

Accessing a Secure Delivery Received from IHS Secure Data Transfer Service

About the IHS Secure Data Transfer Service

The **IHS Secure Data Transfer Service (SDTS)** allows IHS employees to exchange data, including messages and large files, securely with recipients inside and outside of the IHS network.

This guide explains how to recognize a SDTS delivery from the IHS and how to complete the one-time registration required to open and retrieve the information received. (Note: you can only register with this service when you receive your first SDTS delivery from someone from the IHS.)

Supported Client Software

The IHS Secure Data Transfer Service supports the use of IE 10+, Microsoft Edge version 25+ and Google Chrome version 48+ web browsers.

Recognizing an IHS Secure Data Package

When an IHS employee sends you a package through the SDTS, you will receive an e-mail notification message like the following:

You are receiving this email from a secure system within the Indian Health Service.
Please click the link below to access and reply to the secure message. If you reply to this message from your email client instead of through the link, your reply will not be protected.
Sender: Account, IHS User (IHS/HD)
Link: <https://securedata.ihs.gov/hls/sgn.dts/hd-A056442358c1-m4d5uwb4Hf5ajy20>
Sent To: joe.user@yahoo.com
For more information on the IHS Secure Data Transfer Service, please visit <http://www.ihs.gov/securedata> and review the user guides and frequently asked questions.
This notice is auto-generated and therefore does not accept replies.

Select the hyperlink and follow the onscreen instructions to either register (the first time) or open the actual data package.

Registering with the IHS Secure Data Transfer Service Initially

The registration process is initiated the first time you click the link in a message like the one above. The link opens a registration page:

To view your delivery, you must be a registered user. Please enter your information for registration, your email address will be your sign in username. Already registered? Visit the Account activation page or click here to have the activation email resent to you.

For IHS Active Directory users, click here to sign in using your network username and password.

Email address*

Confirm email address*

Name

Display name*

Password*

Confirm password*

* Required fields

For assistance, please contact the IHS IT Service Desk. This website requires you to download plugins to view all content.

The registration process requires you to create a password. Fill in the mandatory information and click **Register** to continue.

Activating the Registration

Next, the system confirms that your account has been created with a message like the following:

User Registration
Thank you for registering! A message has been sent to your email. Please follow the instructions in the email to activate your account.

The SDTS system then sends an e-mail to your e-mail address. You use this confirmation e-mail to activate the account.

To complete the registration:

1. Open the confirmation e-mail.
2. Locate and click the first link in the e-mail to activate the account.

The system confirms the activation with the following:

You have successfully activated your account

IHS users: Please enter your IHS username and password to sign in.
Non-IHS users: Your username is your email address.

Username

Password

Remember my username

[Forgot your password?](#)

Quick User Guides

- [Accessing Secure Data \(PDF\)](#)
- [Sending Secure Data \(PDF\)](#)
- [How to use Secure Data Transfer Service](#)
- [Frequently Asked Questions](#)

Please note that your account will expire after 90 days of system inactivity, and you will be required to re-register should you need to use the IHS SDTS again.

Viewing a Secure Data Package

After you complete registration and activation, you can now go back to the message you received with a secure delivery and log in to the service using the sign-in screen like the one above and access your secure delivery under the **Inbox** section.

Inbox

From: Subject: Received: Last activity: Expires:

Carol, Steven (IHS/HD) Text 05/18/2017 12:01 PM 05/19/2017 01:30 PM

Items 1 to 1 of 1

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