

AFSCME

Data & Analytics Department

Secure File Transfer Application User Guide



American Federation of State, County and Municipal Employees, AFL-CIO

All Rights Reserved. Published in the United States of America. This publication is protected by copyright, and permission must be obtained from the publisher prior to any prohibited reproduction, storage in retrieval system, or transmission in any form or by any means, electronic mechanical, photocopying, and recording or likewise. For more information please contact us on info@afscme.org

Table of Contents

- Revision History Table 2
- What is Secure File Transfer? 3
- Key features of DAD’s Secure File Transfer Application 3
- User information 4
 - Audience of Documentation 4
 - Application Environment 4
- User Registration 4
 - How we protect your information 5
- User Login 5
- Upload file 5

Revision History Table

| Version | Date | Reviewers |
|---------|------------|-----------------|
| 1.0 | 07/18/2019 | DAD managers |
| 1.1 | 08/07/2019 | Pilot end-users |
| 2.0 | 10/28/2019 | QA testers |

What is Secure File Transfer?

Secure file transfer is data sharing via a secure, reliable delivery method. It is used to safeguard proprietary data and/or Personally Identifiable Information (PII) in transit and at rest. Data & Analytics Department' (DAD) Secure File Transfer Application is a web-based tool that securely transfers files from users external or internal to AFSCME's network and stores (data at rest) the files in an encrypted format.

Key features of DAD's Secure File Transfer Application

- Ease-of-use encryption for files at rest and in-transit
- Automation that replaces error-prone manual activities
- Audit trails and reports that demonstrate utilization
- Secure collaboration tool for exchanging files internally or externally
- Google captcha integrated into the user validation process to help prevent bots from using the application
- Ability to send secure (encrypted) files to a specific group in AFSCME
- Ability to receive secure (encrypted) files from a specific group in AFSCME

User information

Audience of Documentation

This document is intended for any person using DAD Secure File Transfer Application.

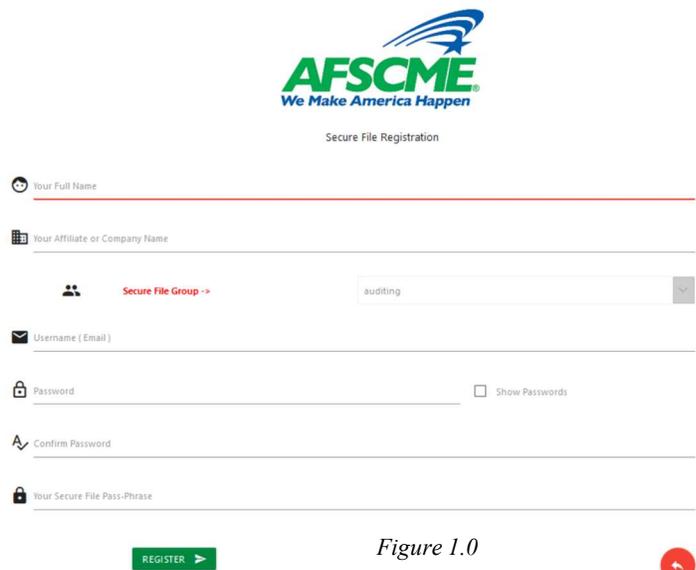
Application Environment

This application is a web application that should be operated using Chrome or Firefox. URL to the application is <https://enterprise.afscme.org/enterprise-api/utls/fileUploads/?group=auditing>.

User Registration

Each user will be required to register for an account before using the DAD Secure File Transfer Application. Enter the information shown in Figure 1.0.

- Your Full Name
- Your affiliate/company
- Username
- Password
- Pass-phrase— Keep this in a safe place. It is the information you will need to open any files returned to you by the AFSCME group you are working with. It’s the “key” to unlock secured file(s) enabling you to view them on your local computer. It is also used by the members of the selected AFSCME group to view the file(s) you uploaded.



The screenshot shows the 'Secure File Registration' page. At the top is the AFSCME logo with the tagline 'We Make America Happen'. Below the logo, the text 'Secure File Registration' is centered. The form contains several input fields: 'Your Full Name', 'Your Affiliate or Company Name' (with a dropdown menu showing 'auditing' and 'Secure File Group ->'), 'Username (Email)', 'Password' (with a 'Show Passwords' checkbox), 'Confirm Password', and 'Your Secure File Pass-Phrase'. A green 'REGISTER >' button is at the bottom left, and a red circular arrow icon is at the bottom right.

Figure 1.0

At the conclusion of the registration process, you would see a page confirming your registration – Figure 2.0. You also receive a confirmation email.



Figure 2.0

How we protect your information

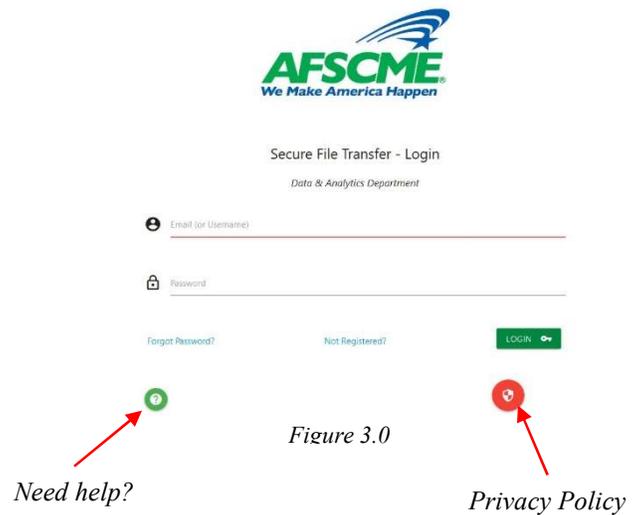
We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information. The email address you provided, during registration, is used to send information and updates to you that pertains to your file upload. All supplied information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our database to be only accessed by those authorized with special access rights to our systems, and are required to keep the information confidential.

User Login

To use the secure DAD Secure File Transfer Application, enter the email address and password you created during the user registration process and click on the Login button —*Figure 3.0*.

Privacy Policy—Link to view AFSCME’s privacy policy governing use of its applications and websites.

Need Help?—Takes you to a pop-up screen with the contact information of the individuals who can assist with any issues encountered while using this application.



Upload file

Once you have successfully logged into the application, you are presented with the screen to securely upload a file(s) or to view any files previously uploaded—*Figure 4.0*.

The maximum file size allowed is 256MB.

File—click this button to select the file(s) from your local drive to upload to the AFSCME group you selected during the user registration process. To select multiple files, use the Ctrl key while selecting the files with your mouse.

Upload—click this button to upload the file(s) to the secure server so the AFSCME group can access it.

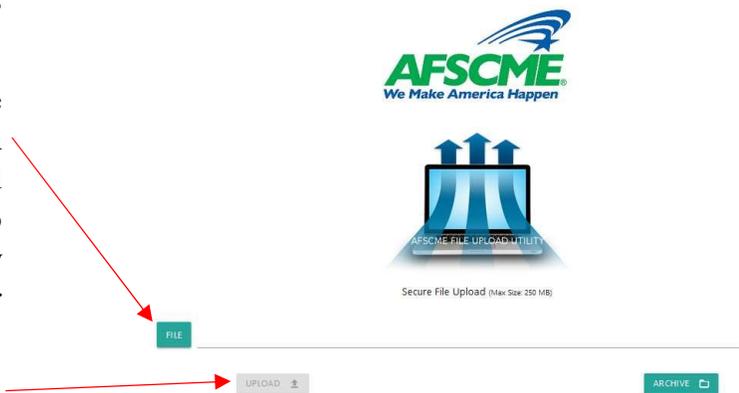


Figure 4.0

Archive—click the button to see the list of files already uploaded to AFSCME’s secure file server. Use this button to also view/retrieve a file(s) sent to you by the AFSCME group you selected during the registration process. You can download the file to the local hard drive on your computer. However, you would need your Pass-phrase to open the secure file.