



## 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@hjff.org](mailto:skwon@hjff.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**

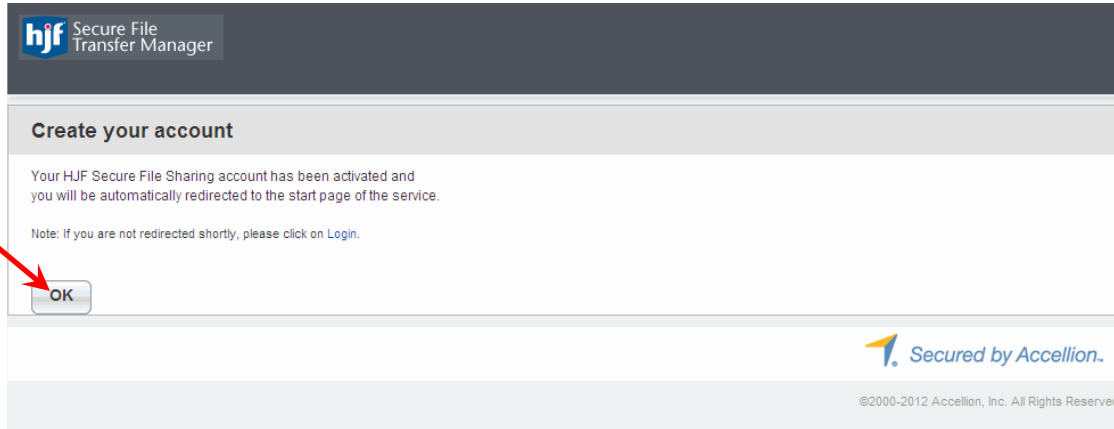
**hjf** HENRY M. JACKSON FOUNDATION  
FOR THE ADVANCEMENT OF MILITARY MEDICINE  
Secure File Transfer

Secured by Accellion.

©2000-2012 Accellion, Inc. All Rights Reserved.



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



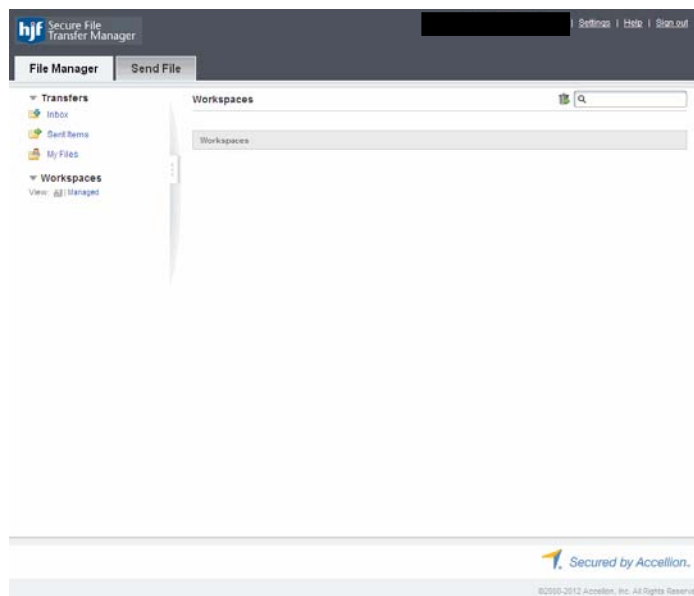


## USING SECURE TRANSFER

### 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.

The screenshot shows the 'Secure File Transfer Manager' interface. At the top left is the 'hjf' logo and the text 'Secure File Transfer Manager'. On the right, there is a user profile 'om (Guest)' and links for 'Settings', 'Help', and 'Sign out'. Below this is a navigation bar with two tabs: 'File Manager' and 'Send File'. A red arrow points to the 'Send File' tab. The main content area contains a form with the following elements:

- Buttons: 'Send', 'Save Now', 'Discard'.
- 'To:' field: A text input field with a dropdown arrow on the right.
- 'Add Cc | Add Bcc' link: A small blue link.
- 'Subject:' field: A text input field.
- 'Files:' section: Contains buttons for 'Choose File/Folder', 'Use Regular Upload', 'Change Applet temp directory', and 'Choose from File Manager'.
- 'Use Rich Text Formatting »' link: A small blue link.
- 'Additional Options' section: A grey header with a dropdown arrow, containing two checked checkboxes: 'Send copy to myself' and 'Send notification on file delivery'.
- Bottom buttons: 'Send', 'Save Now', 'Discard'.

At the bottom right of the page, there is a logo for 'Secured by Accellion.' and a copyright notice: '©2000-2012 Accellion, Inc. All Rights Reserved.'



- (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.

Secure File Transfer Manager | susankswon@aol.com (Guest) | [Settings](#) | [Help](#) | [Sign out](#)

**File Manager** | **Send File**

To:

[Add Cc](#) | [Add Bcc](#)

Subject:

Files:  or

[Use Rich Text Formatting >](#)

Secure File Transfer Manager | drauroria@aol.com (Guest) | [Settings](#) | [Help](#) | [Sign out](#)

**File Manager** | **Send File**

To:

Cc:

Bcc:



- (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.

hjf Secure File Transfer Manager susankswon@aol.com (Guest) | [Settings](#) | [Help](#) | [Sign out](#)

**File Manager** **Send File**

Send Save Now Discard

To:

[Add Cc](#) | [Add Bcc](#)

Subject:

Files:  or [Use Regular Upload](#)

[Change Applet temp directory](#)

[Use Rich Text Formatting »](#)

**Additional Options**

Send copy to myself

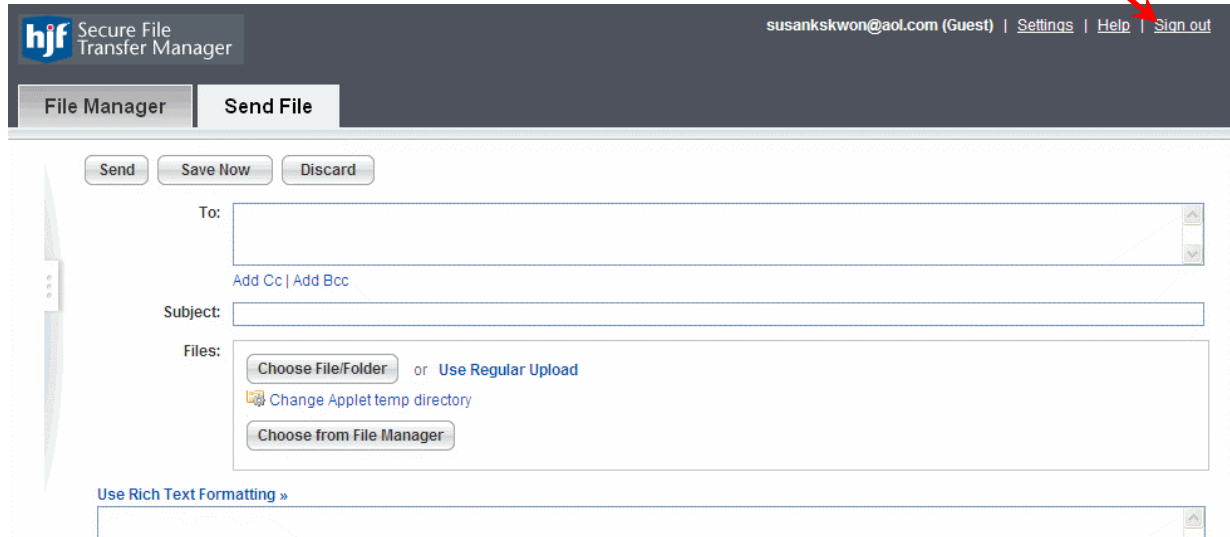
Send notification on file delivery

Send Save Now Discard

Secured by Accellion.

©2000-2012 Accellion, Inc. All Rights Reserved.

(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.

**You have received 1 file.**  
Use the secure links below to download.

Test file

-----  
Susan K.S. Kwon, BS, CCRP  
Regulatory Affairs Coordinator, Office of Regulatory Affairs and Research Compliance  
Henry M. Jackson Foundation  
for the Advancement of Military Medicine (HJF)  
Headquarters  
6720-A Rockledge Drive, Suite 100  
Bethesda, MD 20817  
Direct: (240) 694-2142  
Fax: (240) 694-3131  
Email: [skwon@hjff.org](mailto:skwon@hjff.org)

Thank you for your help and cooperation in keeping our offices in regulatory compliance!

This electronic message transmission contains information that may be confidential, privileged, proprietary, or otherwise protected. If you are not the intended recipient, please notify the sender immediately and delete/destroy all copies of this message and attachments. This message is not intended to constitute or include either an electronic record or an electronic signature unless otherwise specifically indicated. To learn more about the Henry M. Jackson Foundation for the Advancement of Military Medicine, please visit our website at [www.hjff.org](http://www.hjff.org).

**Download Files**

Available until: **29 April 2012**

**Download File:** Reg-Affairs-Checklist-Humans Feb 2011.pdf  
106.34 KB, Fingerprint: cea877ea7660e2eca5937e5fa35e41b5

You have received attachment link(s) within this email sent via HJF's Secure File Transfer. To retrieve the attachment(s), please click on the link(s).

Secured by Accellion™



### III RECEIVING FILES

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

You have received 1 file.  
Use the secure links below to download.

Test file

-----  
Susan K.S. Kwon, BS, CCRP  
Regulatory Affairs Coordinator, Office of Regulatory Affairs and Research Compliance  
Henry M. Jackson Foundation  
for the Advancement of Military Medicine (HJF)  
Headquarters  
6720-A Rockledge Drive, Suite 100  
Bethesda, MD 20817  
Direct: (240) 694-2142  
Fax: (240) 694-3131  
Email: [skwon@hjff.org](mailto:skwon@hjff.org)

Thank you for your help and cooperation in keeping our offices in regulatory compliance!

This electronic message transmission contains information that may be confidential, privileged, proprietary, or otherwise protected. If you are not the intended recipient, please notify the sender immediately and delete/destroy all copies of this message and attachments. This message is not intended to constitute or include either an electronic record or an electronic signature unless otherwise specifically indicated. To learn more about the Henry M. Jackson Foundation for the Advancement of Military Medicine, please visit our website at [www.hjff.org](http://www.hjff.org).

#### Download Files

Available until: **29 April 2012**

**Download File: Reg-Affairs-Checklist-Humans feb 2011.pdf**  
106.34 KB, Fingerprint: cea877ea7660e2eca5937e5fa35e41b5

You have received attachment link(s) within this email sent via HJF's Secure File Transfer. To retrieve the attachment(s), please click on the link(s).

Secured by Accellion™

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

To download files sent by **skwon@hjff.org**, please enter your e-mail address below.

**Access files:**

E-mail:

**Submit**

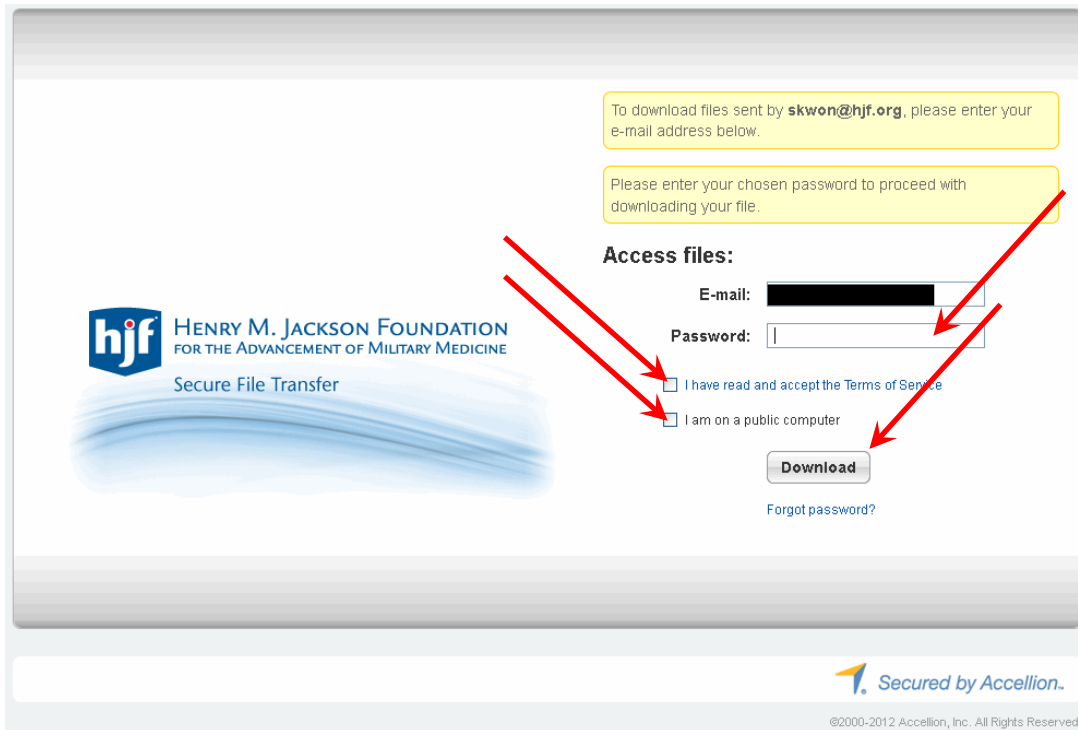
**HENRY M. JACKSON FOUNDATION**  
FOR THE ADVANCEMENT OF MILITARY MEDICINE  
Secure File Transfer

Secured by Accellion.

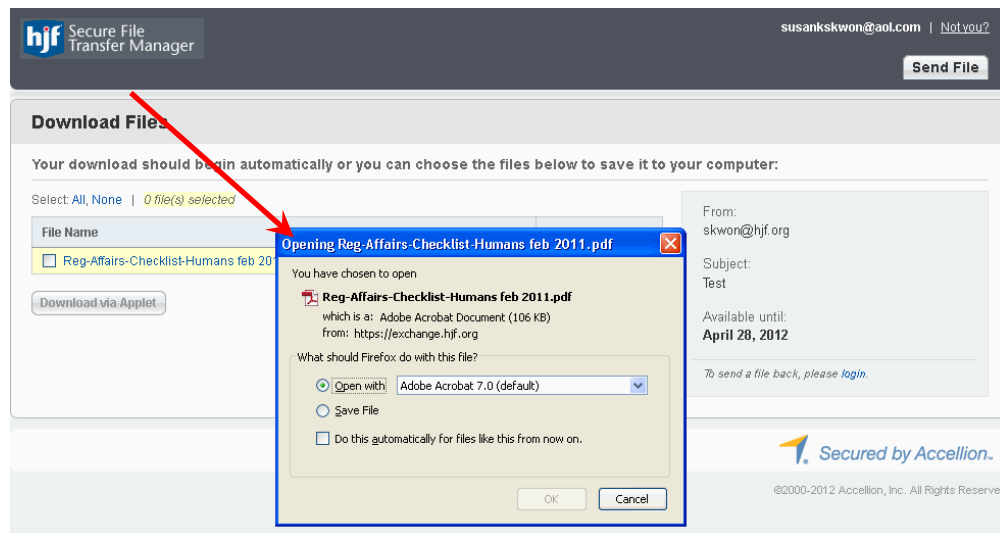




- (3) a – Enter your password
- b – Check the “I have read and accept the Terms of Service”
- c – If you are on a public computer, check “I am on a public computer”
- d – Click on the “Download” button



- (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.

hjf Secure File Transfer Manager | Not you?

**Send File**

### Download Files

Your download should begin automatically or you can choose the files below to save it to your computer:

Select: All, None | 0 file(s) selected

File Name	Size (KB)
<input type="checkbox"/> Reg-Affairs-Checklist-Humans feb 2011.pdf	106

Download via Applet

From: skwon@hjf.org  
Subject: Test  
Available until: **April 28, 2012**  
*To send a file back, please login.*

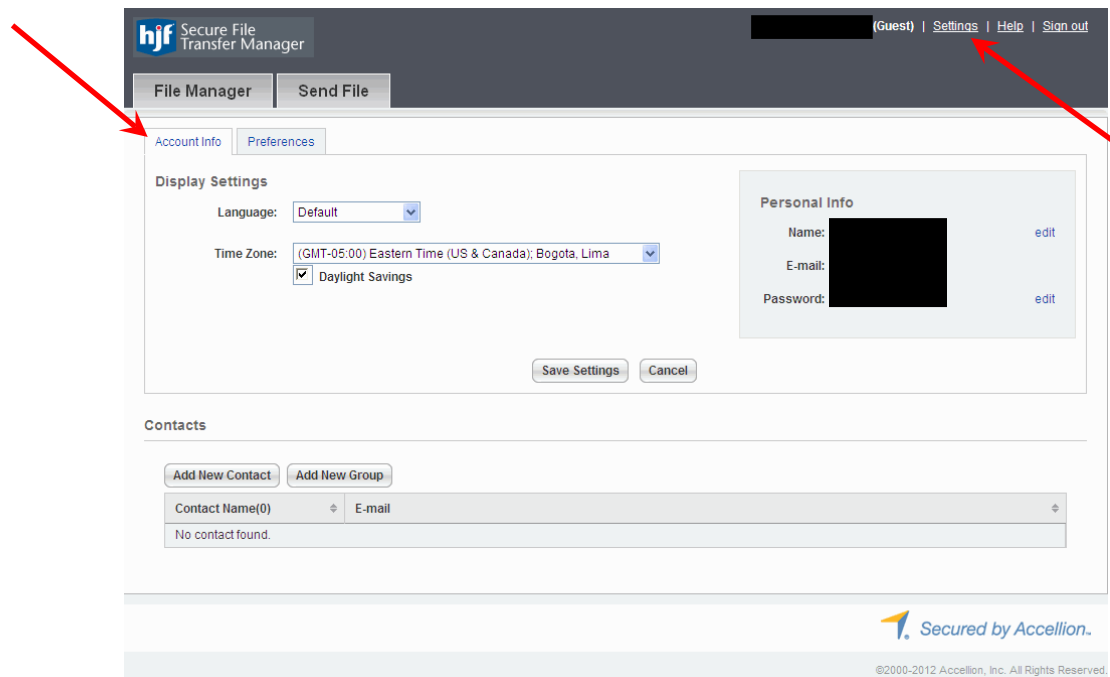
Secured by Accellion.  
©2000-2012 Accellion, Inc. All Rights Reserved.



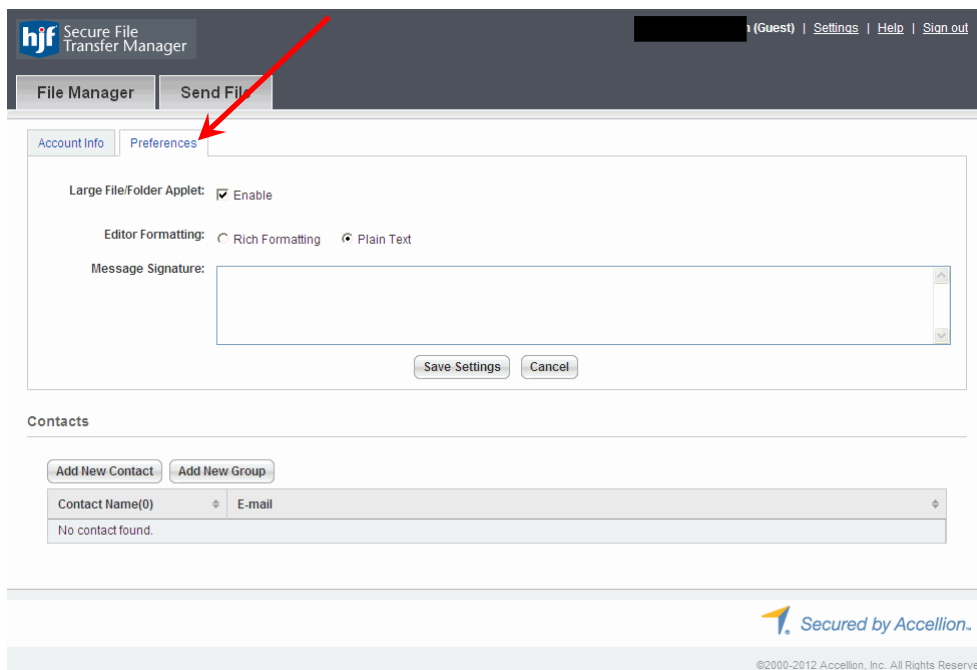
#### IV. USEFUL INFORMATION

##### 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.*

