

## Sending a Secure Delivery from the IHS Secure Data Transfer Service

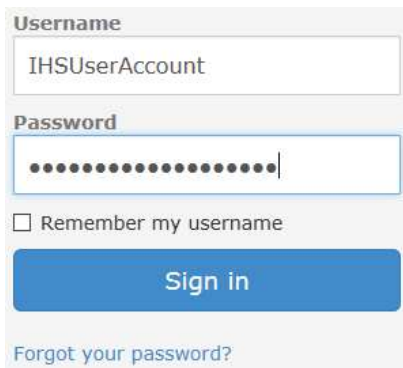
### About the IHS Secure Data Transfer Service

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 in a Web application. Recipients outside the IHS complete a simple on-time registration process to access the delivery they receive. The PDF document, **Accessing the IHS Secure Data Transfer Service**, explains the registration process, and can be utilized by all non-IHS recipients to whom you need to send encrypted e-mail or large files.

### Sending Secure Data

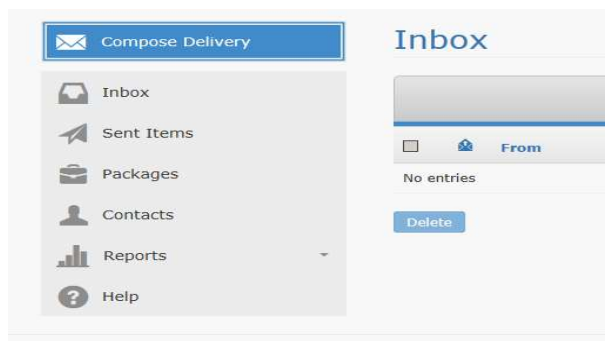
All IHS users can use the Secure Data Transfer Service. To send a secure data package, do the following:

1. Go to the IHS SDTS website at <https://securedata.ihs.gov>



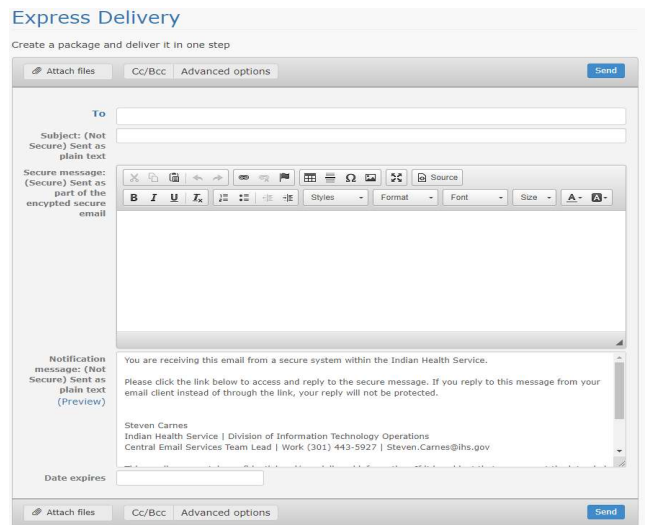
2. Enter your IHS D1 domain username and password, and click **Sign in**.
3. To send a one-time encrypted e-mail, click **Compose Delivery**.

**NOTE:** Use the **Packages** section to send messages/data repeatedly.



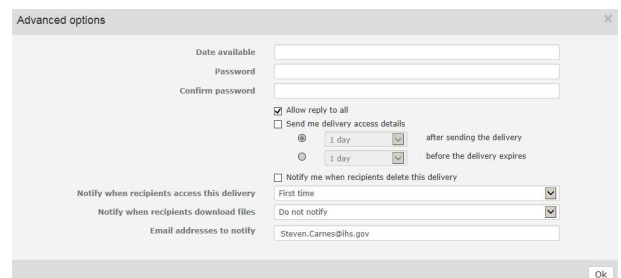
4. Fill out the message details and attach any files you would like to send using the **Attach files** button.

**NOTE: Do not enter sensitive information in any field labeled '(Not Secure)'. This is sent in plain text as part of the notification message to the recipient**



5. Use the **Advanced options** button for other options:
  - a. **Date available:** Lets you specify when the message can first be accessed by the recipient.
  - b. **Password/Confirm password:** Specify a password independent of requiring the user to log in to view a message in order to add another layer of protection.
  - c. **Allow Reply to All:** When selected, the recipients of the delivery can reply to all recipients. When unchecked, recipients can only reply back to you

Other available options control notification options regarding the delivery you are sending.



6. Click **Send** to send the message. If you attached a file, an upload process will begin. You are prompted to optionally save the recipients of the message to your SDTS contacts list.