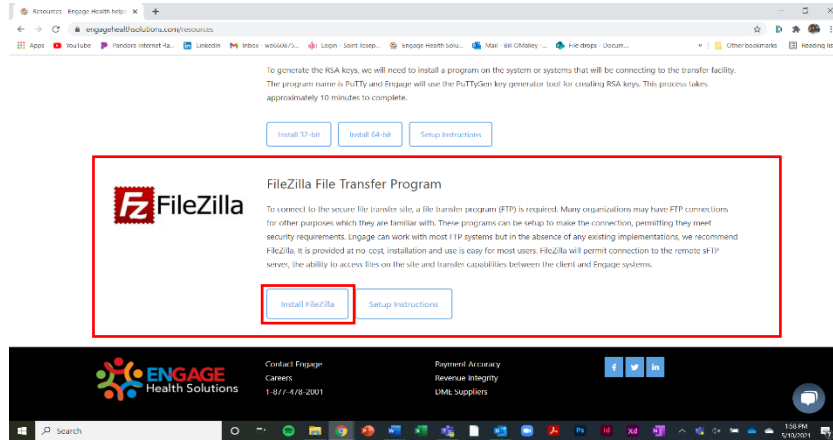


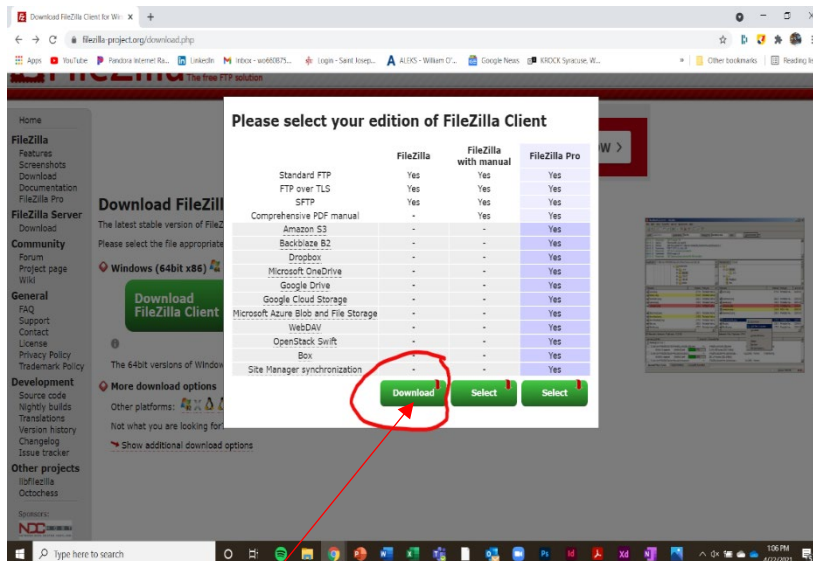
- Next, we need to setup the sFTP client. If you are already using an sFTP client, we can skip to step “2-f” below. If you do not have the client installed, we suggest using FileZilla.



- FileZilla - this can be found on our resource page at <https://engagehealthsolutions.com/resources>.

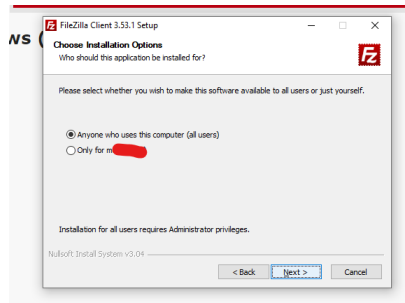


- Click on the box to download FileZilla client

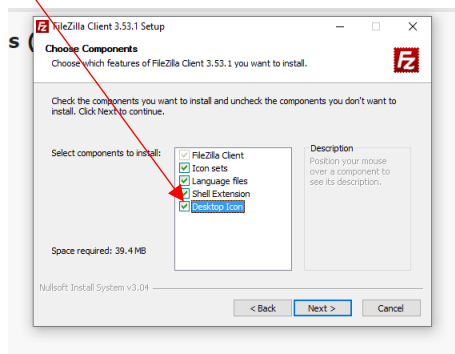


- Select the basic edition of FileZilla

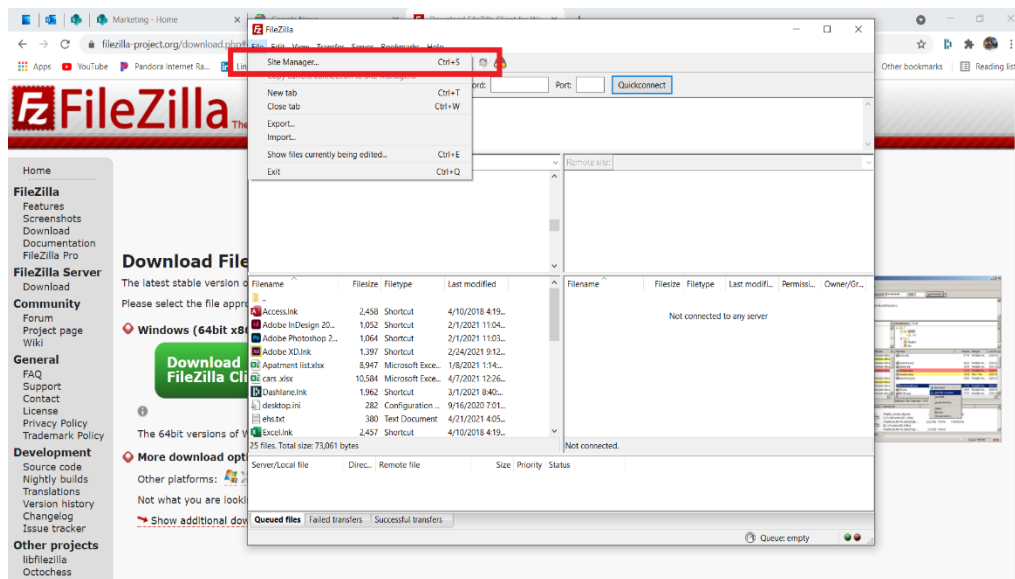
- d. Proceed through the setup. Allow access to anyone using the computer. Click next to proceed.



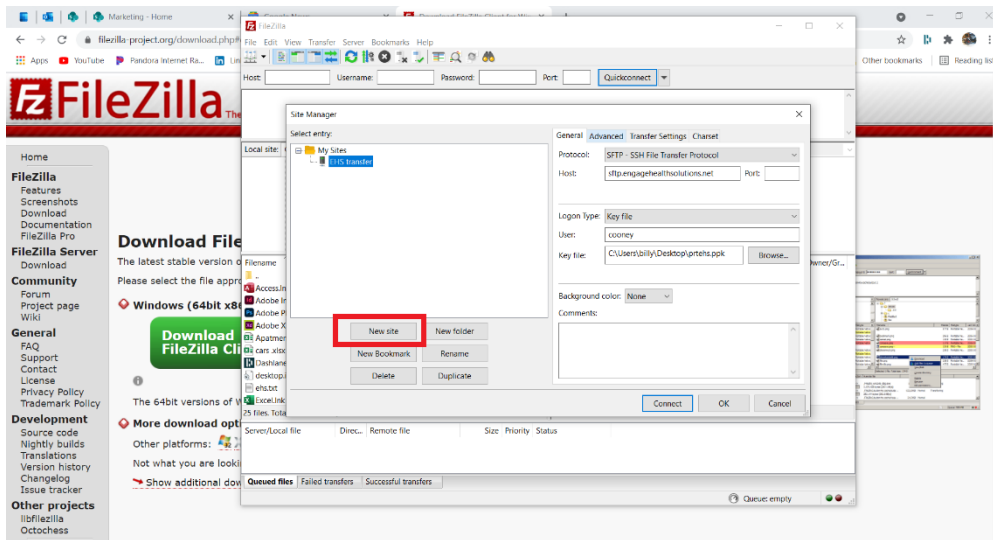
- e. During setup, click on the checkbox to install the desktop icon. Proceed through the final step in the installation process.



- f. To setup the sFTP client, click on the File tab. Select Site Manager.

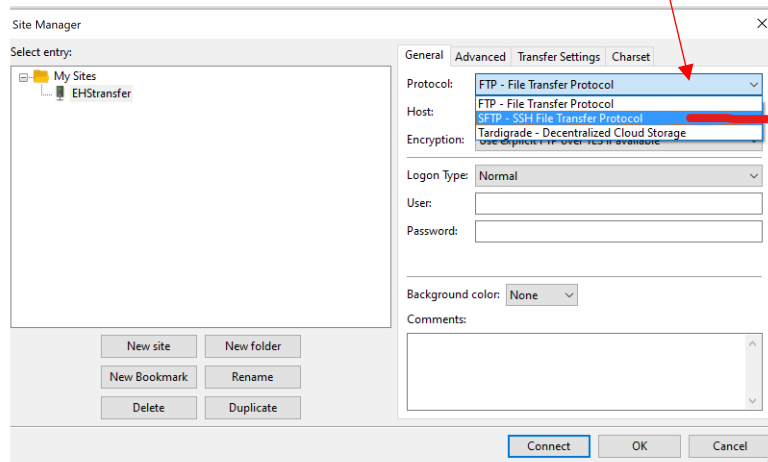


g. Click on New Site. The system will ask you to name the new site. Enter EHStransfer

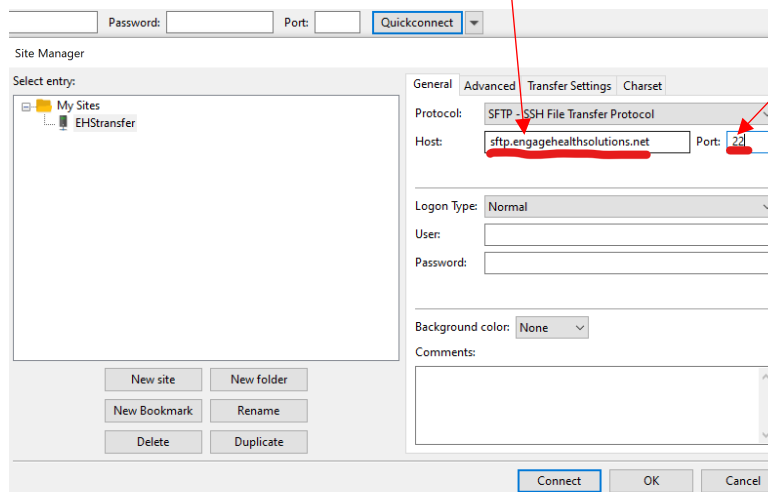


h. Next, we need to setup the connectivity.

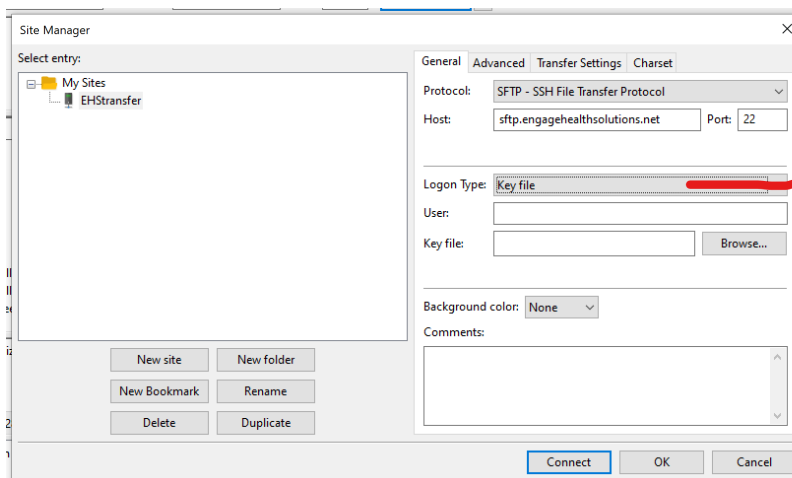
i. In the protocol block, select the second drop down option: sFTP – SSH File Transfer Protocol”



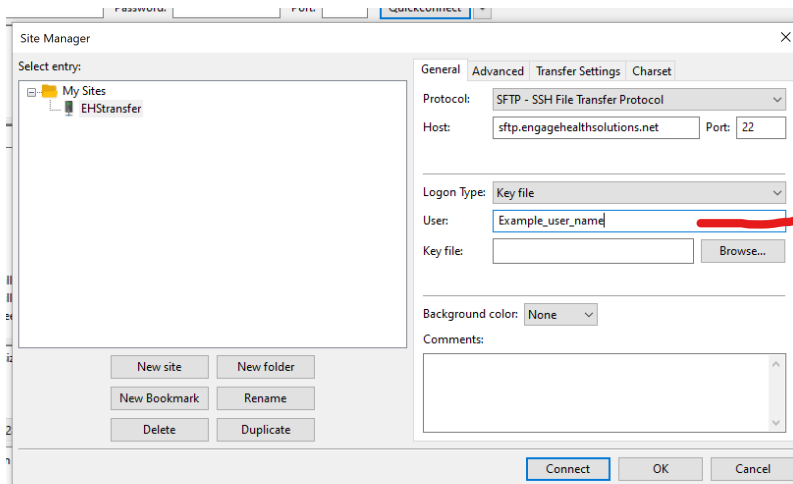
ii. Next, enter our host name: sftp.engagehealthsolutions.net and the port number “22” in the appropriate areas



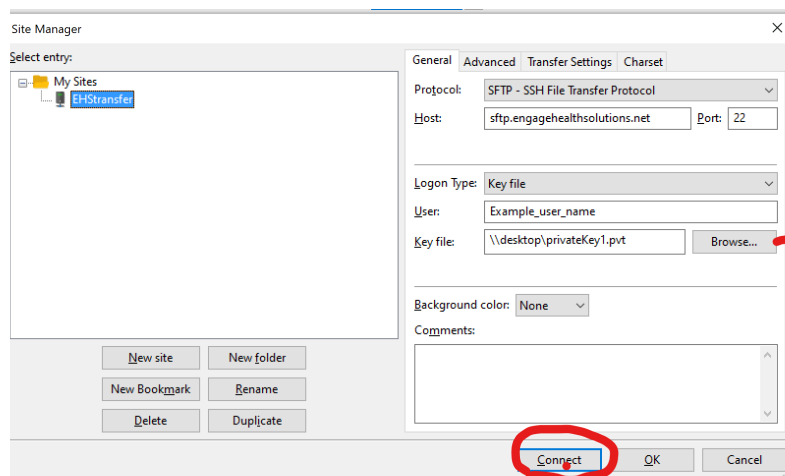
iii. For logon type, select “key file” from the drop-down box.



i. Next we will need to add your User id. Key the username you have been provided from Engage into this block. For this example, we used “Example\_user\_name”



j. The last step to setup the client is to add the key file. To do so, we will need to navigate to your desktop and select the name of the file, “PrivateKey1”, which was generated in the PuTTYGen system.



k. Next, click connect.

l. In the block, add your password which is provided by EHS.

m. Hit enter. Completed!