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to SFT-USERS

To all DOC ProofPoint Secure File Transfer users

As previously announced The Department of Commerce Office of the Chief Information Officer will be decommissioning the ProofPoint Secure File Transfer solution as of August 31, 2012. In its place we will be offering a new FIPS 140-2 validated secure file transfer solution. The service, "Accellion Secure File Transfer" (SFT), allows you to transfer files securely to any recipient, within or outside the Department, who has an Internet email address.
Note: Files currently in the ProofPoint Secure File Transfer appliance will not be migrated in to the new appliance and recipients currently invited to send attachments will need to be re-invited.

To Register as a New User of the Secure File Transfer Web Application:

   1.   Point your web browser to https://sft2.doc.gov/

   2.   Click on "I don't have an account yet"

   3.   Enter your Department of Commerce email address and click "register."

   4.   Wait for verification code to be mailed to you. It's usually just a second or two. Once you have received the email, verify your email address using the link provided and assign yourself a password.

Once registered, you return to https://sft2.doc.gov/ to send files. The SFT web page operates very much like a typical "web mail" application. You can enter one or more email addresses to which the appliance will send emails announcing the availability of the files that they may download. The email message will contain clickable links for each file.

Select the method of uploading files under the "Files" section to locate files on your PC or attach files using the Accellion File Manager.

When ready, click "Send."

Important Note: Only the **FILES** you send are encrypted. The message body is **NOT** encrypted. The message body is a plain, unencrypted email message. Never manually enter sensitive information in the body of the Accellion SFT email message.

See the following link for more detailed directions on using the web client:

https://sft2.doc.gov/courier/1000@/Accellion_Quick_Start_Guide.pdf.

If you have any questions or concerns please contact the OS ITSO at OS-ITSO@doc.gov or 202-482-0542.

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