



Washington State
Department of Social
& Health Services

Transforming lives



Secure FTP Manual

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Step 1: Request SFTP account

Please send an email request to MHDITHelp@dshs.wa.gov

Provide your name, BHO, and telephone number.

You will receive a response containing your Login Name and password

Step 2: DSHS SFTP URL and Login instructions

Open up your web browser and type in the URL: <https://sft.wa.gov>

You will see the Login Screen (see below)

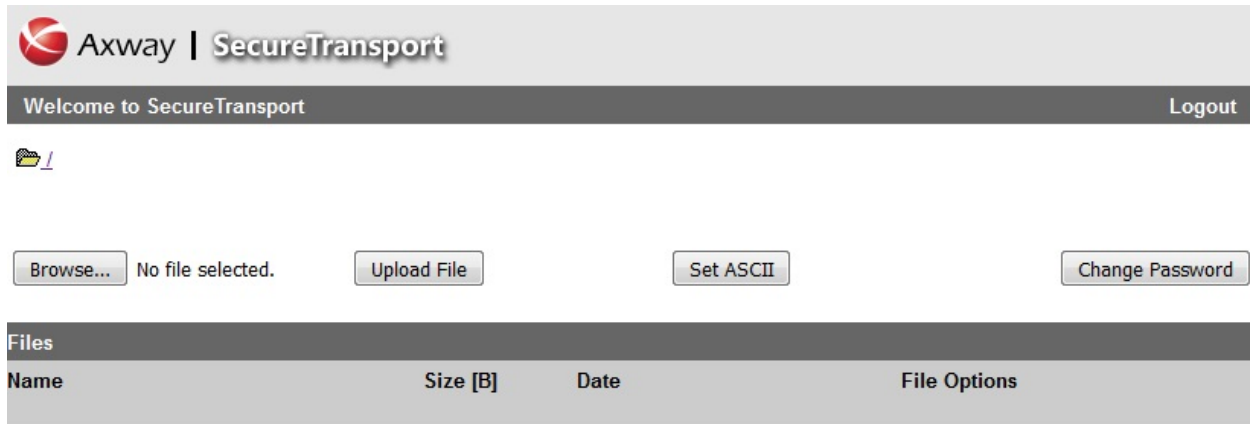


The screenshot shows a web browser address bar with the URL <https://sft.wa.gov>. A red arrow points to the URL. Below the address bar is a header with the Axway | SecureTransport logo. The main content area displays the text "Welcome to sft.wa.gov" and "SecureTransport 5.1". Below this is a "Login" section with a red arrow pointing to the "User Name:" label. The "User Name:" label is followed by a text input field. Below the "User Name:" field is the "Password:" label, followed by another text input field. At the bottom of the login section is a "Log In" button.

Type in your login name and password, and then press the <ENTER> key.

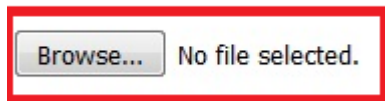
Step 3: Opening Screen Options

The opening screen will appear before you, and should look like this:

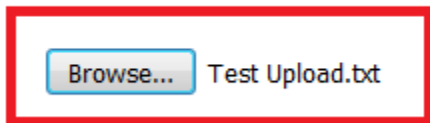


BROWSE:

When you click the "BROWSE" button



You should see a normal window open which will let you navigate to the file you want to upload. When you select a file, you will see the file name next to the BROWSE.



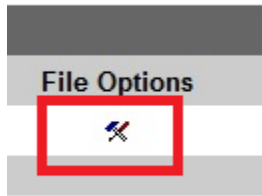
UPLOAD FILE:

When you click the "UPLOAD FILE" button, you will see your file is now available:

Files			
Name	Size [B]	Date	File Options
Test Upload.txt	390	Oct 21 10:07	

FILE OPTIONS:

If you click on the FILE OPTIONS icon (see below)



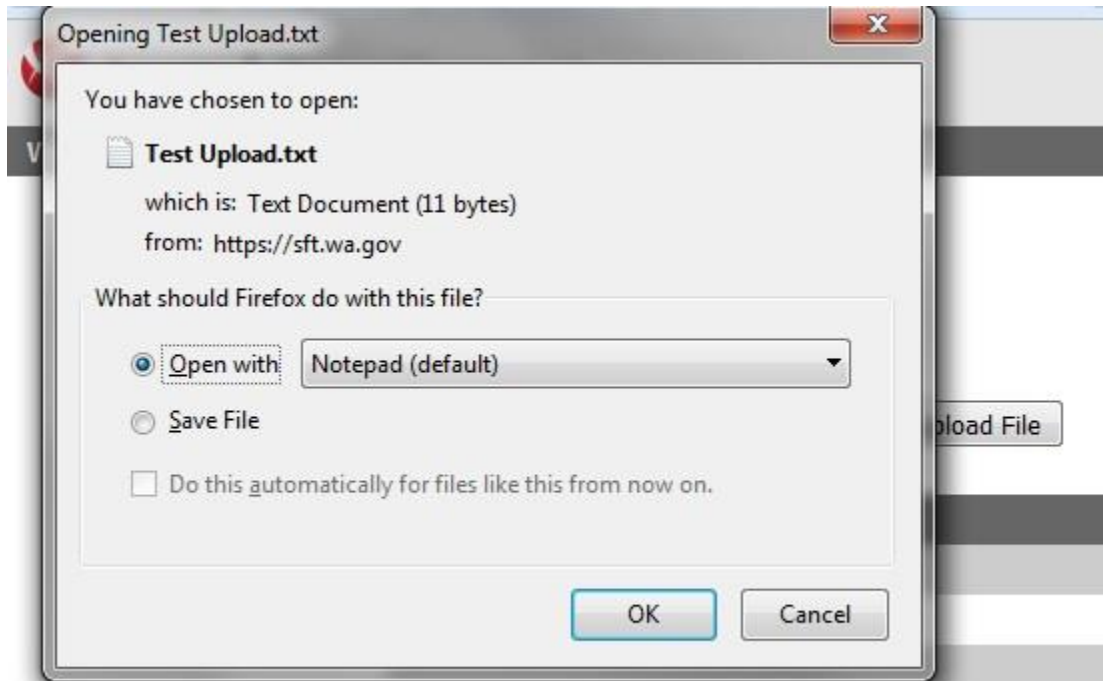
You will see the options for downloading, or deleting the file.



Download and Delete Files	
Download as:	application/octet-stream
Download as:	text/plain
Download as:	text/html
Delete:	/Test Upload.txt

OPEN FILE:

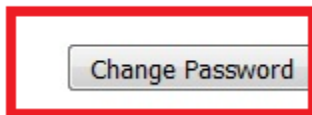
You can click on any file you see, and you will get a window opened up which will allow you to open the file or save the file to your local workstation.




Step 4: Change Password

When you receive your account login name, you will also get a temporary password. You must change this password immediately.

Click on the CHANGE PASSWORD button:



You will then see the password screen:



Welcome to SecureTransport

Password must be changed as follows:

- Password must have at least 8 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.

Change Password

Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Retype Password:	<input type="password"/>
	<input type="button" value="Set Password"/>

Follow the instructions for password compliance, and click the button SET PASSWORD. You will then be forced to re-authenticate by typing in your login account and new password.



Password Change

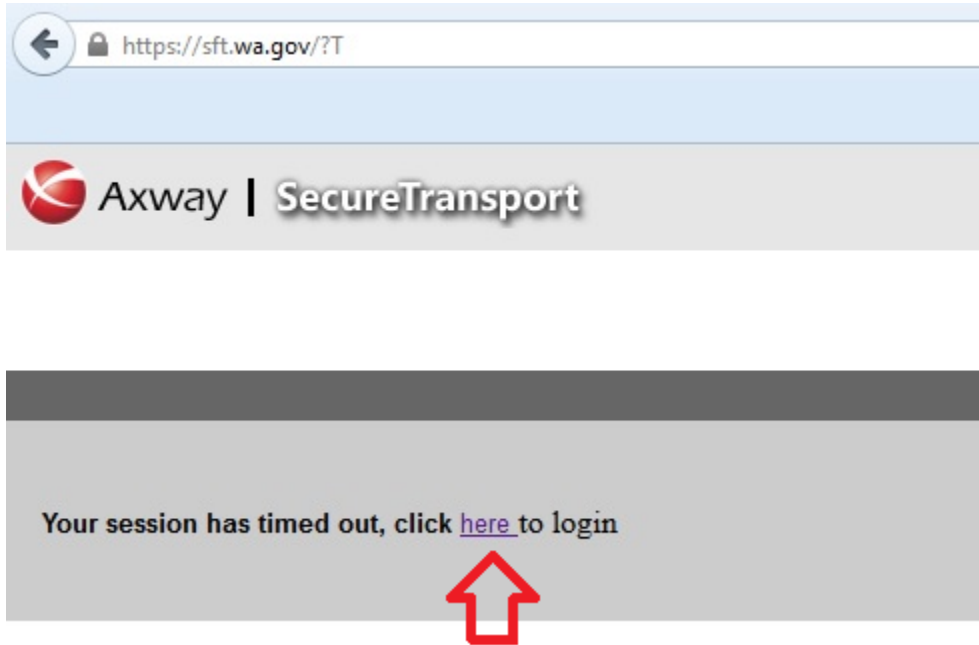


Password successfully changed. Click [here](#) to reauthenticate.

Passwords will need to be changed every 90 days.

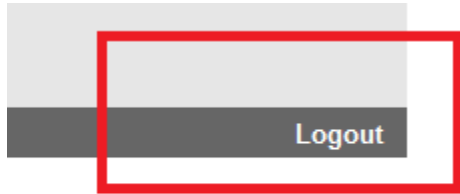
Step 5: Session Timeout

There is an automating timeout feature for the website. If your session is timed out, click the link and you can login again.



STEP 6: LOGOUT

When you are done with your work, there is a LOGOUT button in the upper right hand corner of the web page.



You will see a screen indicating your session has been closed. You can either close your web browser or log back in if needed.

