



Accessing the IHS Secure Data Transfer Service

About the IHS Secure Data Transfer Service

The IHS Office of Information Technology offers the **IHS Secure Data Transfer Service** to securely transfer data, including messages and large files, to recipients inside and outside of the IHS network.

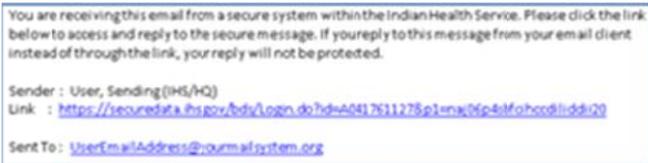
This handout explains how to recognize a secure data transfer package from the IHS and how to complete the one-time registration required to open and retrieve the data. (Note that you can register with this service only when you receive your first secure e-mail from IHS.)

Supported Client Software

The IHS Secure Data Transfer Service supports the use of IE 7+, Firefox 3+, and Safari 3+ web browsers. In order to utilize the Java applet for file upload/download, Java Runtime Edition (JRE) 6 Update 24 or higher is required.

Recognizing an IHS Secure Data Package

When an IHS healthcare provider sends you a package through the Secure Data Transfer Service, you will receive an e-mail notification message like the following:



Click the link 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 like the following:

Like the registration for many secure business sites (e.g., banks, credit cards, etc.), the registration process asks you to create a password and a password reset security question. Fill in the requested 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:



It 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:

Please note that your account will expire after 90 days of system inactivity, and you will be required to reregister should you need to use the IHS Secure Data Transfer Service again.

Viewing a Secure Data Package

After you complete registration and activation, you can now log in to the service using the sign-in screen like the one above and access your messages under the **View your Deliveries** section.



When you click **Received**, the system displays the content of your secure data package.

For More Information, go to:

- <http://www.biscomdeliveryserver.com/>