QUICK START

Using the Web Browser
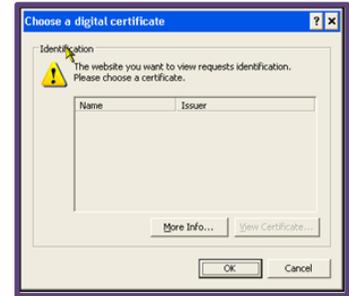
1. Open a web browser.
   Navigate to: **https://sft.ca.gov**
(The web browser uses HTTPS secure protocol.)

> If using Internet Explorer, you may see this "Choose a digital certificate" prompt.
> If so, click "OK" to proceed.
>
> To suppress this alert on subsequent logons, please see Appendix B in the User Manual.

Certificate prompt

2. At *Log In* screen, enter your **Username** and **Password**, then click the "Log In" button or press [Enter].

> **NOTE:** After a limited number of failed login attempts, the account will be locked.

Log In screen

> If this is your first time logging into the Secure File Transfer (SFT) system OR your password has been reset... proceed to Step 3.
>
> Otherwise proceed to Step 4.

3. All new (and reset) accounts use a temporary password provided to you by your Delegated Administrator. Use this password to log in for the first time or after a password reset.

When you see this screen, you **must** change your password.
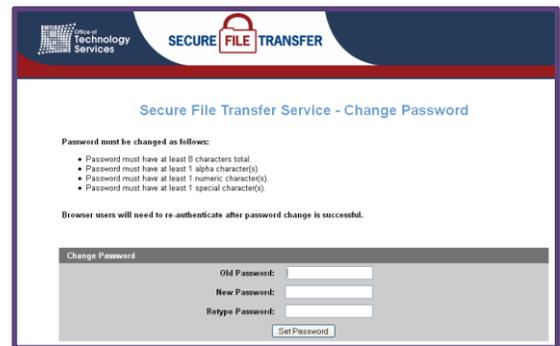
Change Password screen

Using the Web Browser (cont'd)

NOTE: If you fail to change your temporary password within 90 days, your account will expire.

This screen will display when you attempt to log in.

If your account has expired, you will need to ask your Delegated Administrator to unlock it.

Expired Password screen

4. Upon successful login, the SFT *User Directory* upload, download and other operations.

! After 15 minutes of inactivity, your SFT session will time out.

Overview of the SFT User

Directory Screen

a. All users have a root or home folder. Your Delegated Administrator may create additional folders for you and these will appear under the root folder.
b. All uploaded files in that folder are listed under the dark gray banner named Files.
c. Toggle between Binary (default) and ASCII for "upload" and "download" transfer mode.
d. "Change Password" button.
e. "Logout" button.