SECURE TRANSFER INSTRUCTIONS

ACCOUNT SET-UP

(1) You will receive an email inviting you to create a GUEST account.

(2) From your invitation email, click on the link in your email OR copy and paste the URL address into your web browser.

You're invited to use HJF Secure File Sharing

To accept this invitation and register for your HJF Secure File Sharing account, please click on this link:
https://exchange.hjf.org/a/wva/088886rpH7kSkDu1201333116046

The invitation link is only valid for 168 hours. Beyond this timeframe, please ask skwon@hjf.org to send a new invitation e-mail.

Thank you for sharing files securely.

Secured by Accellion™

(3) Create a password and enter it again (it must be at least 6 characters long with 1 capital letter and 1 number). You will have to accept the Terms of Service and abide by them. Click on "Register".

Please complete the registration for HJF Secure File Sharing.

Create your account

E-mail: drauroria@aol.com

Create a Password:

Re-type Password:
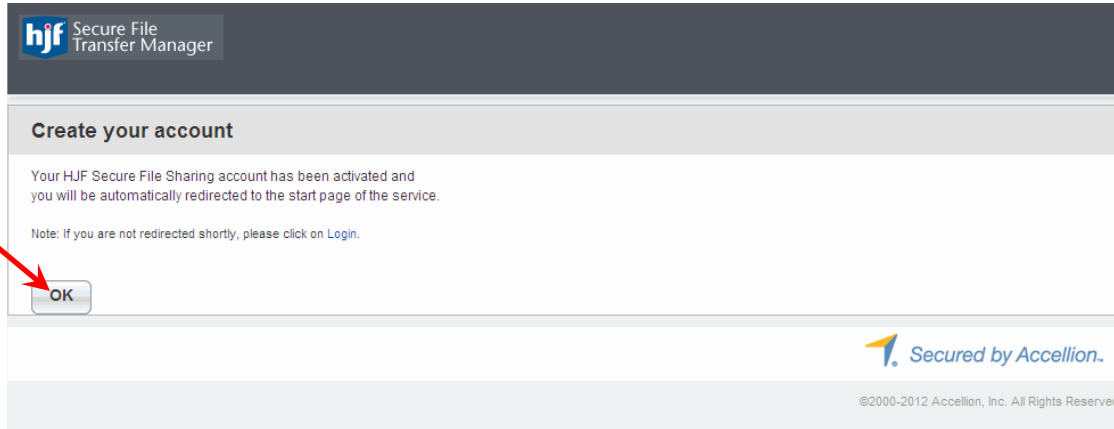
☐ I have read and accept the Terms of Service

Register

(4) You will be redirected to the main page. Click on "OK" if you do not get redirected. You are all set up!

USING SECURE TRANSFER

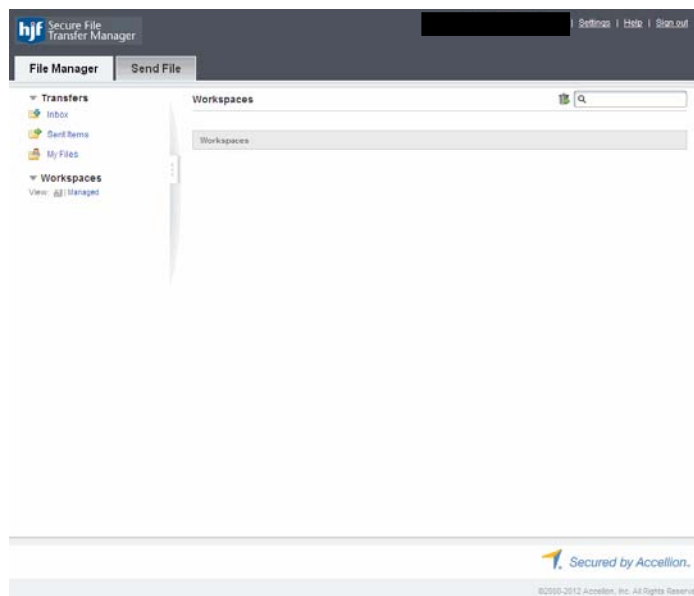**I. LOGIN**

(1) Go to https://exchange.hjf.org and enter your e-mail address and password. Then click on Login.

(2) You will be taken to the following screen.

II. SENDING FILES

(1) Click on the "Send File" tab.

(2) Enter e-mail addresses in the "To" box. You can also click on the "Add Cc" or "Add Bcc" links to open those boxes.

(3) a – Enter a subject in the "Subject" box.
    b – Click on the button "Choose File". Here you can attach any file(s) to send encrypted and securely through HJF's Secure File Transfer System. There is a limit of 2GB per email.
    c – In the large box, enter a message to your recipient(s).
    d – After everything has been entered, click on the "Send" button.

Created by Office of Regulatory Affairs and Research Compliance
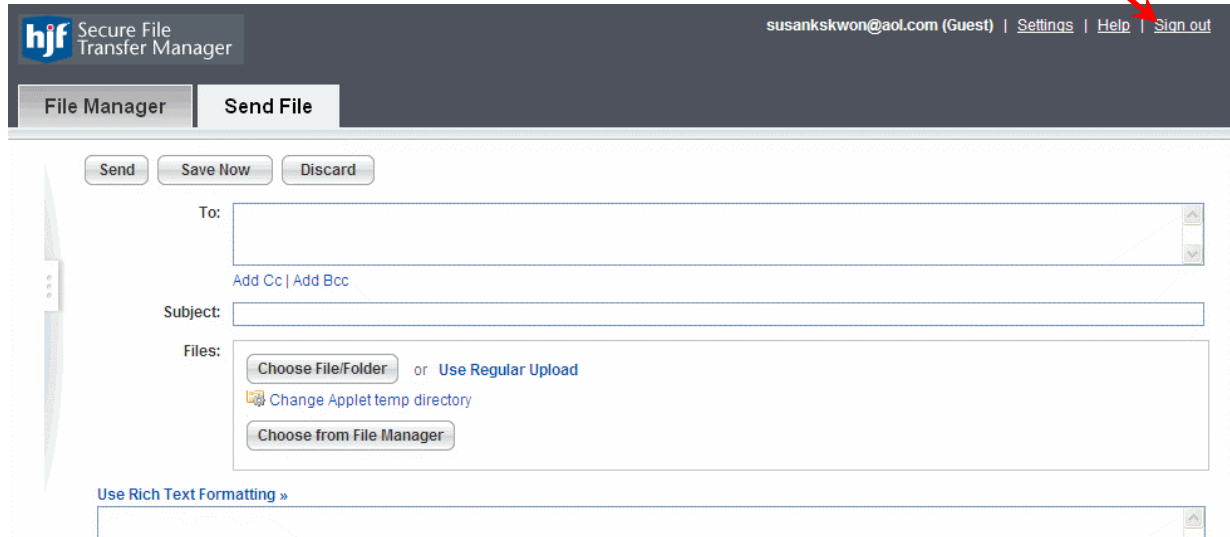
(4) Click on "Sign out" to exit the system.

(5) An email will be sent to your recipient(s) with a link to securely download the files you have attached (see example). You will be sent a copy of the email and notified when the file(s) have been downloaded.

III RECEIVING FILES

(1) From the email that you receive, click on the "Download File" link towards the bottom of the email.

(2) Enter your e-mail address and then click on "Submit"

(3) a – Enter your password
b – Check the "I have read and accept the Terms of Service"
c – If you are on a public computer, check "I am on a public computer"
d – Click on the "Download" button
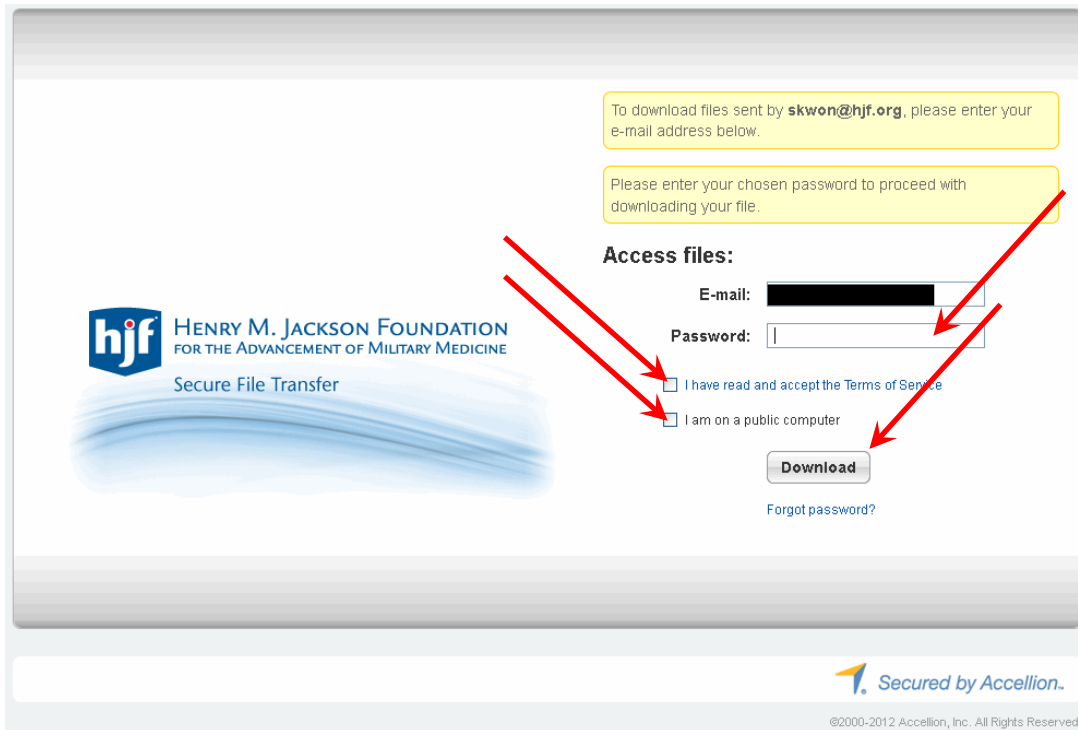
(4) A window will pop-up and you can choose to open or save the file.
NOTE: If you save the file(s), please make sure you are saving to a secure and encrypted computer.
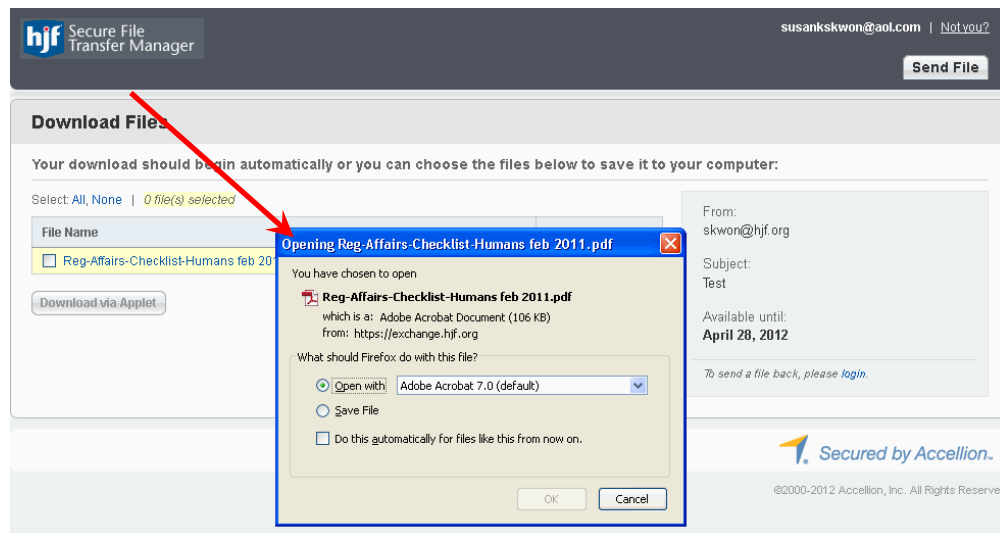
(5) To exit the system, you can either click on the "Not you?" link or the "Send File" button.

IV. USEFUL INFORMATION

A. SETTINGS

(1) Click on the "Settings" link. You have two sub-tabs you can customize. The first is "Account Info".
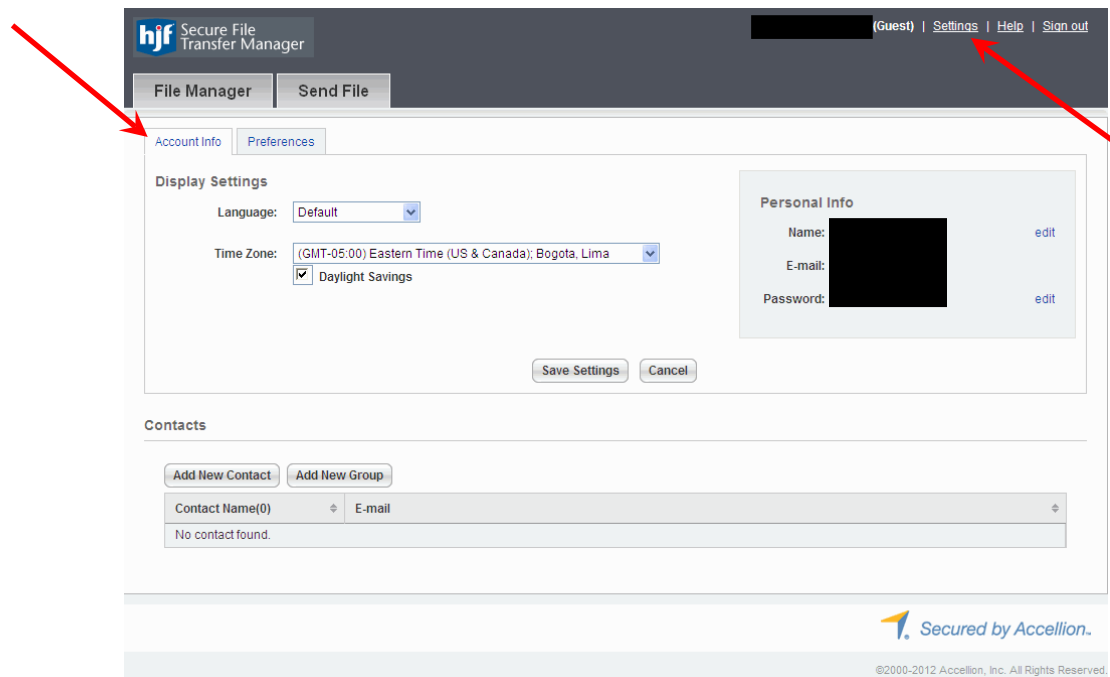
(2) The second is "Preferences".

B. GUEST ACCOUNTS

(1) This type of account expires after 30 days of non-use. If you log in at least once every 30 days, it will keep your account active. If it expires, please contact the person that sent you the invitation to reactivate it.
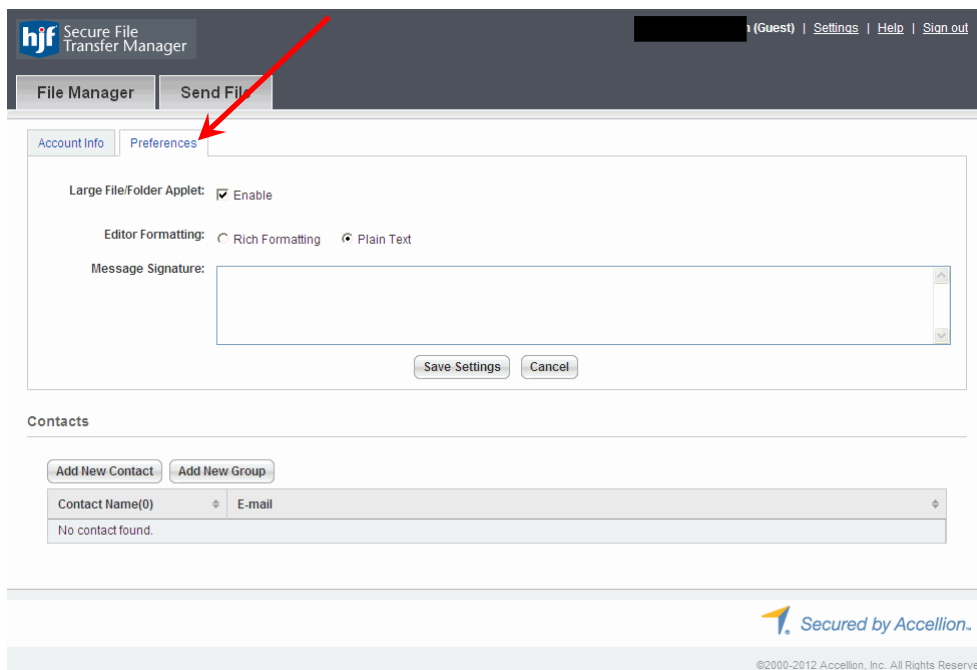
(2) Guest accounts cannot send emails/files to personnel who do not have Manager accounts. Everyone at Headquarters (HQ) has this type of account. If you try to send to someone outside a manager account you will get the following error message.
NOTE: If you would like to have a workspace created that can be seen by multiple people, please talk to your HQ contact to do this.