
Securities and Exchange Commission
Office of Information Technology



SEC External Guide for Using Accellion

The Securities and Exchange Commission
National Exam Program Hotline (202) 551-3925
Washington, D.C.

What is Accellion?

Accellion is a secure file transfer tool that enables you to send and receive encrypted information to/from SEC staff members using a special electronic mailbox. You can transfer up to 20GB of information, or 10 files up to 2GB each. The functionality covered in this guide is:

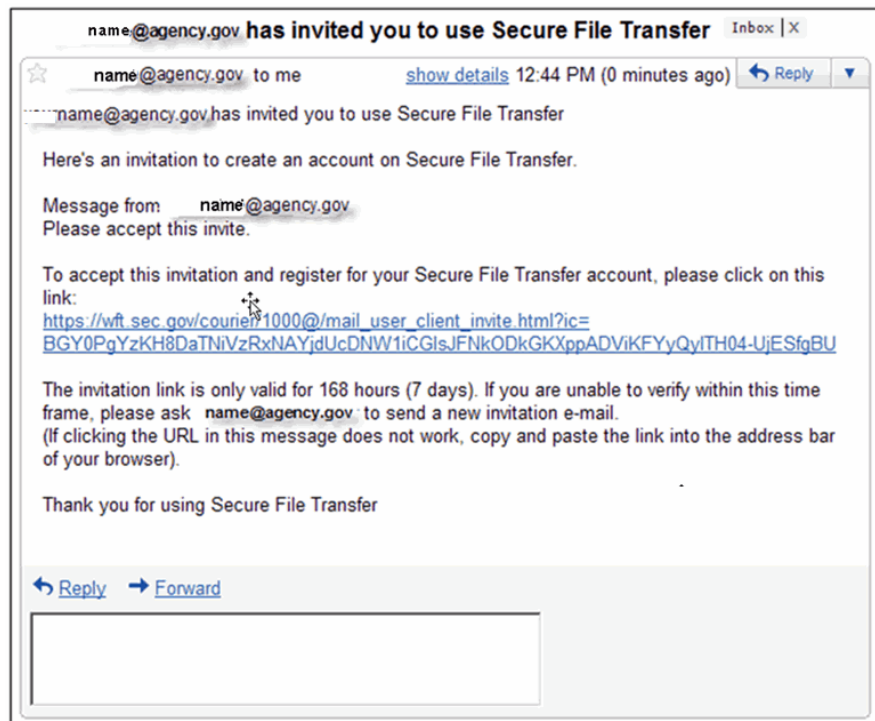
- [Accepting an Invitation to Register for a Secure File Transfer Account](#): How to register for an account so that you can send and receive information securely with the SEC for a period of time (weeks or months).
- [System Access](#): How to access and log into the system.
- [Sending a File\(s\)](#): How to send email to SEC personnel with file attachments.
- [Adding Attachments](#): How to add attachments to your email.
- [Receiving Files](#): How to receive files from SEC personnel.
- [How to Handle Large Files](#): How to handle files larger than 2GB.
- [File Manager](#): How to use the File Cabinet, Inbox and Send History functions to keep track of the files you have sent and received.

Accepting an Invitation to Register for a Secure File Transfer Account

An SEC employee may send you an invitation to register for an Accellion account. The account will enable you to send and receive information securely for a period of time to that SEC staff member.

When an email invitation is sent to you, click on the link to complete the registration process.

Note: The invitation is only valid for 7 days.



The **Register New User** screen appears.



Enter a password. Re-type the password, and then click **Register** to complete the registration.

Note: The password must be at least 8 characters in length, contain 1 special character, 1 number, and 1 uppercase alphabetic character.

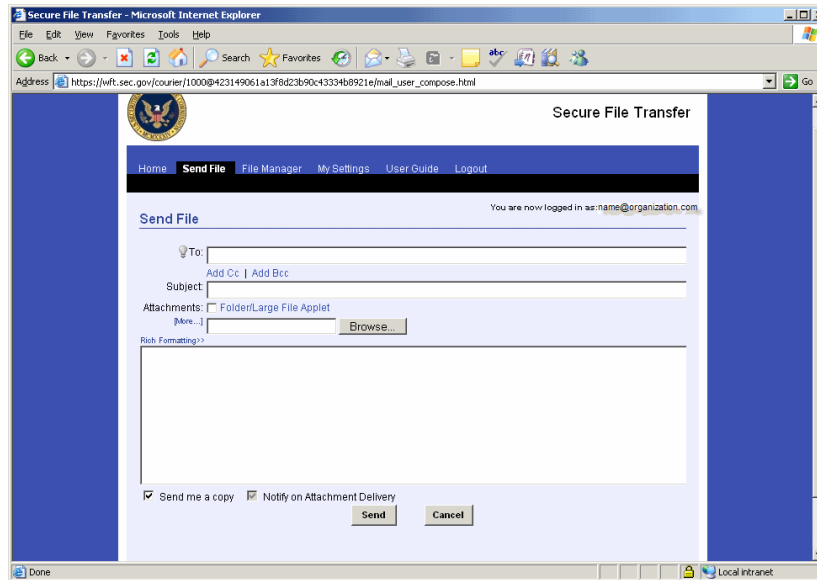
System Access

The **User Login** screen appears. You will notice that your email address is automatically filled in. Type in your **Password** and click **Sign In**.



We suggest that you save the url for Accellion to your Favorites list.

The **Send File** window is displayed.



Sending a File

In the **To** field, enter the email address(es) for each Accellion mail recipient. Separate each email address with a comma or semi-colon. You can enter up to 40 email addresses.

If you have previously sent mail to an email address, you can use the **auto complete** feature to select from a drop-down list of names that match your email address.

Click on **Add Cc** or **Add Bcc** to add additional mail recipients, and then enter a **Subject** for your message.



Home **Send File** File Manager My Settings User Guide Logout

You are now logged in as: _____

Send File

To:
[Add Cc](#) | [Add Bcc](#)

Subject:

Attachments: Folder/Large File Applet
[More...]
C:\fakepath\screen-shots.doc [\[remove\]](#)

[Rich Formatting>>](#)

Send me a copy Notify on Attachment Delivery

Accellion File Transfer

If you would like to receive a copy of the message, click in the **Send me a Copy** checkbox. (See example above.)

Secure File Transfer - IpswitchFT.com/Secure-File-Transfer - Experience WS_FTP Server 7 For Security & Compliance. Free Eval!

« [Back to Inbox](#) [Archive](#) [Report spam](#) [Delete](#) [Move to ▼](#) [Labels ▼](#) [More actions ▼](#)

Responding to your invite

Inbox | X

★ [name@organization.com](#) to [name](#) [show details](#) 10:59 AM (0 minutes ago) [Reply](#) ▼

Frank, please review the attached files and send me your comments

Charles

File(s) will be available for download until **06 December 2009**:

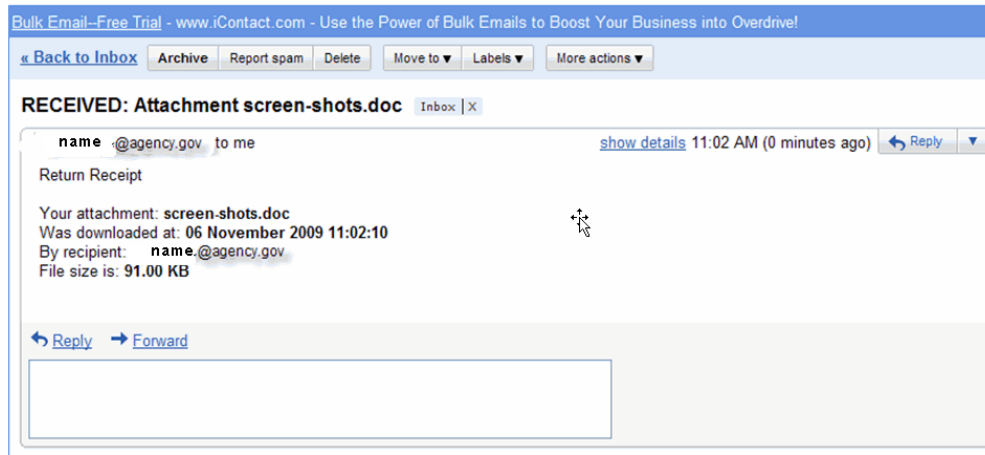
Attachment: [screen-shots.doc](#), 91.00 KB [\[Fingerprint: f88a50d03863a518b2afcc31de84e034\]](#)

You have received attachment link(s) within this email sent via SEC's Secure File Transfer. To retrieve the attachment(s), please click on the link(s).
[Accellion File Transfer](#)

[Reply](#) [Forward](#)

If you would like to be notified when the attachment is delivered, click in the **Notify on Attachment Delivery** checkbox. (See notification example below.)

Note: If this option is grayed out, you will automatically receive an attachment delivery notification.




Adding Attachments

Using the Folder/Large File Applet

The **Folder/Large File Applet** enables you to attach large files and/or entire folders to email messages. You may attach up to 10 attachments at 2GB each, totaling up to 20GB.

There should be a check mark next to the  hyperlink.

*Note: You may be asked to verify the digital signature before the application is run. If you receive this message, click **Run**.*

To add an attachment, click the  button. When the **Choose File** dialog box appears, select the drive and file name. Click **Attach**. The selected files will appear below the browse button.



You can remove any file by clicking on the **remove** link next to the file name.

Now click **Send**.

Secure File Transfer

Home **Send File** File Manager My Settings User Guide Logout

You are now logged in as: name@organization.com

Send File

To: name@agency.gov
Add Cc | Add Bcc

Subject: Responding to your invite

Attachments: Folder/Large File Applet
[More...] Browse...

C:\fakepath\screen-shots.doc [remove]

Rich Formatting>>

Frank, please review the attached files and send me your comments

Charles

Send me a copy Notify on Attachment Delivery

Send Cancel

Accellion File Transfer

The contents of these files will be automatically zipped into one file. The progress bar will display the progress of the attachment, zipping of files, and transmission to the SEC.

Please wait while the file is being uploaded. This may take a couple of minutes depending on the size of the file. You will receive confirmation when your email has been sent.

Send File

Your e-mail has been sent to name@agency.gov with the following file(s):

- BOXI Training Guide v3 Final Draft all.doc (5,199.50 KB)

** You will receive a copy of this e-mail and get an e-mail notification when your file is downloaded.*

OK

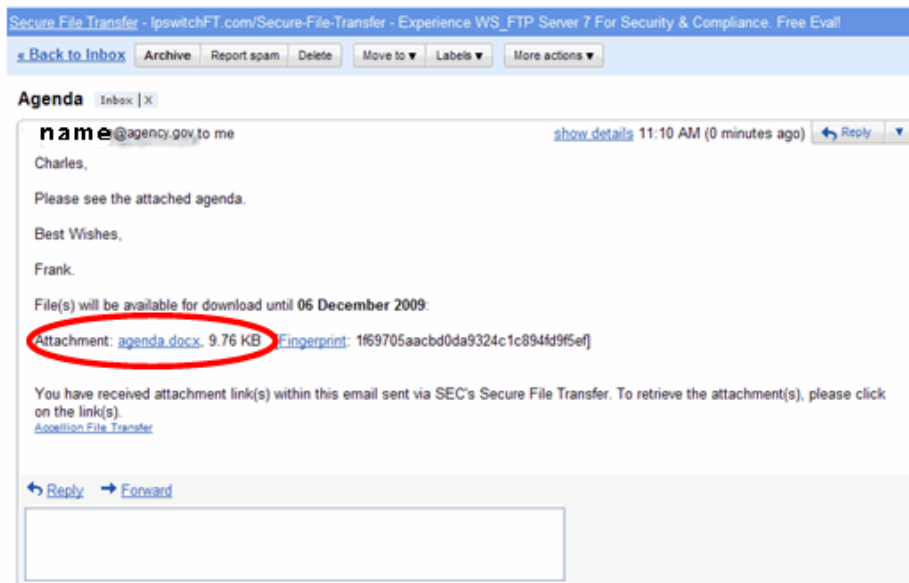
Click **OK**.

If you placed a checkmark in the **Send Me a Copy** box, you will receive a copy of the message. You will automatically receive an email notification when the attachment is downloaded.

Receiving Files

When an SEC staff member sends you an email with a file, you will be notified that you have files ready to be downloaded. You can start the download by clicking on the **Attachment** link within the email.

Note: You will have 30 days after receipt of the message to download the files before they are removed from your Accellion mailbox.



If your files do not download automatically, click on each individual file name and save it to your computer. Close the browser window when finished.

The SEC staff member will receive a return receipt when you download the attachment. This will include the name of the attachment, the date and time it was downloaded, its size, and the name of the recipient.

What To Do If Accellion Wants You to Provide Verification Before Downloading the File

Accellion may request that you verify that you are the proper recipient of the message before you are allowed to download it. You may be asked to log back into the system to download the file.

If you receive this request, enter your email address in the **Your E-mail Address** field and click **Submit**.



Secure File Transfer

Welcome to Secure File Transfer!

name@agency.gov has sent you attachments via Secure File Transfer!
 In a moment you will be able to retrieve attachments at your convenience.

First time users: You must register and provide the following profile information:

- your e-mail address as a unique identifier for you as the intended recipient.
- a password of your choosing to protect your profile.

Registered users: Your session expired and was closed for security purposes -- please re-login.

Your E-mail Address:

Enter your e-mail address in the field above and click Submit to start the process.

If you would like to change your password, please click here to [login](#).

Accellion File Transfer 

After clicking Submit, you will be sent an email containing an 8-digit **Verification Code**. If you receive this message, copy and paste the email verification code from the email into the **Verification Code** field on the screen and click **Verify E-mail**.



Secure File Transfer

To download this file, we need to verify ownership of your e-mail address and create a profile for future authentication before proceeding with the download.

A message has been sent to name@sec.gov with a verification code in it.

E-mail Address:

Verification Code:

*Enter the verification code or
 Click on the URL received in the new e-mail message
 from _____ to verify your email address.*

Note: Occasionally the email from **name@sec.gov** is interpreted as an unsolicited email. If you have not received the e-mail after a short period of time, please check any filtering folders set up by your privacy/protection software which may filter out such e-mails.

On the next screen, enter your password in the password field. Place a checkmark next to **I am on a public computer** ONLY if you do not want your profile retained on the machine. If you do not place a checkmark in the box, your profile may be retained on the machine.

Secure File Transfer

Welcome to Secure File Transfer!

name@agency.gov has sent you attachments via Secure File Transfer!
In a moment you will be able to retrieve attachments at your convenience.

First time users: You must register and provide the following profile information:

- your e-mail address as a unique identifier for you as the intended recipient.
- a password of your choosing to protect your profile.

Registered users: Your session expired and was closed for security purposes -- please re-login.

Please enter your chosen password to proceed with downloading your file

Your E-mail Address: name@organization.com

Password: ●●●●●●●●

[Forgot your password?](#)

I am on a public computer

Download

If you would like to change your password, please click here to login.

Accellion File Transfer

Click **Download**.

How to Handle Large Files

If you receive files larger than 2GB, they will be separated into zipped sub-files. These files must be downloaded and concatenated (linked together) to reconstruct the original file. You may do this manually by following the instructions below or you may select the applet at the bottom of the screen. The applet is recommended.

The Applet will reconstruct your file in the subdirectory that you choose. You can also create a new subdirectory, if needed.


This file: Personal Folders(1).pst consists of 2 sub-files that need to be downloaded and concatenated to reconstruct the original file.

- [Subfile 1](#)
- [Subfile 2](#)

[Close help tips](#)

In order to reconstruct the file "Personal Folders(1).pst":

1. Please download the sub-files individually by clicking on the links above. Save these sub-files into the same destination folder.
2. After completing the download of ALL sub-files, open a command prompt/console window.
3. Change the current directory in the command prompt/console window to the destination folder used for downloading as from step(1) above.
4. Run the appropriate command below based on your operating system to concatenate all the sub-files so as to reconstruct the original file:
 - **For Windows system:**
`copy /b subfile1.bin + subfile2.bin "Personal Folders(1).pst"`
 - **For Linux / Macintosh systems:**
`cat subfile1.bin subfile2.bin > "Personal Folders(1).pst"`

Alternatively, to download this file using the download applet, please click [applet](#) 

Note: Work with your Computer Specialist to determine your office's best practices and where to download and save the information.

File Manager

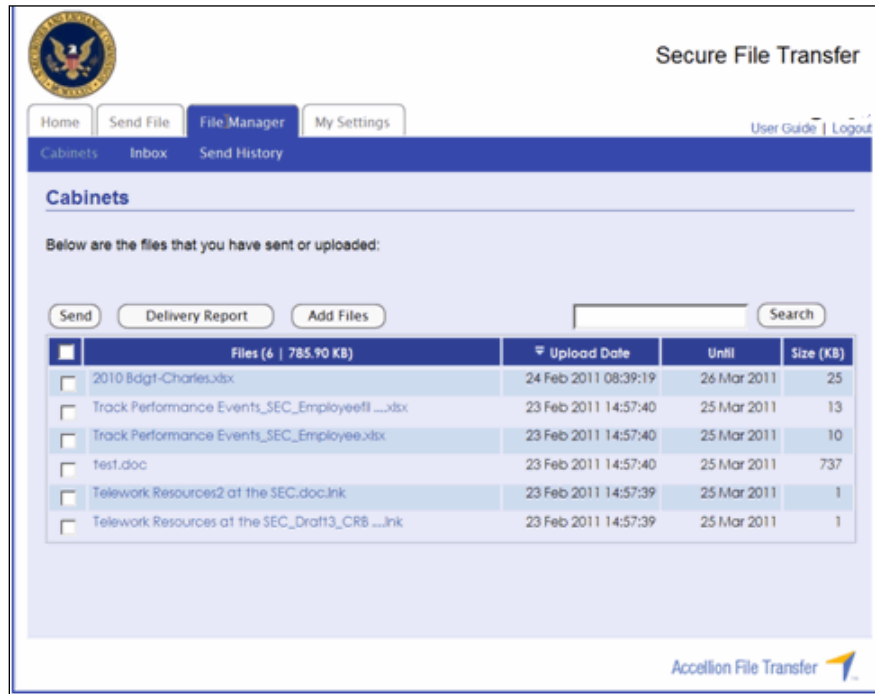
The File Manager, composed of the Cabinets, Inbox and Send History, provides you with various tools to manage secure files and e-mail. Key features are:

- Finding Files that are Received and Uploaded To The Cabinet
- Viewing Files that are Received
- Viewing the Availability Dates of Received Files
- Resending Files to External Accellion Users
- Viewing Delivery (History) Reports on Files
- Forwarding Files To SEC Staff
- Resending Messages and Files

Cabinets

The **Cabinet** is located under the **File Manager** tab.

The Cabinet is a repository where all your files are stored. In the Cabinet you can use the **Search** box to search for a file by name. It simplifies your search for a particular file when you have numerous files on multiple pages. Documents stored in the cabinet will be removed 30 days after the date they were uploaded into the Cabinet.



Searching for Files

1. Type the first few letters of the file name in the **Search** text box.
2. Click on the **Search** button. A list of files meeting the criteria will be displayed.

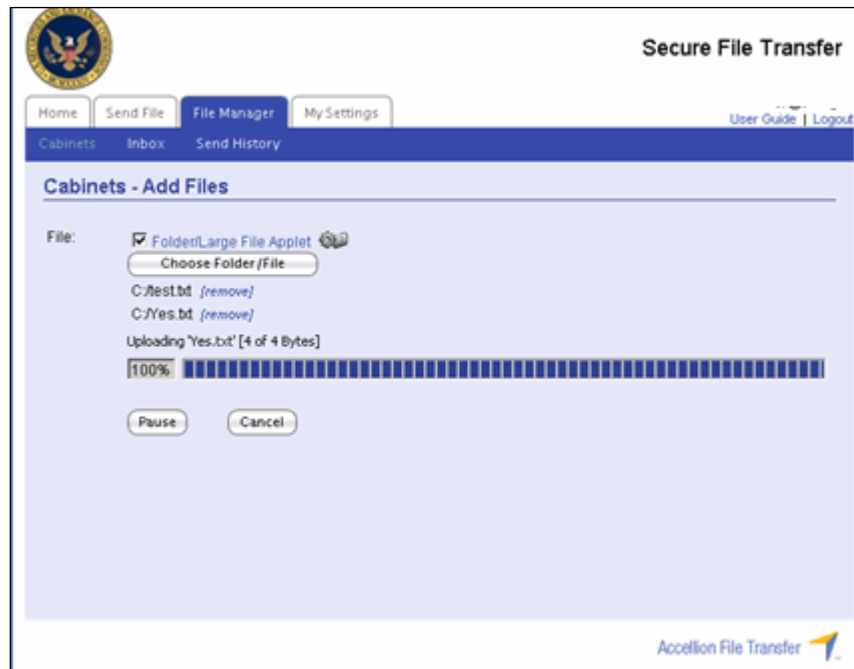


Sending the Files

If you want to send those files to a recipient:

1. Place a checkmark in the box next to each file you would like to send. At the top of the column header, the number of files selected will be displayed. This also gives you the option to click **[Clear All]** to deselect all files selected.
2. Click the **Send** button.
3. In the **To:** field, enter the email address for each Accellion user. Separate each email address with a comma or semi-colon. You can enter up to 40 email addresses.
4. If you have previously sent mail to an email address, you can use the **auto complete** feature to select from a drop-down list of names that match the email address.
5. Click on **Add Cc** or **Add Bcc** to add additional mail recipients.
6. Enter a **Subject** and then enter a message.
7. Click the **Send** button.

A progress bar will indicate the upload progress.



An upload confirmation window is displayed.

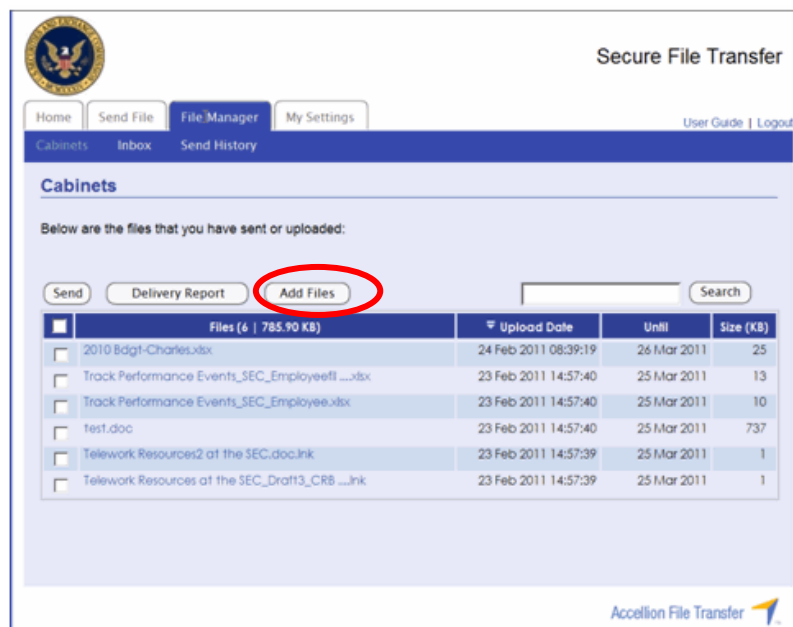


8. Click the **File Manager** tab to return to the Cabinets window.

Using the Add Files Feature

The **Add Files** button allows you to upload files to the cabinet from a network drive or drive on your computer.

1. Click the **Add Files** button.

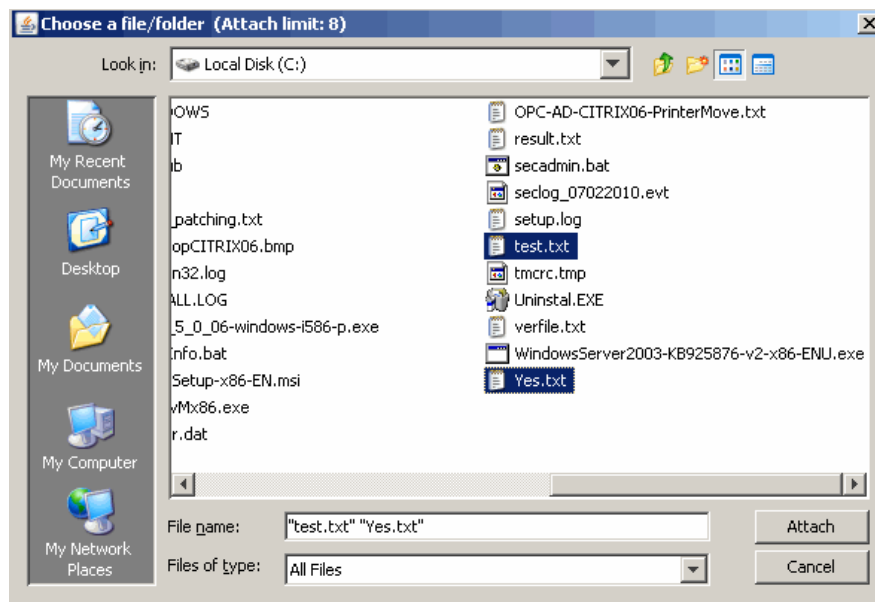


- Place a checkmark next to the **Folder/Large File Applet** link.
- Click the **Choose Folder/File** button.



The **Choose a file/folder (Attach limit: 10)** dialog box appears.

- Select the drive and folder and then hold down the **Ctrl** button and click to select each file you want to attach. After selecting all of your files, click **Attach**.



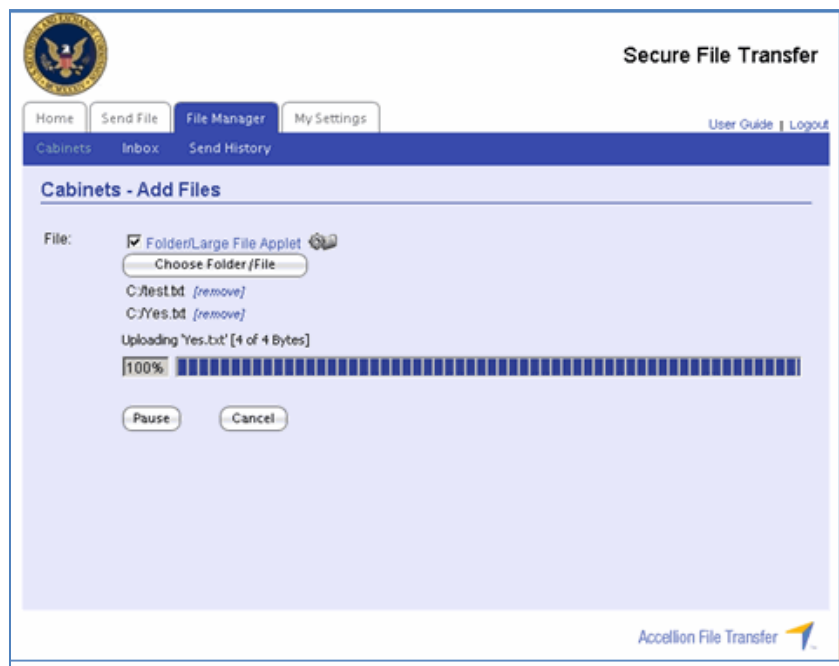
The list of files will appear on the **Cabinets-Add Files** screen.



You can remove files by clicking on the **[remove]** link.

5. Click **Add**.

A progress bar will indicate the upload progress.



An upload confirmation window is displayed.



6. Click **OK** to return to the Cabinets window.

The Cabinets Directory

The **Cabinets** directory includes the **File Name**, **Upload Date**, **Available Until** date, and the **File Size** for each file in your file cabinet.

The File Cabinet is a temporary holding area for your files. You must transfer all files from the Cabinet prior to the **Available Until** date. Your files will be purged from Accellion after the **Available Until** date.

Please work with your IT Specialist to determine your office's best practices and where to download and save your files.

The screenshot shows the 'Secure File Transfer' web interface. At the top left is the U.S. Department of Justice seal. The title 'Secure File Transfer' is in the top right. Below the title are navigation tabs: 'Home', 'Send File', 'File Manager' (selected), and 'My Settings'. On the far right, there are links for 'User Guide' and 'Logout'. A secondary navigation bar contains 'Cabinets', 'Inbox', and 'Send History'. The main content area is titled 'Cabinets' and contains the text 'Below are the files that you have sent or uploaded:'. Below this text are three buttons: 'Send', 'Delivery Report', and 'Add Files', followed by a search input field and a 'Search' button. A table lists the files with columns for selection, file name, upload date, until date, and size. The table shows 6 files with a total size of 785.90 KB. At the bottom right, the 'Acceleion File Transfer' logo is visible.

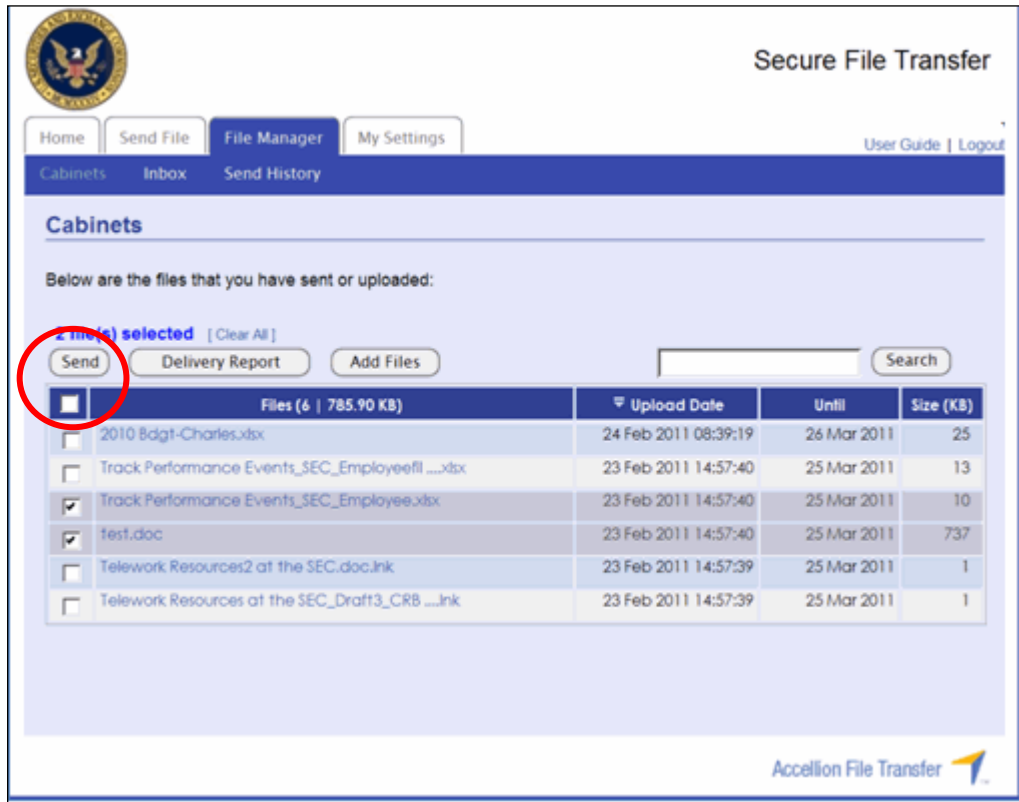
<input type="checkbox"/>	Files (6 785.90 KB)	Upload Date	Until	Size (KB)
<input type="checkbox"/>	2010 Bdgt-Charles.xlsx	24 Feb 2011 08:39:19	26 Mar 2011	25
<input type="checkbox"/>	Track Performance Events_SEC_Employeefil ...xlsx	23 Feb 2011 14:57:40	25 Mar 2011	13
<input type="checkbox"/>	Track Performance Events_SEC_Employee.xlsx	23 Feb 2011 14:57:40	25 Mar 2011	10
<input type="checkbox"/>	test.doc	23 Feb 2011 14:57:40	25 Mar 2011	737
<input type="checkbox"/>	Telework Resources2 at the SEC.docInk	23 Feb 2011 14:57:39	25 Mar 2011	1
<input type="checkbox"/>	Telework Resources at the SEC_Draft3_CRB ...Ink	23 Feb 2011 14:57:39	25 Mar 2011	1

Resending Files

1. To resend a file, click in the box to the left of the file and a check mark will appear. To select all files, click in the box in the blue section of the header next to the **Files** column header.
2. At the top of the column header, the number of files selected will be displayed. This also gives you the option to click [**Clear All**], to deselect all files selected.

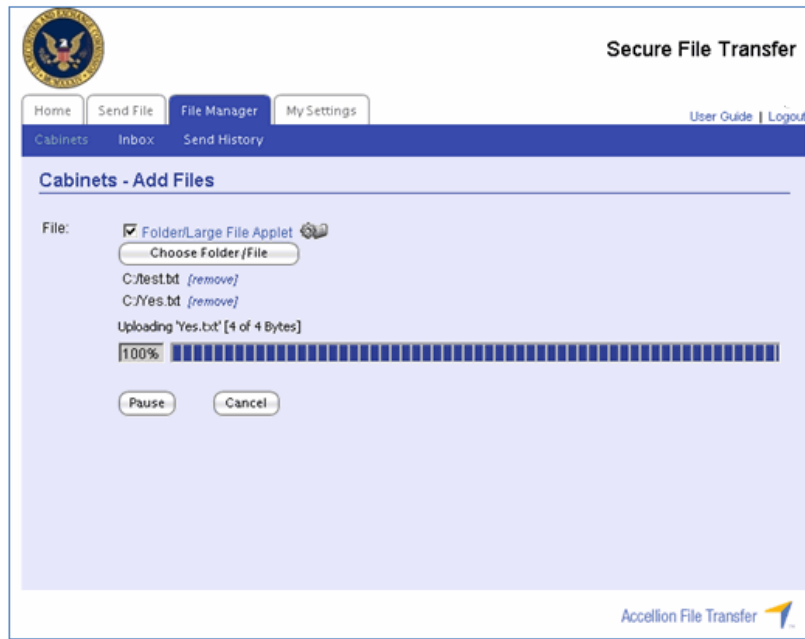
Note: Only 10 files can be sent at a time.

3. Next, click the **Send** button.



4. The **Send File** screen will appear and list all files to be sent. Complete the **To:**, **Add Cc**, **Add Bcc**, **Subject** and **message** fields. You have one more opportunity here to remove files by clicking on the **[remove]** link.
5. Click the **Send** button.

An upload progress screen will be displayed.



A Send File confirmation window will then appear showing a list of all files sent.

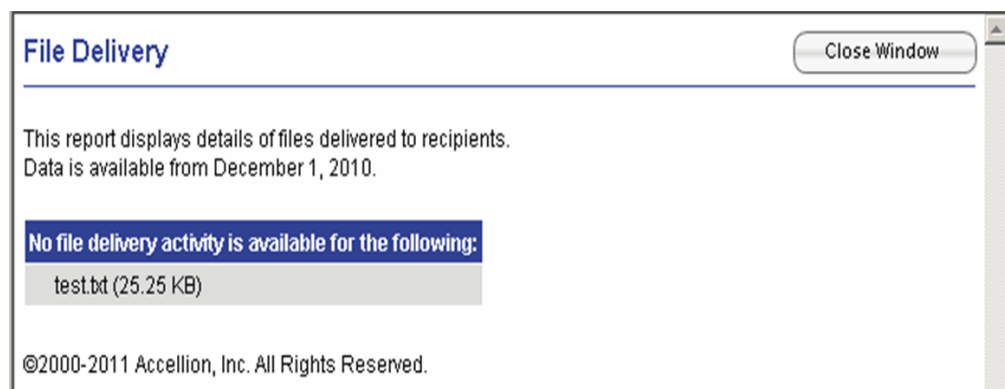
6. Click the **File Manager** tab to return to **Cabinets**.

The Delivery Report

1. To view the Delivery Report for a file, first select the file by clicking in the box next to the file name.
2. Next, click the **Delivery Report** button.

A **File Delivery** report window will appear displaying the Delivery Time, Recipient, Transfer Time and Transfer Rate for the selected file(s).

If there is no file activity, this information will also be displayed.



Click **Close Window** to close the report.

The Inbox

The Inbox contains all messages that have been sent to you by internal and external Accellion users.

Sending a File from the Inbox

The Inbox enables you to **view** or **forward** files that were sent to you.

1. Click the **Inbox** link.
2. Use the **Sender** or **File Name** box to search for specific files.

Secure File Transfer

Home Send File File Manager My Settings User Guide | Logout

Cabinets Inbox Send History

Inbox

Your inbox lists files that have been sent to you.

Sender: File Name:

Page 1 of 1 (Total: 1 file, 0.56 KB)

<input type="checkbox"/>	Received Date	Sender	File Name	Available Until	Size (KB)
<input type="checkbox"/>	23 Feb 2011 14:59:19	idoe@anywhere.gov	Telework Resources2 at the SEC ...lnk	25 Mar 2011	1

Page 1 of 1 (Total: 1 file, 0.56 KB)

3. Once you have found the file(s) that you are looking for, check the box on the left of the file name to select the file(s). You can also place a check in the box in the top blue column to select all of the files.
4. Click the **Forward Files** button.

The Send File screen is displayed



5. Complete the Send File Screen.

6. Click **Send**.

You will receive a confirmation screen.

7. Click the **File Manager** tab to return to **Cabinets**. Click the **Inbox** link to return to the Inbox.

Send History

Send History provides a list of recently sent files. It lists the **Sent Date**, **Available Until Date**, **Recipient**, **File Name** and **File Size**.

Click on the **Send History** link under the **File Manager** tab. The Send History screen is displayed.

Resending a Message

Resend Message allows you to resend a message with exactly the same details as the original message.

1. Click in the button next to the message you want to resend. At the top of the column header, the number of files contained in that message will be displayed. You can choose to remove documents from that transmission by clicking in the checkbox next to the document name to remove the checkmark.
2. Click the **Resend Message** button. The Send File screen is displayed. Notice that the **To:** field contains the email address of the original recipient.

3. Complete the Send File screen and then click **Send**.

The original message and files contained in that message will be sent back to the original recipient.

You will receive a confirmation screen.

4. Click the **File Manager** tab, and then click the **Send History** link.

Resending Files

Resend Files allows you to send files in Send History to another recipient.

1. Click in the button next to the message you want to resend. At the top of the column header, the number of files contained in that message will be displayed. You can choose to remove documents from that transmission by clicking in the checkbox next to the document name to remove the checkmark.
2. You can also click [**Clear All**] above the **Resend Message** button to remove all of the files.
3. Click the **Resend Files** button. The Send File window is displayed.
4. Complete the Send File window and then click **Send**.

The files will be sent.

A confirmation screen will be displayed.

5. Click the **File Manager** tab, and then click the **Send History** link.

The Delivery Report

To view the delivery report for a message, click on the magnifying glass next to the **Sent Date**.

The File Delivery report for that event is displayed.

Click **Close Window** to close the report.

Logging Out

Click on the **Logout** tab to exit Accellion.

Do You Need Help?

If you need assistance using Accellion, contact your IT Specialist.