

Secure File Transfer Instructions

General Information:

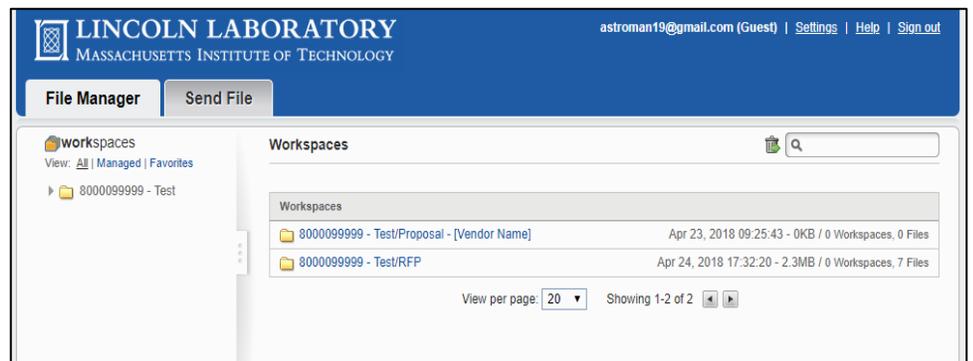
For formally solicited proposals, MIT Lincoln Laboratory now uses [Secure File Transfer](#). Instead of receiving RFPs and submitting proposal via mail, you will use this web portal.



Note: When you log in, the default section is "Send File", click into "File Manager" tab to see the folders described below

The Contract Administrator will invite you to two folders:

1. **RFP:**
Where you download the RFP package
 2. **Proposal – [Vendor Name]:**
Where you submit your company's proposal
- ➔ See **next page** for more information on how to download or upload files



Logging into Secure File Transfer – New User

If you have not previously used this portal*, you will receive an email similar to this image ➔

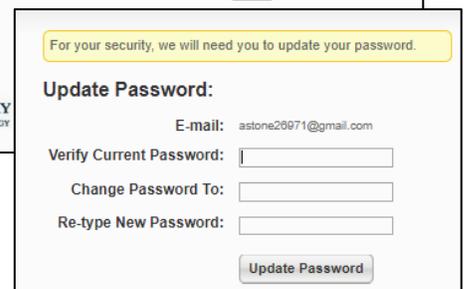
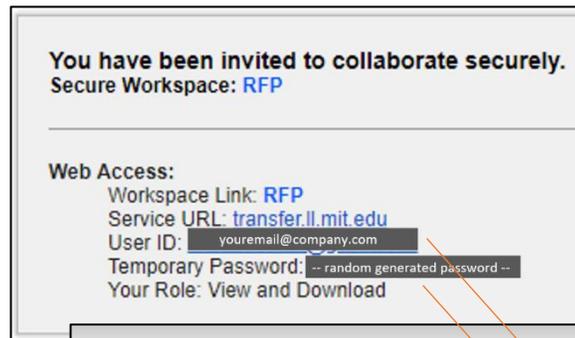
This email will provide you a link to the portal, and your temporary password.

*If you have used this portal, you will receive a similar notification and are can log in with your personal password

Instructions:

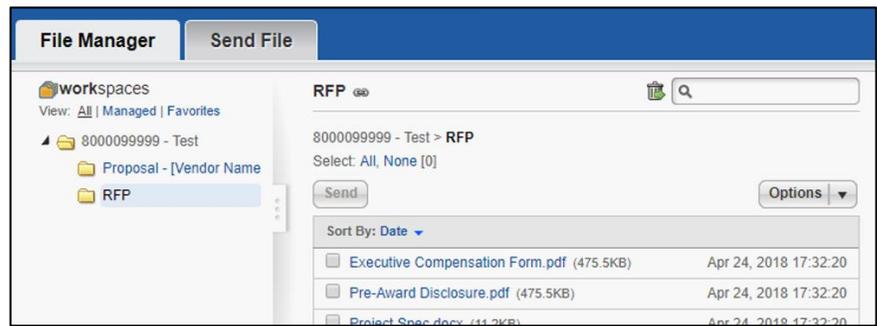
1. Open [Secure File Transfer website](#)
 - a. **E-mail:** your email address
 - b. **Password:** Temporary password
2. The portal will prompt you to update your password.

Note: Remember this password for future use! If you forget, there's always "Forgot password?" link on the log in page



How to Download the RFP Package

1. Log into [Secure File Transfer](#)
2. Click **File Manager** tab
 - a. Default is "Send File" tab
3. Navigate to **RFP** folder
4. Click on each document to download

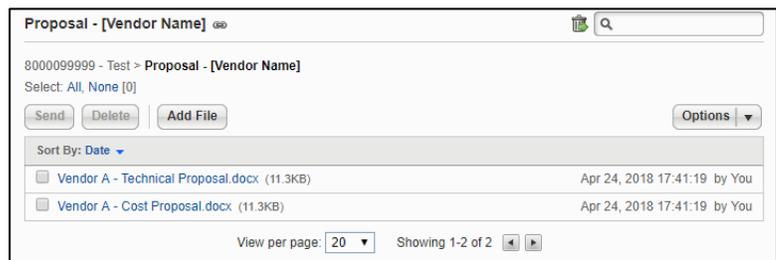
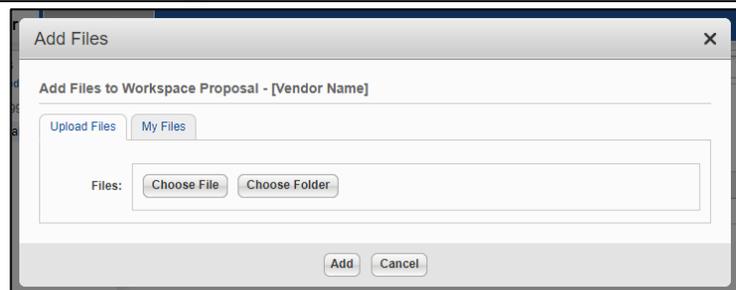
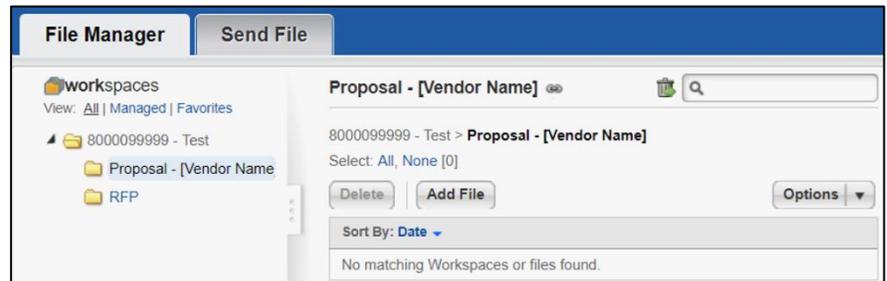


How to Submit a Proposal

1. Log into [Secure File Transfer](#)
2. Click **File Manager** tab
 - a. Default is "Send File" tab
3. Navigate to the **Proposal – [Vendor Name]** folder
4. Click **Add File**
5. Via the **Upload Files** tab, locate your files

Note: You can drag and drop multiple files into this section

6. Click **Add**
7. You should now see your files appear in your Proposal folder:

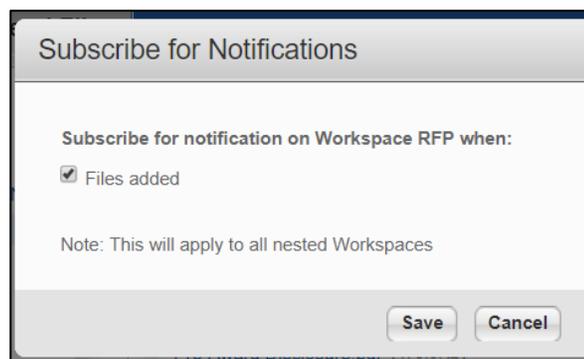


How to Subscribe for Notifications (or confirm you are subscribed)

When setting up the space, the Contract Administrator will set your account so that you receive automatic email notifications for when files are added to the RFP folder.

To confirm that this is true, within the RFP folder, click **Options**. **Subscribe for Notifications**.

If you are subscribed, but not seeing any notifications, check your spam folder for emails from noreply@ll.mit.edu.



How to Add a Coworker to Secure File Transfer

Please email the request to the Contract Administrator.