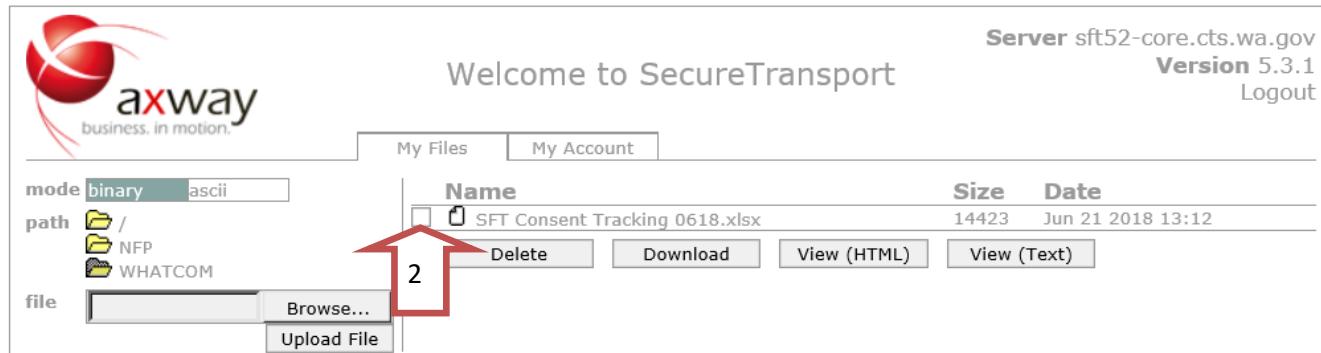
mode binary ascii  
path /  
file CPS

1

Delete Download View (HTML) View (Text)

Browse... Upload File

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



Welcome to SecureTransport

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

My Files My Account

Name	Size	Date
<input type="checkbox"/> SFT Consent Tracking 0618.xlsx	14423	Jun 21 2018 13:12

mode binary ascii  
path /  
file SFT Consent Tracking 0618.xlsx

2

Delete Download View (HTML) View (Text)

Browse... Upload File

# To Open & Save a File from SFT, cont

## 3. Click download



Welcome to SecureTransport

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

My Files    My Account

mode binary    ascii

path /  
  └ NFP  
  └ WHATCOM

file  Browse...  
      Upload File

Name	Size	Date
<input type="checkbox"/> SFT Consent Tracking 0618.xlsx	14423	Jun 21 2018 13:12

3

Delete    Download    View (HTML)    View (Text)

## 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 **1-2 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

---

**Tien Luu Hughes**

[Tien.LuuHughes@doh.wa.gov](mailto:Tien.LuuHughes@doh.wa.gov)

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).



@WADeptHealth