Secure File Transfer Instructions

General Information:

For formally solicited proposals, MIT Lincoln Laboratory now uses <u>Secure File Transfer</u>. Instead of receiving RFPs and submitting proposal via mail, you will use this web portal.

LINCOLN LABORATORY MASSACHUSETTS INSTITUTE OF TECHNOLOGY				
File Manager	Send File			
intex Inbox Sent Items	Send Save Now Discard			
Compose New	This section! Add Co Add Boo Subject:			

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

The Contract Administrator will invite you to two folders:

1. **RFP**:

Where you download the RFP package

- Proposal [Vendor Name]: Where you submit your company's proposal
- See next page for more information on how to download or upload files

	LABORATORY INSTITUTE OF TECHNOLOGY	astroman19@gmail.com (Guest) <u>Settings</u> <u>Help</u> <u>Sign out</u>
File Manager Se	nd File	
Workspaces	Workspaces	<u>ه</u> (م
P 000099999 - 1651	Workspaces	
	🛅 8000099999 - Test/Proposal - [\	/endor Name] Apr 23, 2018 09:25:43 - 0KB / 0 Workspaces, 0 Files
	🗀 8000099999 - Test/RFP	Apr 24, 2018 17:32:20 - 2.3MB / 0 Workspaces, 7 Files
		View per page: 20 Showing 1-2 of 2

Logging into Secure File Transfer – New User

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

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

File Manager Send File			
Workspaces View: <u>All</u> Managed Favorites	RFP @	٩	
▲ 🔄 8000099999 - Test	8000099999 - 1est > RFP Select: All, None [0]		
RFP	Send	Options 🛛 🔻	
1 () () () () () () () () () (Sort By: Date 👻		
	Executive Compensation Form.pdf (475.5KB)	Apr 24, 2018 17:32:20	
	Pre-Award Disclosure.pdf (475.5KB)	Apr 24, 2018 17:32:20	
	Project Specidocy (11.2KB)	Apr 24, 2018 17:32:20	

Proposal - [Vendor Name]

Select: All, None [0]

Sort By: Date -

Add Files to Workspace Proposal - [Vendor Name]

Choose File Choose Folder

Delete Add File

8000099999 - Test > Proposal - [Vendor Name]

No matching Workspaces or files found.

Add Cancel

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Apr 24, 2018 17:41:19 by You

Apr 24, 2018 17:41:19 by You

Send File

File Manager

workspaces

View: All | Managed | Favorites

Proposal - [Vendor Name]

Add Files

Upload Files My Files

Files:

Proposal - [Vendor Name] @

Send Delete Add File

Select: All, None [0]

Sort By: Date -

8000099999 - Test > Proposal - [Vendor Name]

Vendor A - Technical Proposal.docx (11.3KB)

Vendor A - Cost Proposal.docx (11.3KB)

🔺 😋 8000099999 - Test

C RFP

How to Submit a Proposal

- 1. Log into Secure File Transfer
- Click File Manager tab

 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.