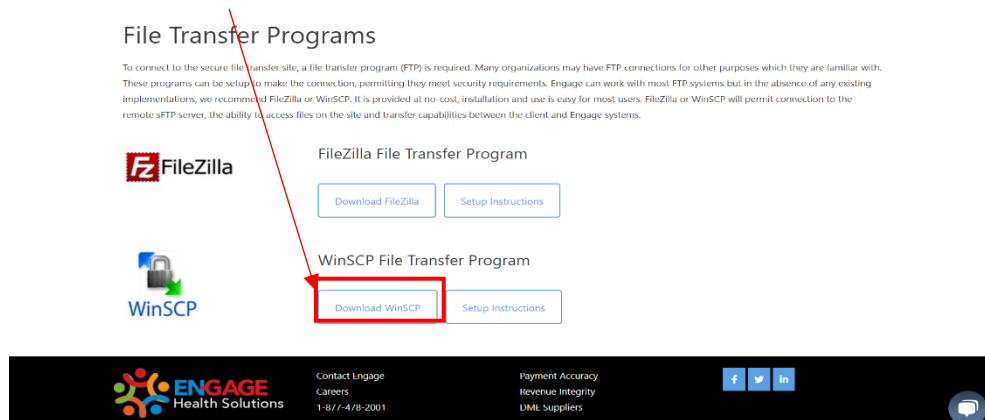
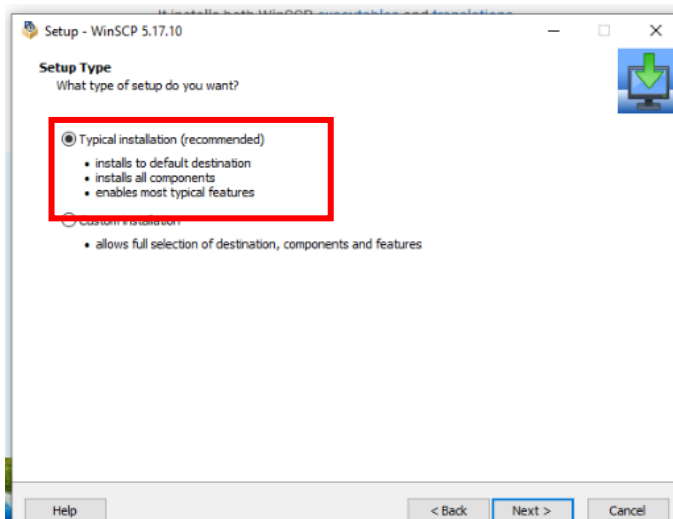


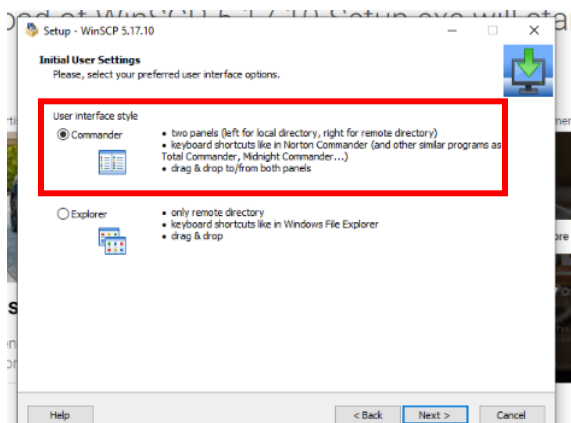
1. To transfer the files between the parties, an sFTP client will need to be setup. Please follow the instructions below for an WinSCP installation.
 - a. WinSCP- this can be found on our resource page at <https://engagehealthsolutions.com/resources>
 - b. Click on the box to download WinSCP



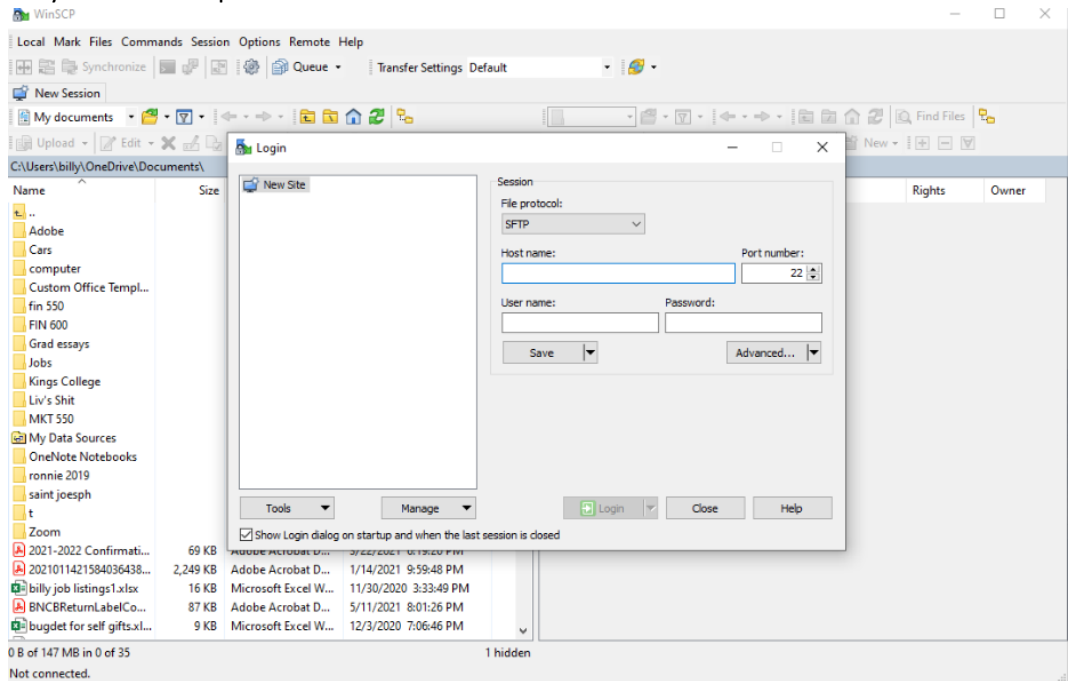
- c. Open the program once it finishes downloading and select the “Typical Installation”.



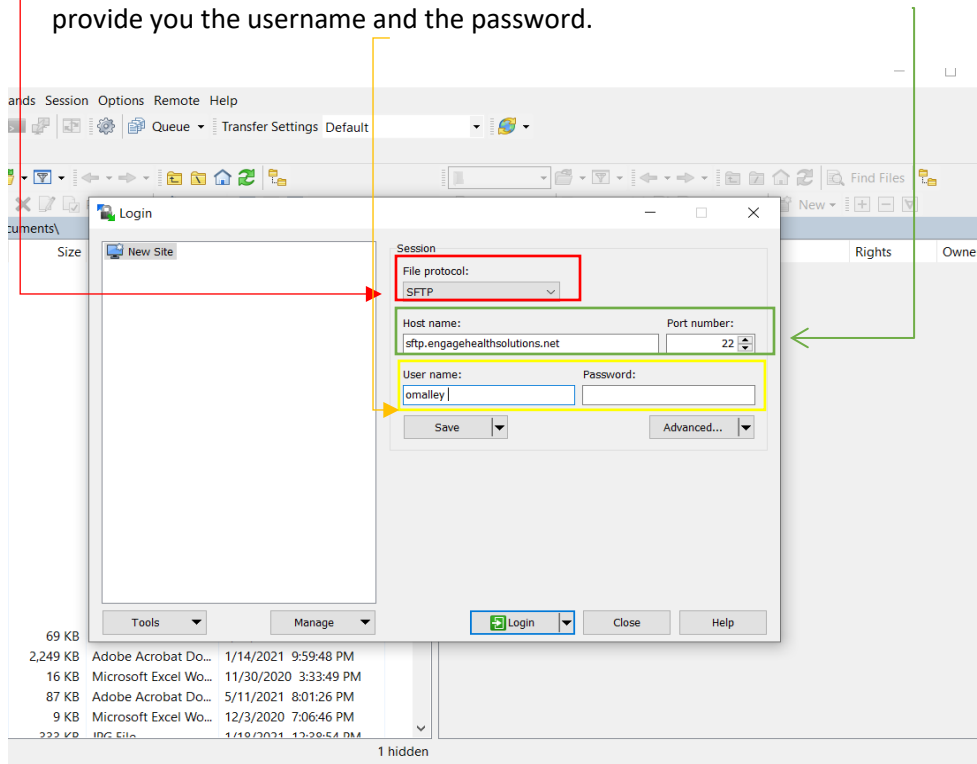
- d. Choose the commander interface style.



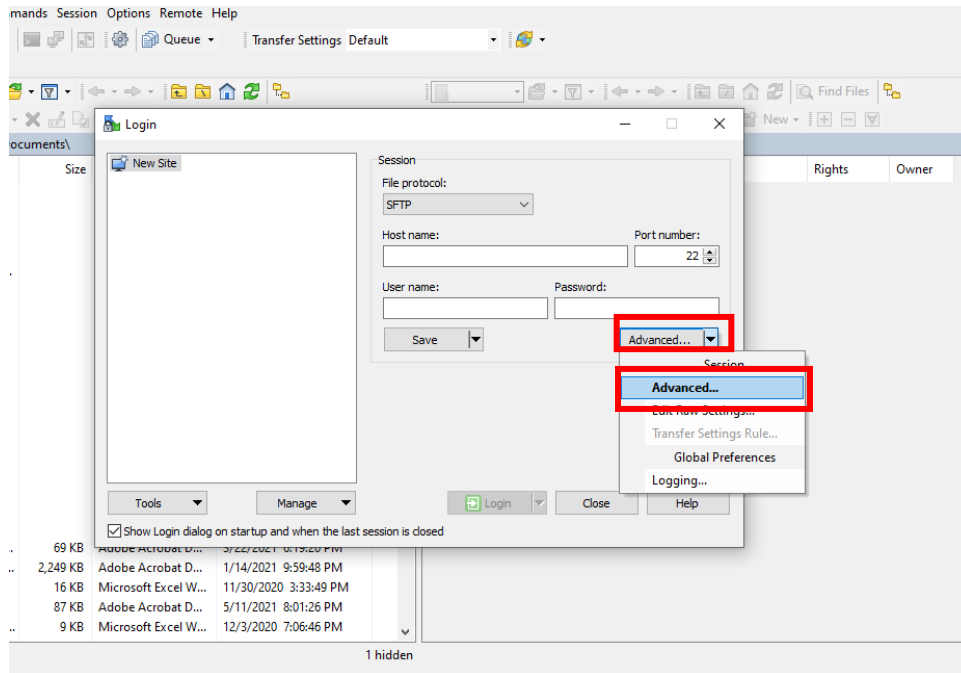
- e. Once you finish installing WinSCP, open and run the program. The program will open a window where users can create and join saved connections. Upon initial installation, you will be required to create a new connection.



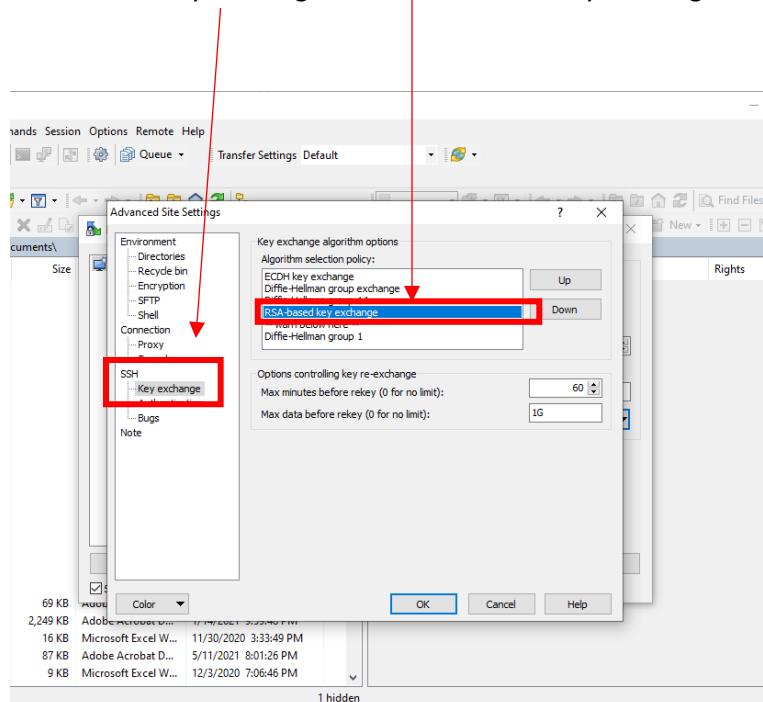
- f. Select from the drop-down box the file protocol “SFTP”. Under Host name, enter “sftp.engagehealthsolutions.net”. Set the port number to “22”. The Engage team will provide you the username and the password.



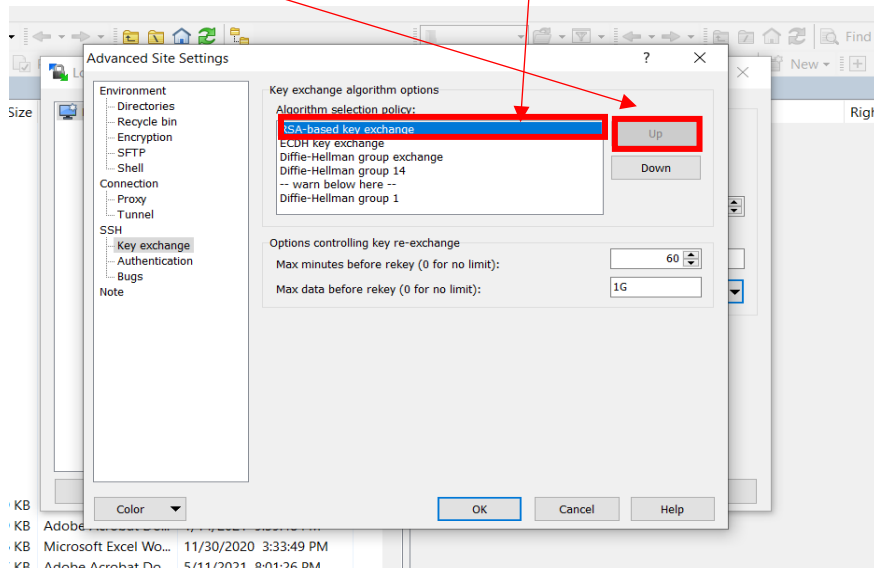
- g. Next, proceed to the “Advance settings” and click the down arrow. Choose “Advanced” from the options.



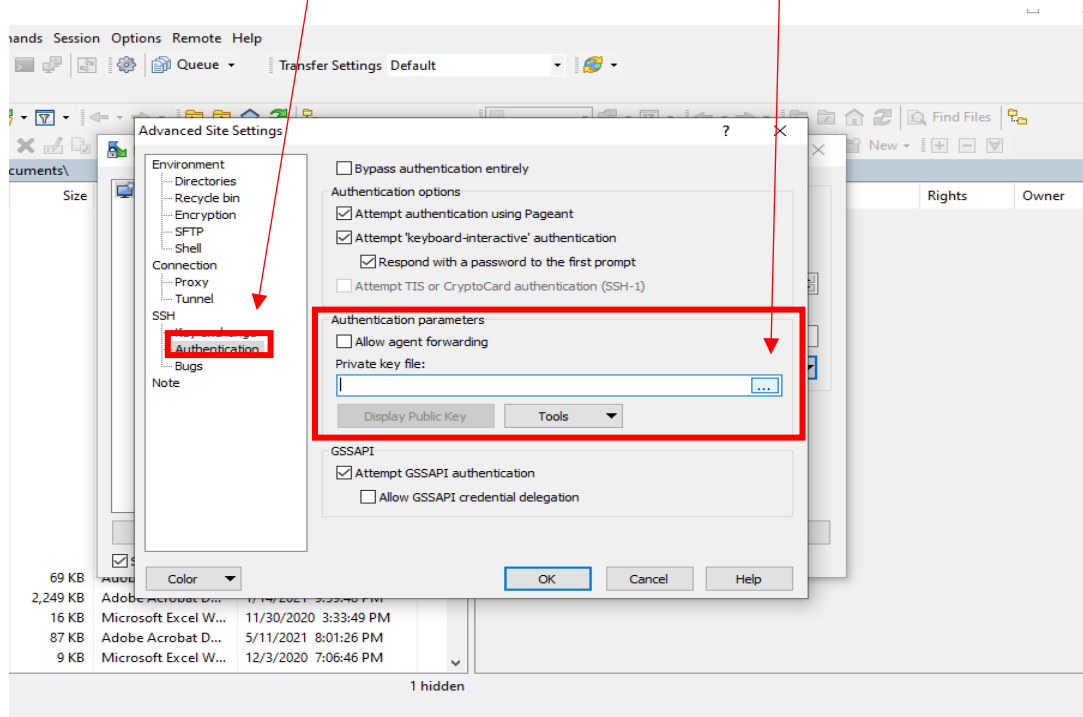
- h. Select “Key Exchange” on the RSA based key exchange.



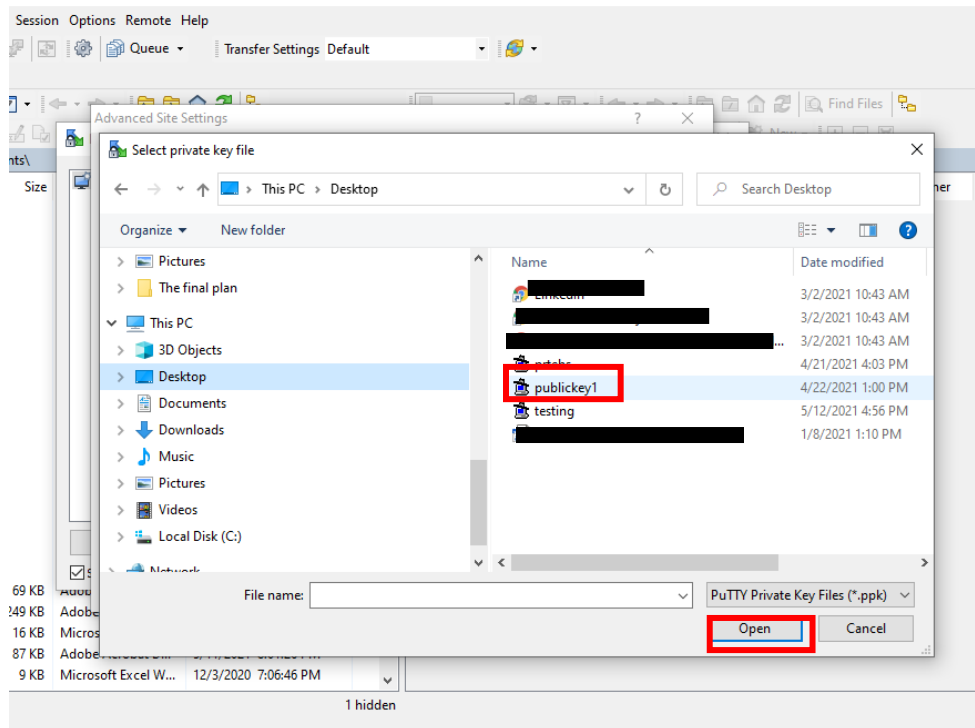
i. Click the up button until it is at the top of the page



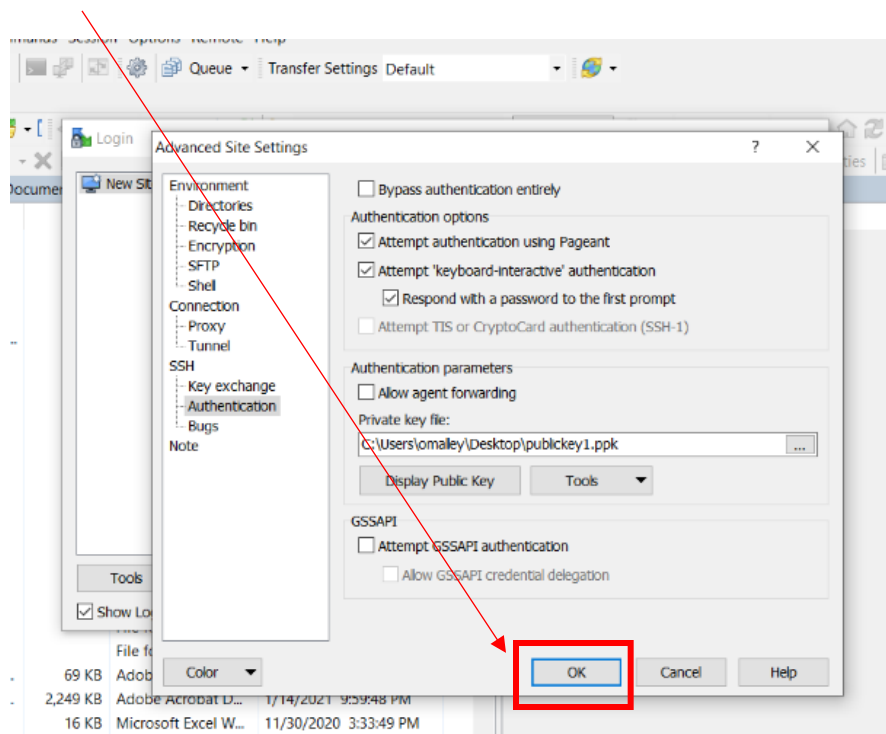
j. Next click on the Authentication tab. Click on the three dots that are next to the private key file box.



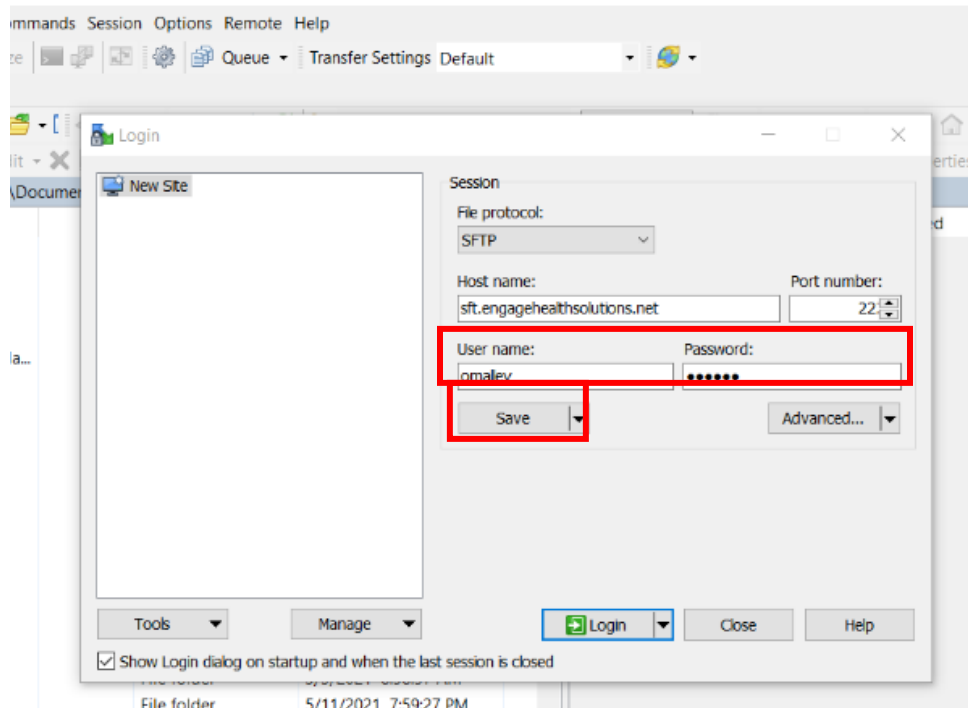
- k. Browse to your Desktop and select the Putty Key that was generated earlier. Once the key is selected click open.



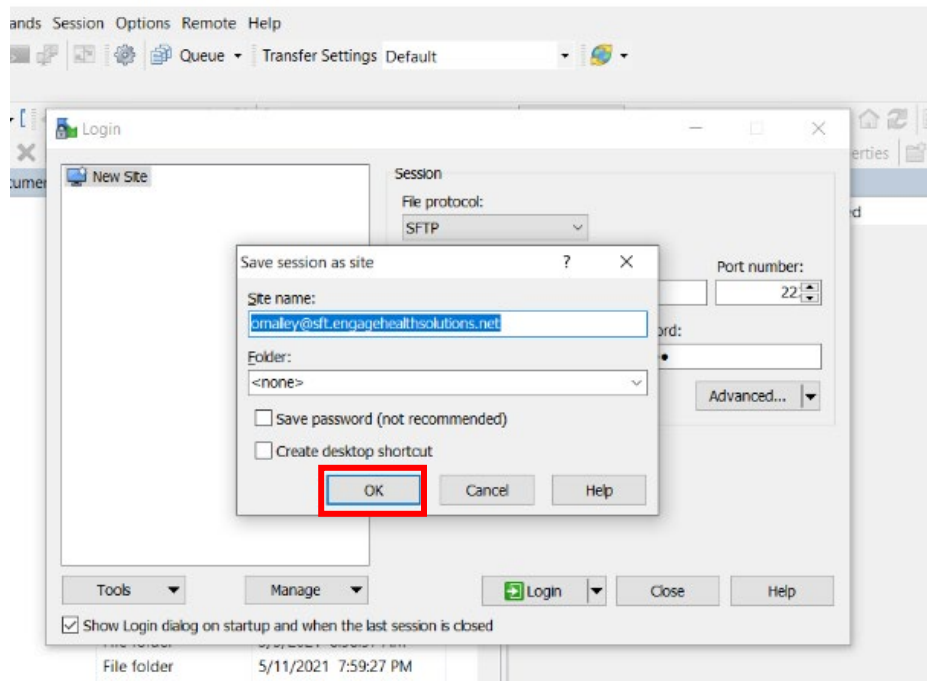
- l. Click ok at the bottom.



- m. Make sure that the username and the password boxes are filled with the info that Engage provided. Then click save.



- n. The session will be saved next. At this step, click “ok”.



- o. To begin a file transfer, click on the site name, as outlined in red below, which was setup previously. Then, the user can click “Login”. Enter the password that was utilized earlier during the setup process.

