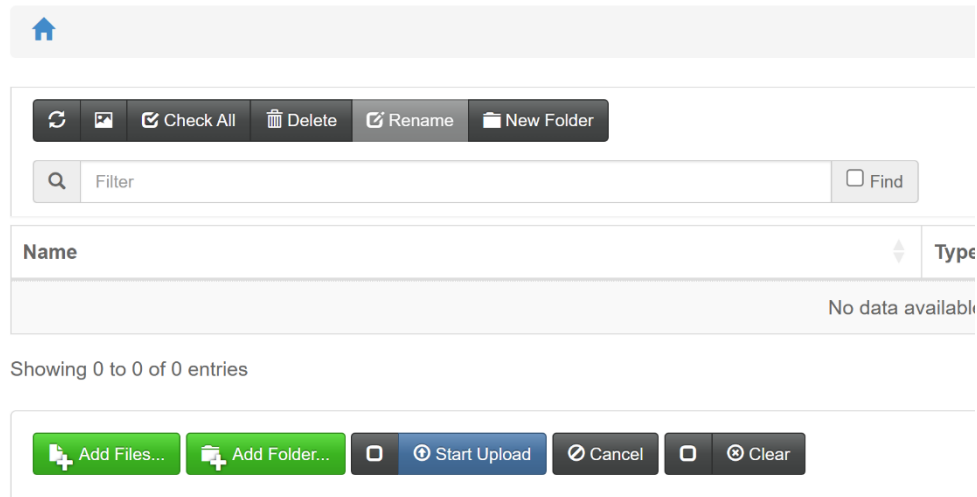
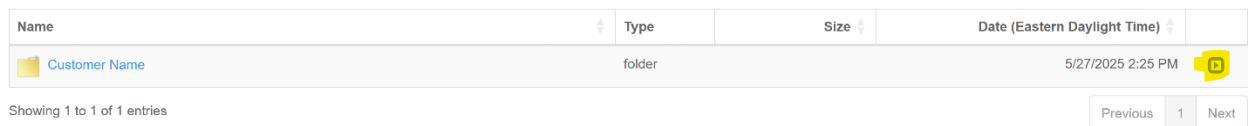


1. Go to OKTA website and click SafeTransfer Link
2. Login with PC User/PW
3. Screen will be



4. Click "New folder"
5. Add Customer name into the "Folder" field
6. Click yellow "expand" button



- 7.
8. Click "Share"
9. Create password - "Password123\$"
10. Options - Select the following:

Share the selected item?



1. Share Basics

2. Options

3. Security

4. Email

5. Review

Permissions

☒ Allow Public Downloads

☒ Allow Public Uploads to this folder ⓘ

☐ Enable Hidden Uploads to this folder ⓘ

Notifications

Notify me by email when file is downloaded or uploaded



No Notifications



Clean Up

☒ Delete Shared Files on Expiration ⓘ

Cancel

Previous

Next

Create Share

11. Security - N/A

12. Email - Follow this screen

Share the selected item?

1. Share Basics

2. Options

3. Security

4. Email

5. Review

☒ Send Share link via email
☐ Send Copy to Me

Email Information

To Email

Bcc

james.lambert@troedtert.com

Recipient email

Cc (optional)

lonnie.hailey@securitashealthcare.com

Cc email

Subject

New Shared Folder

Body (optional)

Upload file here

Cancel


Previous



Next



Create Share


13. Add File and wait for it to Upload then Send

16. This will open




 Check All

 Zip and Download  Logout

 Filter

☐ Find

Show 10 

Name	Type	Size	Date	
No data available in table				
Name	Type	Size	Date	

Showing 0 to 0 of 0 entries

PreviousNext