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:

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:

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:

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:

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.