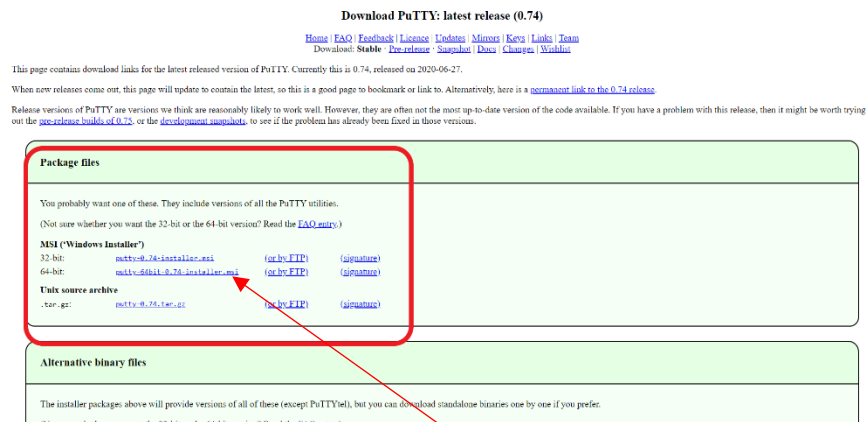
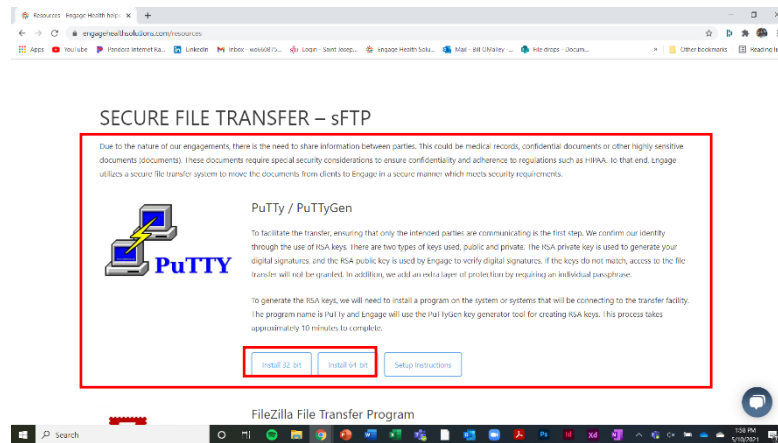
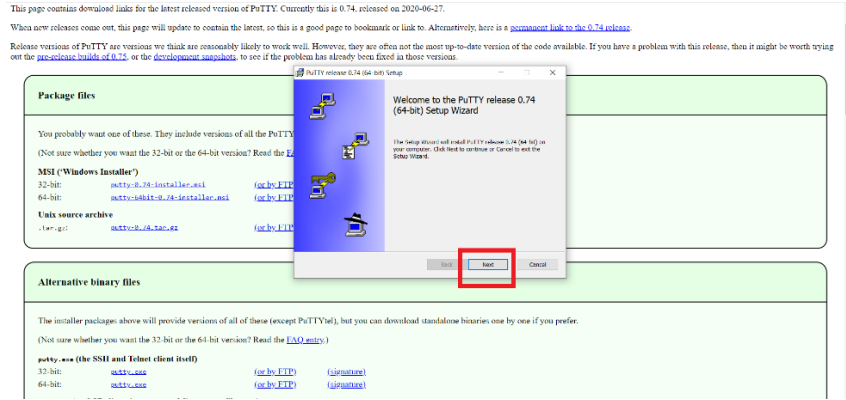


Engage utilizes the Amazon Web Services (AWS) sFTP transfer facility to securely transfer files with our clients. There are several requirements that need to be met before we can begin using the transfer system. First, to properly identify any connections to the system, RSA tokens are used to align the identity between sites. Clients will need to generate a token from the computer(s) which are going to be used to transfer information between the parties. Second, to connect to the sFTP site, users need to have a sFTP client installed. There are several options such as FileZilla, Winscp or Citrix. We prefer FileZilla due to the ease of use. To setup the file transfer, please follow the steps below:

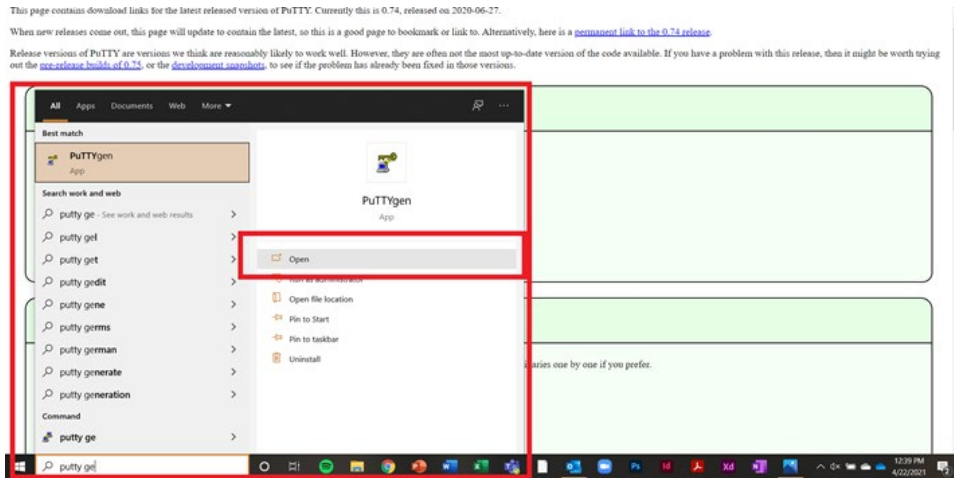
1. Our first step in the process is to obtain the RSA tokens from your system. To do so, we will need to download the following program:
 - a. PuTTY - this can be found on our resource page at <https://engagehealthsolutions.com/resources> . Choose either a 64-bit or 32-bit version. Most machines after 2015 are 64-bit.



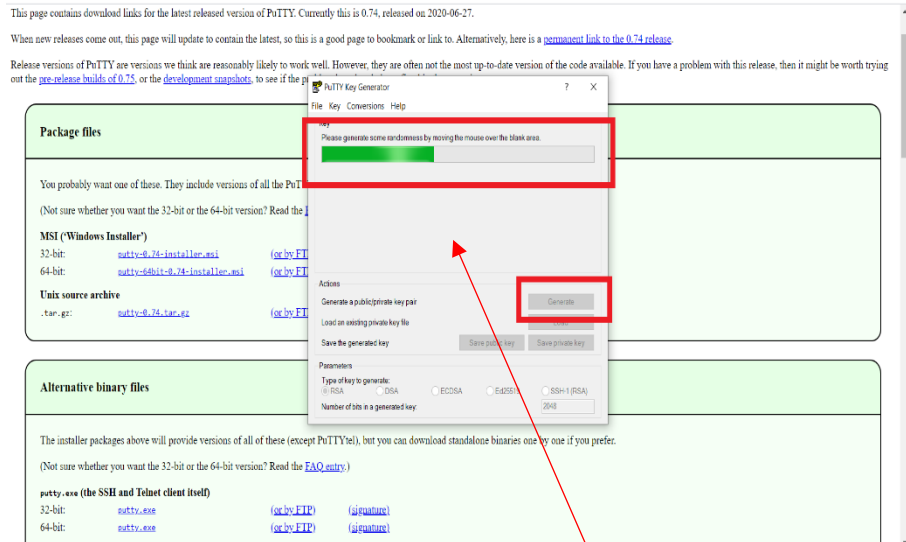
- b. Select the appropriate version for either a 32 x86- or 64x86 -bit version



c. Download and install the program.

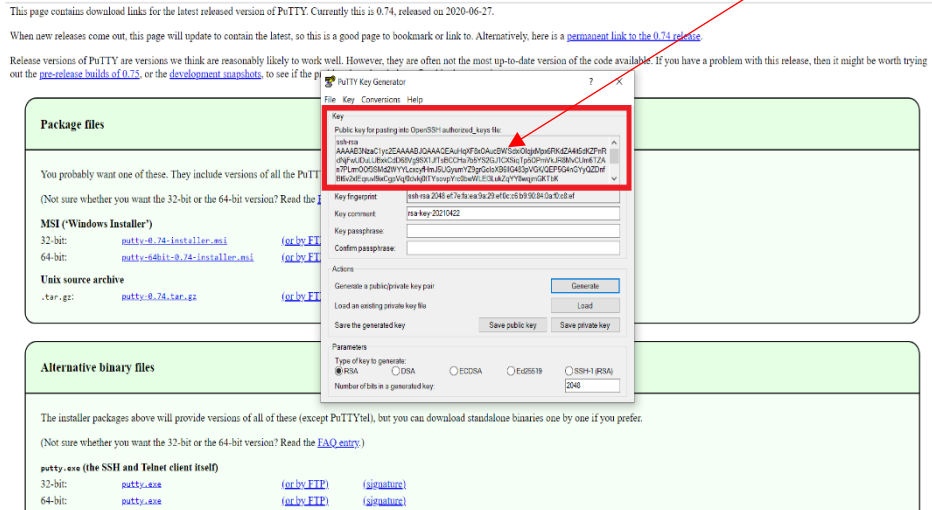


d. Once downloaded, go to Windows Start menu and run PuTTYgen

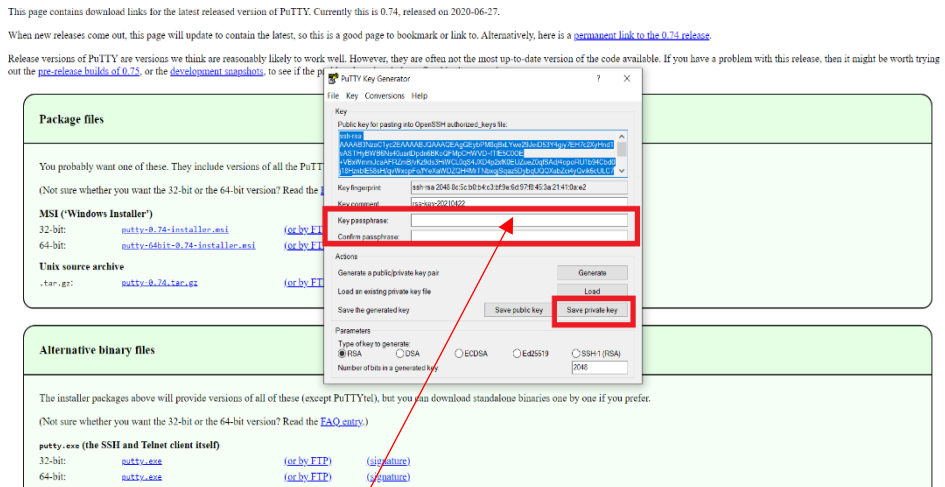


e. Once PuTTYgen is up, run your mouse over the blank area to activate the generator

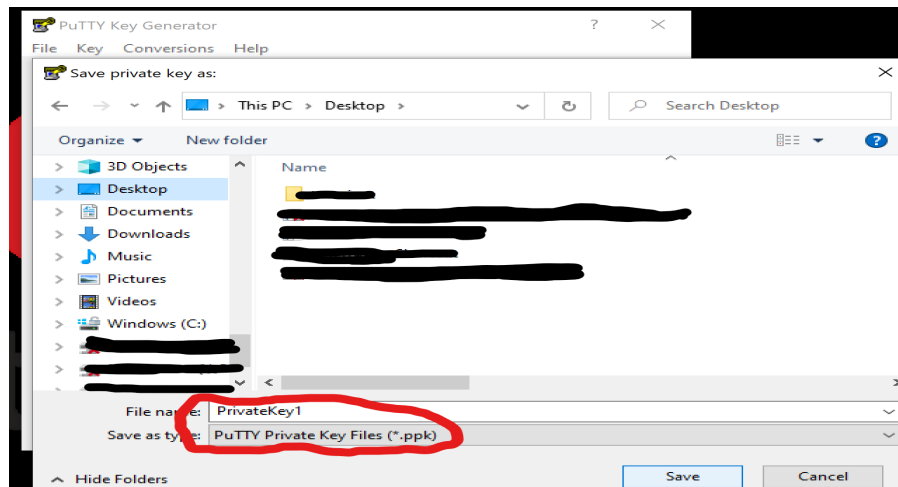
- f. The green bar will illuminate and once completed, you will see the key



- g. Next, select and then copy the public key that is visible in the window. Place this into an email or chat window and send to the Engage team.



- h. The next step is to add a pass phrase. Engage will provide the key phrase in a separate communication.



- i. Next, click on the button to save a private key. When the “save” information box appears, save this key to the desktop for use with the sFTP client. Name the file “privateKey1”

- j. Success! The keys have been generated and we can move to connecting to the site with the sFTP client

Next, we need to download and install FileZilla. Go to the FileZilla instructions link to follow those steps on how to download and install FileZilla.