

How To Install the sFTP Client

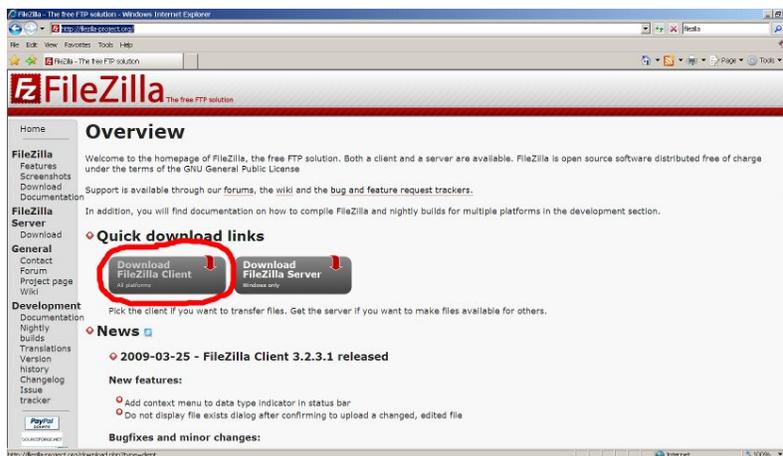
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In this “How To” we will guide you through installing the free sFTP client software and setting it up to connect to Chestnut Health System’s sFTP server. The reason for this change in file submission is to accommodate HIPAA requirements for secure file transmission. You **MUST BE** an administrator to install this program.

1. First, download the free software, Filezilla, from their website. Please visit this link to download the software:

<http://filezilla-project.org/>

2. Click on the link circled to download the software:



3. Click on the link circled to download the setup file:



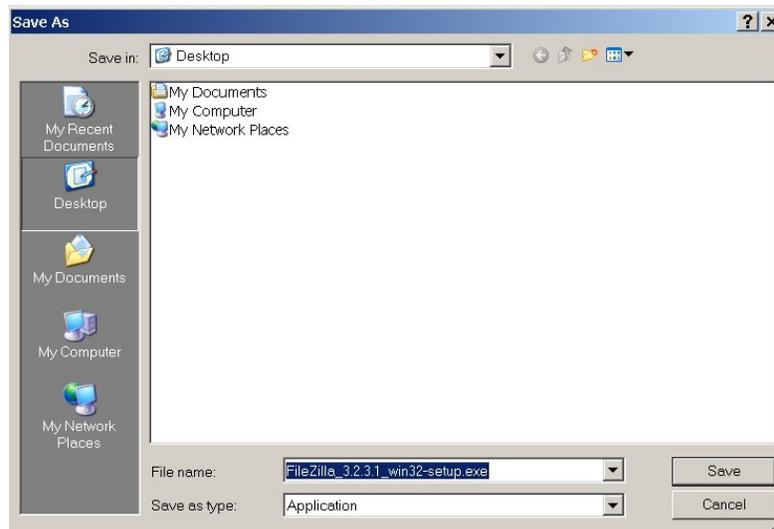
4. A yellow status bar may appear at the top of the next screen. Simply right click on the yellow bar and choose “Download File” as shown below:



5. A box will pop up asking you where you'd like to save this file:

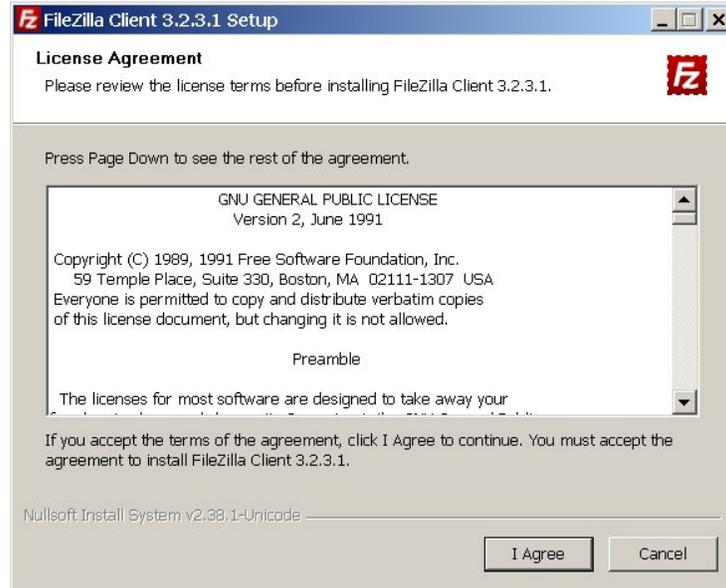


6. Click on the Save button and choose your Desktop:

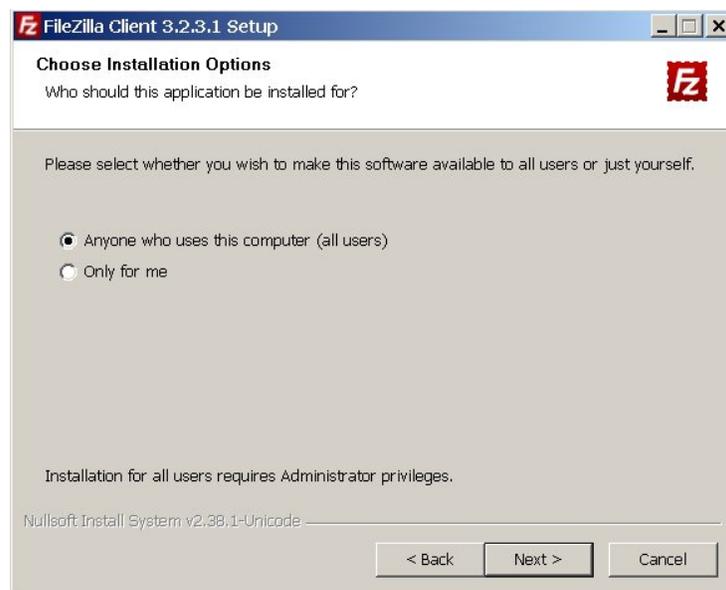


7. Click on the Save button again and the file will download to your desktop.
8. Minimize everything so you're looking at your desktop.
9. Double click the file you downloaded.

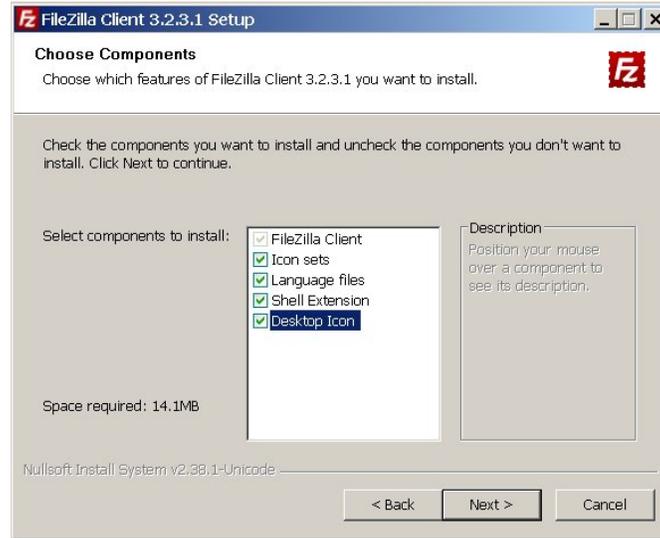
10. Click the “I Agree” button:



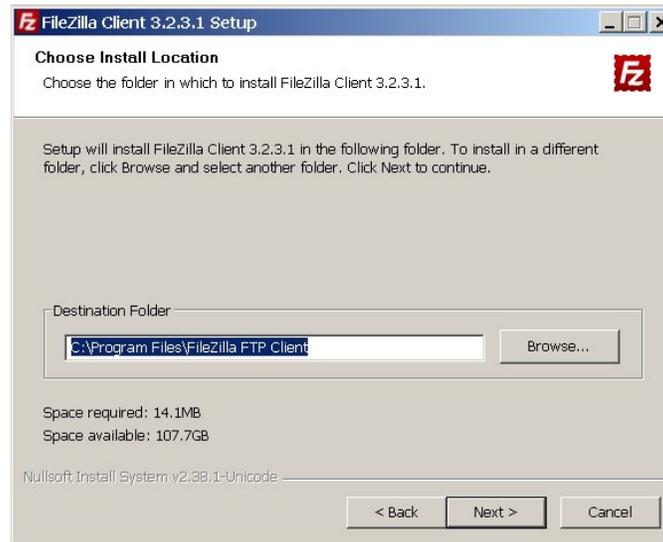
11. Leave the option “Anyone who uses this computer (all users)” selected and click Next:



12. Check the box that says “Desktop Icon” and hit Next:



13. This is the Destination Folder install. Keep the default unless your computer administrator instructs you otherwise. Select the Next button:



14. You will be prompted with the Start Menu name for the application; select Install.

15. The application will install. When the install is done, select the Finish button.

The next How To will show you how to set up the secure connection to Chestnut Health System's secure FTP site.