

Digital Fortress File Transfer



Table of contents

The Step-by-Step Guide: File Transfer	2
Overview: File Transfer	2
Securely Transfer a File	2
Step 1: Log in and check the “File Safe” tab	2
Step 2: Choose file	2
Step 2 (optional): Add security code.....	4
Step 3: Download link	5
Step 4: Send file	6

Digital Fortress File Transfer

The Step-by-Step Guide: File Transfer

Overview: File Transfer

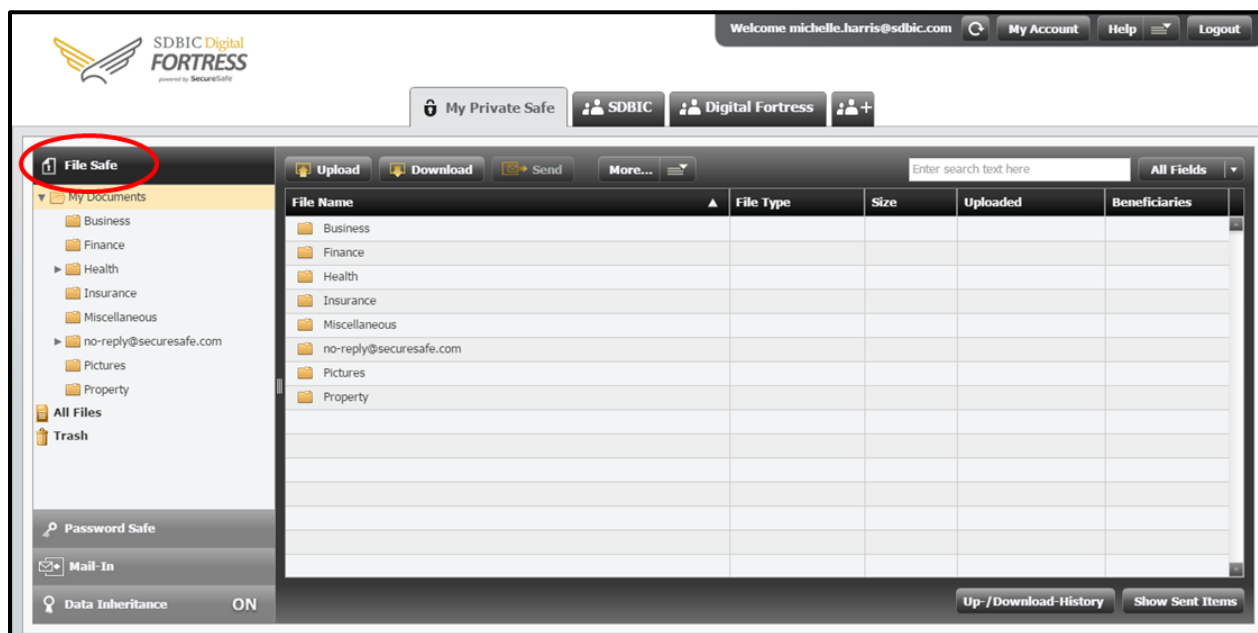
Sending confidential documents as email attachments can be bulky and less secure than it should be. Digital Fortress's Secure File Transfer function allows you to securely transfer files, and send encrypted contracts or medical information to an email recipient.



Securely Transfer a File

Step 1: Log in and click the File Safe tab

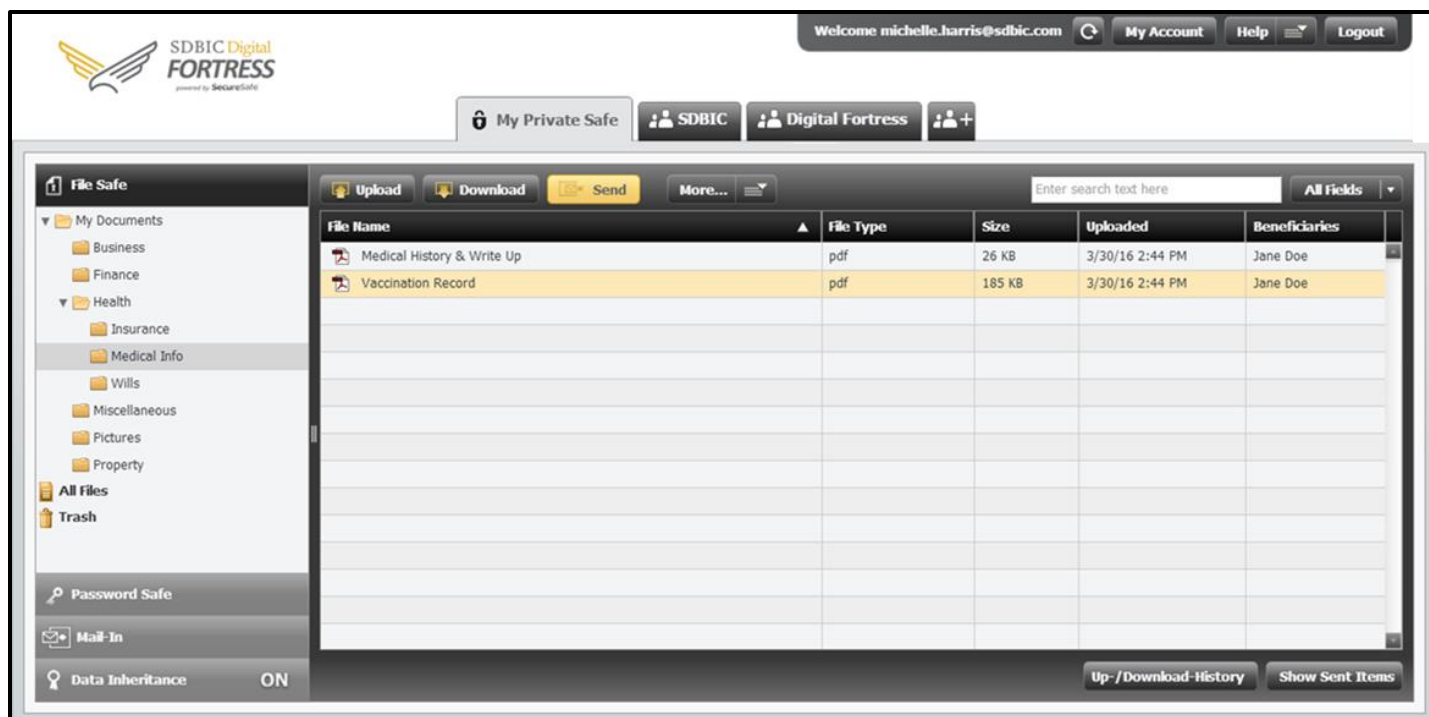
1. First log in to your Digital Fortress via any browser on your PC or Mac.
2. Once in your account, at the left side of the screen, click the **File Safe**.



Step 2: Choose file

1. Select the file you want to share, and click the **Send** button found in the top center of your safe.

Digital Fortress File Transfer



2. A new window will pop open. Enter the recipient's email address and a message if desired.

Send file (Vaccination Record.pdf)

Send an email recipient a link to an encrypted copy of the file.

Sender: Michelle Harris via SecureSafe <no-reply@securesafe.co...> [i]

Recipient:

Email Address: drsmith@healthcare.org [i]

Message: Dr. Smith,
This is Sally's vaccination record that you requested. [i]

Security code:

☐ Security code required for access [i]

Transmission: Send code by SMS [i]

Mobile Number: Please Select Country [i]

Download link:

☐ Email notification for file downloads [i]

Language: English [v] Validity period: 1 day [v]

Help Send Cancel

Digital Fortress File Transfer



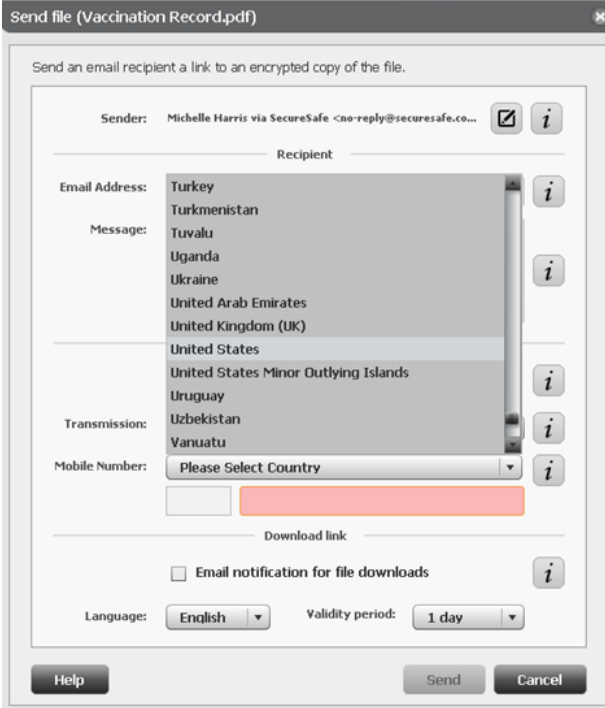
Step 2 (optional): Add security code

For added security you can add a security code to your file, which will be delivered by SMS to the recipient's mobile or you can give it to the recipient.

1. Click the checkbox in the middle of the window to activate the **Security code required for access**.
2. Choose the delivery method for the security code from the dropdown menu.
 - a. **Send code by SMS** will send code to the recipient's mobile device.
 - b. **Display code in the next step**, the code will appear in the confirmation window when your document is sent, which you then relay to the recipient.

3. Select the country where the mobile phone is located from the dropdown menu. Then enter the 10-digit phone number (US +1).

Digital Fortress File Transfer



Send file (Vaccination Record.pdf)

Send an email recipient a link to an encrypted copy of the file.

Sender: Michelle Harris via SecureSafe <no-reply@securesafe.co... [i]

Recipient

Email Address: Turkey [i]
Turkmenistan [i]
Message: Tuvalu [i]
Uganda [i]
Ukraine [i]
United Arab Emirates [i]
United Kingdom (UK) [i]
United States [i]
United States Minor Outlying Islands [i]
Uruguay [i]
Transmission: Uzbekistan [i]
Vanuatu [i]
Mobile Number: Please Select Country [i]
[Redacted]

Download link

☐ Email notification for file downloads [i]

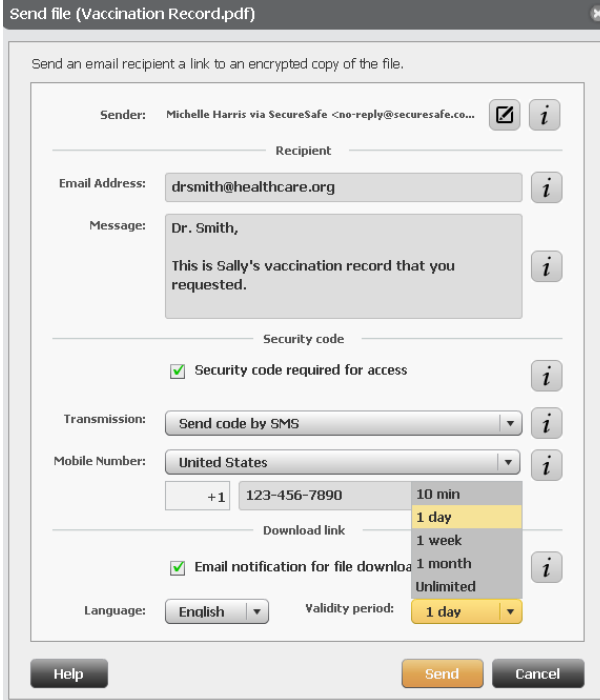
Language: English [v] Validity period: 1 day [v]

Help Send Cancel

Step 3: Download link


1. Click the checkbox near the bottom of the window to activate **Email notification for file downloads** (optional).
2. Select the length of time the download link will be active from the dropdown list, default is 1 day.

Digital Fortress File Transfer





Send file (Vaccination Record.pdf)

Send an email recipient a link to an encrypted copy of the file.


Sender: Michelle Harris via SecureSafe <no-reply@securesafe.co...> 


Recipient


Email Address: drsmith@healthcare.org 


Message: Dr. Smith,
This is Sally's vaccination record that you requested. 

Security code

☒ Security code required for access 


Transmission: Send code by SMS 


Mobile Number: United States 

+1 123-456-7890 10 min
1 day
1 week
1 month
Unlimited 

Download link

☒ Email notification for file download

Language: English 

Validity period: 1 day 

Help Send Cancel

Please note that for Pro Level accounts you can only have a maximum of 5 valid download links at one time. The **Show Sent Items** list will keep a list of all transferred files and the link expiration dates, which can be edited.

Step 4: Send file

1. When you've entered all your information, click the **Send** button in the bottom right of the window.

Digital Fortress File Transfer



Send file (Vaccination Record.pdf)

Send an email recipient a link to an encrypted copy of the file.

Sender: Michelle Harris via SecureSafe <no-reply@securesafe.co...> ☒ *i*

Recipient

Email Address: drsmith@healthcare.org *i*

Message: Dr. Smith,
This is Sally's vaccination record that you requested. *i*

Security code

☒ Security code required for access *i*

Transmission: Display code in the next step *i*

Mobile Number: Please Select Country *i*

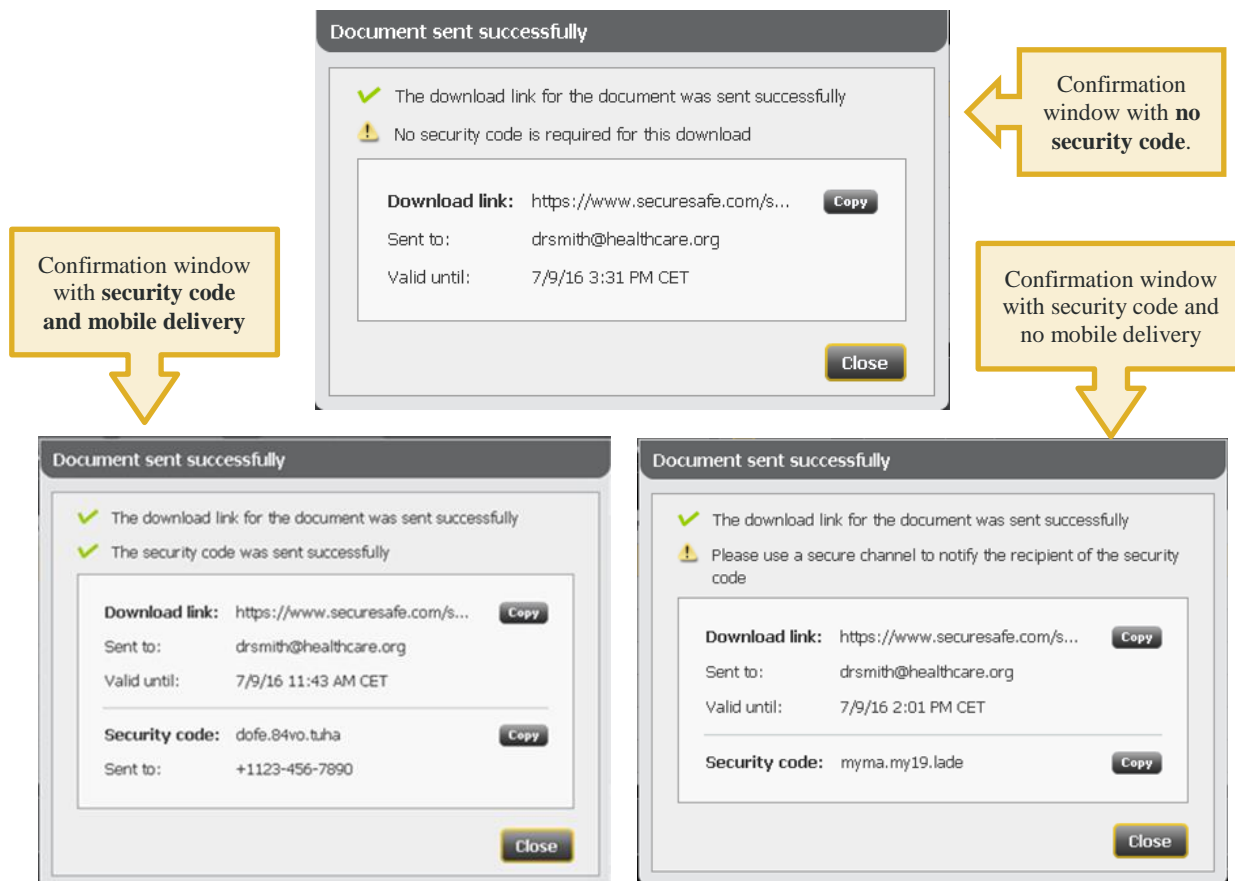
Download link

☒ Email notification for file downloads *i*

Language: English Validity period: 1 day

Help Send Cancel

2. After clicking send, a confirmation window will appear with details of the file transfer.



Confirmation window with no security code.

Confirmation window with security code and mobile delivery

Confirmation window with security code and no mobile delivery

Document sent successfully

- ✓ The download link for the document was sent successfully
- ! No security code is required for this download

Download link: <https://www.securesafe.com/s...> **Copy**

Sent to: drsmith@healthcare.org

Valid until: 7/9/16 3:31 PM CET

Close

Document sent successfully

- ✓ The download link for the document was sent successfully
- ✓ The security code was sent successfully

Download link: <https://www.securesafe.com/s...> **Copy**

Sent to: drsmith@healthcare.org

Valid until: 7/9/16 11:43 AM CET

Security code: dofe.84vo.tuha **Copy**

Sent to: +1123-456-7890

Close

Document sent successfully

- ✓ The download link for the document was sent successfully
- ! Please use a secure channel to notify the recipient of the security code

Download link: <https://www.securesafe.com/s...> **Copy**

Sent to: drsmith@healthcare.org

Valid until: 7/9/16 2:01 PM CET

Security code: myma.my19.lade **Copy**

Close

Digital Fortress File Transfer



3. To view a record of the file transfer, go to your file safe under the **Show Sent Items** button in the bottom right corner.

