

# How to create a secure file transfer (SFT) email account


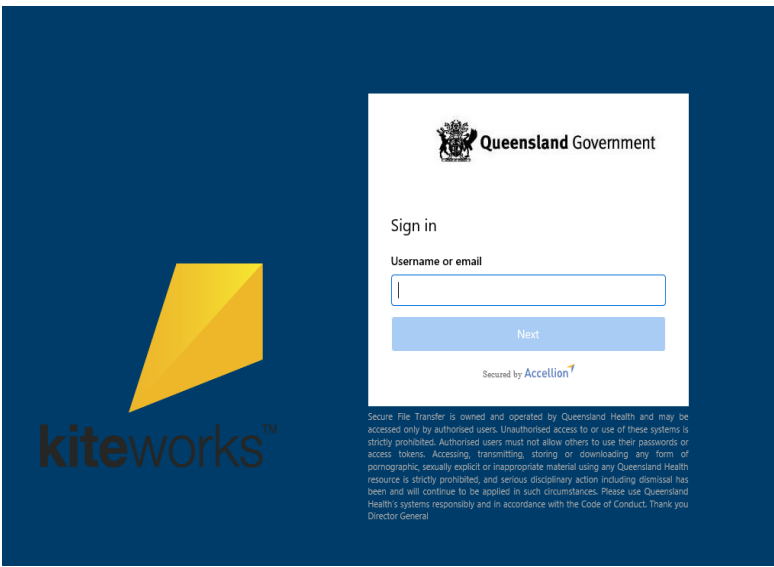
The following instructional document details how to set up a secure file transfer (SFT) email account to submit notification to the Notifiable dust lung disease register.

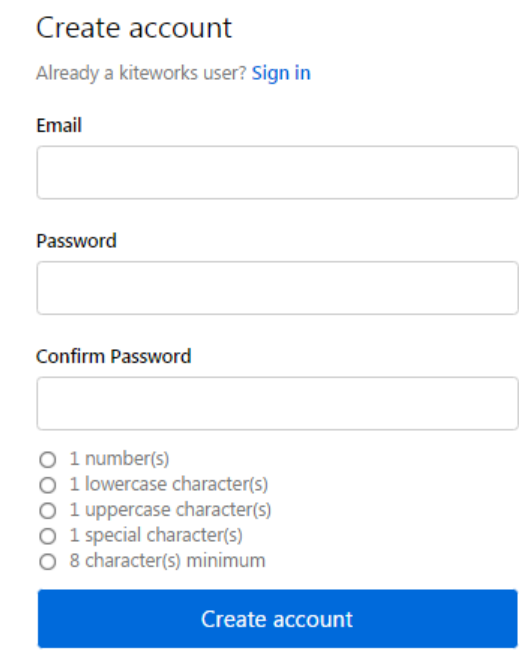
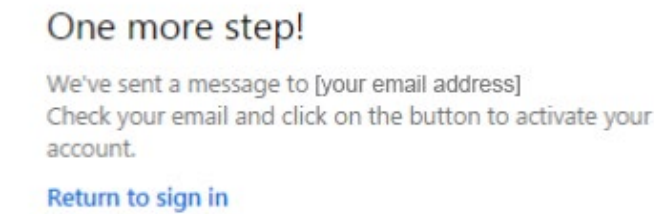
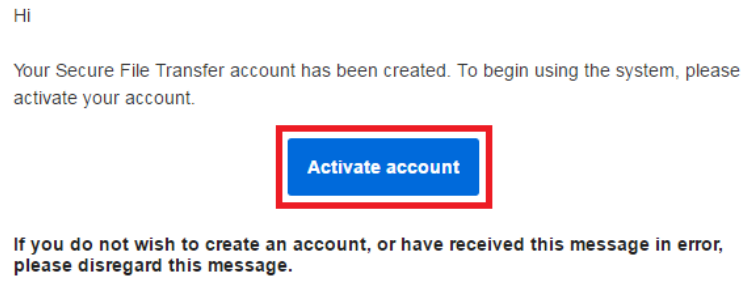
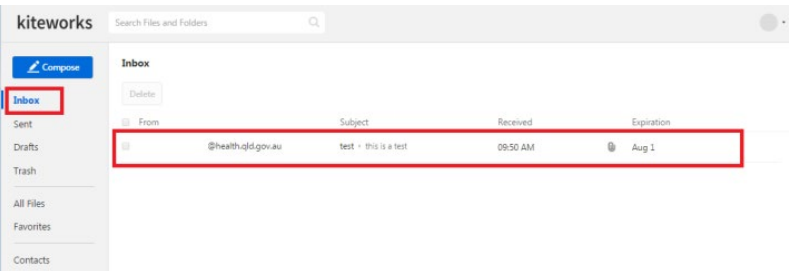
## Request to create an account

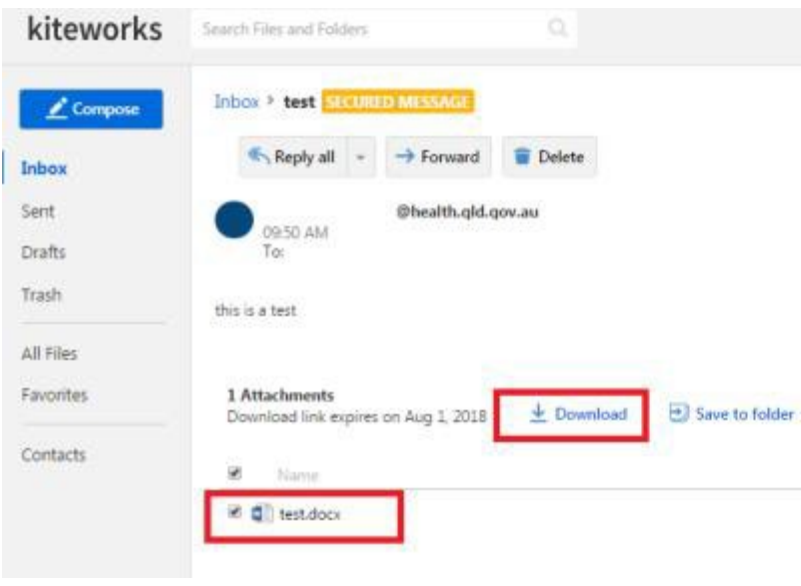
- To set up an SFT email account, email [ndldregister@health.qld.gov.au](mailto:ndldregister@health.qld.gov.au) to advise you wish to set up an SFT email account.

Note: Please ensure you provide the email address you will be using to submit notifications.

## Activating an account

<p><b>2.</b> You will receive an email from SFT advising you have received a message from <a href="mailto:ndldregister@health.qld.gov.au">ndldregister@health.qld.gov.au</a>, click <b>View in Secure File Transfer</b></p>	<p>You received a <b>secure message</b> from <a href="mailto:ndldregister@health.qld.gov.au">ndldregister@health.qld.gov.au</a> via <b>Secure File Transfer</b>.</p> <p>This message was sent with extra security settings and requires authentication in order to view the body of the message and any file attachments.</p> <div style="text-align: center;">  </div> <p><b>New to Secure File Transfer? You will need to create an account in order to view the message.</b></p>
<p><b>3.</b> A browser window will open displaying the Sign in screen for Secure file transfer. Enter the email address you provided to set up the SFT account then click <b>Next</b>.</p>	

<p>4.</p>	<p>A prompt to set a password will appear, please create a password ensuring that the password has:</p> <ul style="list-style-type: none"> <li>• 8 characters minimum</li> <li>• 1 number(s)</li> <li>• 1 lowercase character(s)</li> <li>• 1 uppercase character(s)</li> <li>• 1 special character(s) (e.g. @ % \$)</li> </ul> <p>Click <b>Create account</b></p>	
<p>5.</p>	<p>An activation email will be sent to your email account. Close the web browser and open your email.</p>	
<p>6.</p>	<p>Open the email and select <b>Activate account</b></p> <p>A window will display and automatically log you into Secure File Transfer</p>	
<p>7.</p>	<p>Select <b>Inbox</b></p> <p>Select the email in the in box to download the 'How to submit a notification' file.</p>	

<p><b>8. Select the instruction file and download</b></p> <p>The web browser's default options will display for downloading a file.</p>	 <p>The screenshot shows the Kiteworks interface. On the left is a navigation sidebar with options: Compose, Inbox, Sent, Drafts, Trash, All Files, Favorites, and Contacts. The main area displays an email from @health.qld.qov.au with the subject 'test' and a 'SECURED MESSAGE' label. The email content says 'this is a test'. Below the content, there is an attachment section titled '1 Attachments' with a note 'Download link expires on Aug 1, 2018'. A 'Download' button is highlighted with a red box. Below the attachment list, a table shows the attachment 'test.docx', which is also highlighted with a red box.</p>
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