SECURE EMAIL AND FILE TRANSFER SERVICE (SEFT)

https://secureemail.nih.gov/bds/Main.do

LOGGING IN

1. ENTER YOUR USERNAME AND PASSWORD

To log into the Secure Email and File Transfer Service, use your NIH log-on ID and NIH password in the Username and Password fields. Once you log into the system, your NIH log-on will become your SEFT username. If you have forgotten your password you can reset your NIH login password by clicking the 'Forgot your password?' link on the logon page and following the instructions. If you are a new user you can request a password by clicking the "New User – Request your Password…" link on the logon page.

REGISTRATION PROCESS FOR NIH USERS

SEND CAPABILITIES

All NIH employees and contractors are pre-registered to RECEIVE e-mails. Users that require the ability to send secure emails will need to request that the "Send" capability be added to their account. To do this, send an email to:

- o NIHSecureFileDeliveryAdmin@mail.nih.gov
- o The subject line and body of your email should indicate that you would like "Send capabilities" in your Secure Email and File Transfer Service account.

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SENDING A SECURE MESSAGE

If you have requested and received "send" capabilities, you may send secure messages. To begin:
- o Address your secure package the same as any normal email application; "To," "Cc," "Bcc," and "Subject" all function as expected.
- o If you are sending a message to a NIH employee or contractor then their e-mail address will populate in the "To" box once you start typing in their first or last name.

SECURE MESSAGE BOX 13A - Information typed into this box will NOT display in the recipients' message notification email. If you only need to convey static information, without attachments, this would be the ideal place to include such data.

MESSAGE NOTIFICATION BOX 13B - Information placed in this box WILL display as a part of the message recipients' notification email. A basic notification message will display. You can use the default message, or craft one of your own. *Note: You should NEVER put "sensitive" information in the message notification box as it will not be sent in a secure manner.*

BROWSE 13C - To attach files to your package (the email containing personally identifiable or sensitive information), simply select the "browse" button and navigate to the folder where the file is located.

DATE AVAILABLE / EXPIRES 13D - The "Date Available," and "Date Expires" function allows you to define when / for how long access to the package will be granted.

PASSWORDS 13E - Assigning a password to a package adds an extra level of security to package access. You must convey the password to your recipients through a medium other than the secure email (i.e. phone or other email).

ALL OTHER FIELDS 13F - These are default settings and should not be changed.

SENDING 13G - When you have finished typing your message, select 'Send'.

ADDING ADDITIONAL OWNERS OR SENDERS

MANAGE PACKAGES

To add additional Owners or Senders to the package, select 'Manage Packages' from the Home Page. You can also attach additional files and documents (more than the standard 4) from this section.