

---

Securities and Exchange Commission  
Office of Information Technology

---



# **SEC External Guide for Using kiteworks Secure File Transfer**

The Securities and Exchange Commission  
National Exam Program Washington, D.C.

## What is Kiteworks?

Kiteworks is a secure file transfer tool that enables you to send and receive encrypted information to/from SEC staff members using a special electronic mailbox. There is no file size limit, and you can send up to 100 files simultaneously. The functionality covered in this guide is:

- [Accepting an Invitation to Register for a Secure File Transfer Account](#): How to register for an account so that you can send and receive information securely with the SEC for a period of time (weeks or months).
- [System Access](#): How to access and log into the system.
- [Receiving Files](#): How to receive files from SEC personnel.
- [Sending a File\(s\)](#): How to send email to SEC personnel with file attachments.

## Accepting an Invitation to Register for a Secure File Transfer Account

An SEC employee may send you an email from a Kiteworks account. You will be prompted to view the message in Kiteworks. You will need to create an account, and by default you will be configured as a Restricted user. The account will enable you to send and receive information securely for 120 days to that SEC staff member.

When an email has been sent to you, click on the View on Kiteworks button.

You have received a **message** from `email@address.com`.

[View on kiteworks](#)

*Secured by* **Accellion**

# Secure File Transfer

Sign in

Username or email

Next

New user? [Create account](#)

[Getting Started?](#)

Secured by 

By using this site, you are agreeing to security monitoring and auditing. For security purposes, and to ensure that the public service remains available to users, this government computer system employs programs to monitor network traffic to identify unauthorized attempts to upload or change information or to otherwise cause damage, including attempts to deny service to users.

Unauthorized attempts to upload information and/or change information on any portion of this site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996 (see Title 18 U.S.C. §§ 1001 and 1030).

Create your password.

# Secure File Transfer

Set password

email@address.com

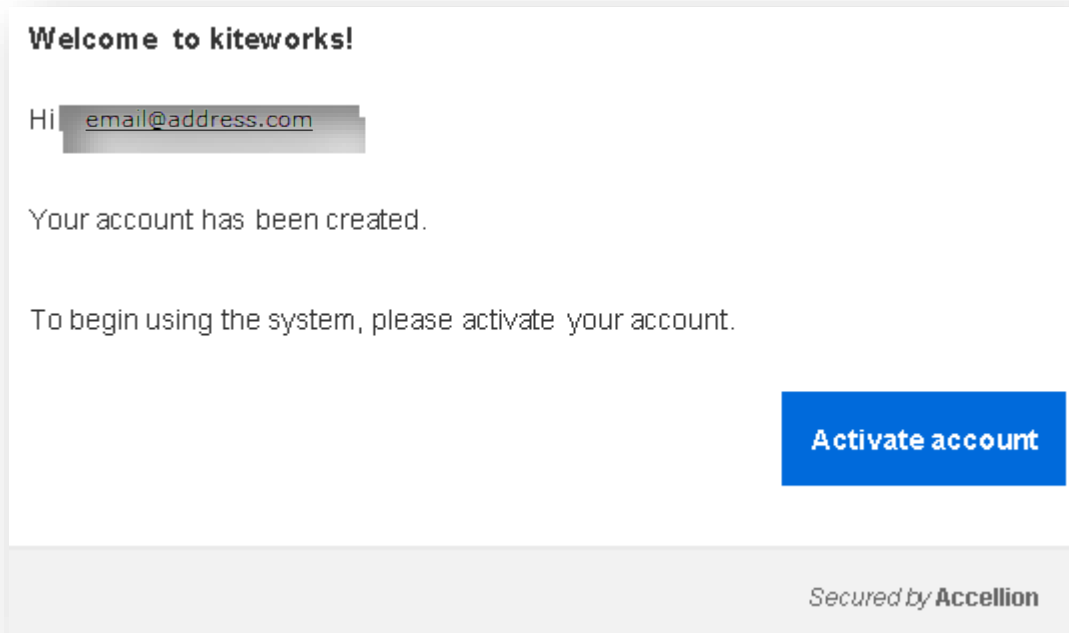
New password

Confirm new password

- 1 number(s)
- 1 lowercase character(s)
- 1 uppercase character(s)
- 1 special character(s)
- 12 character(s) minimum

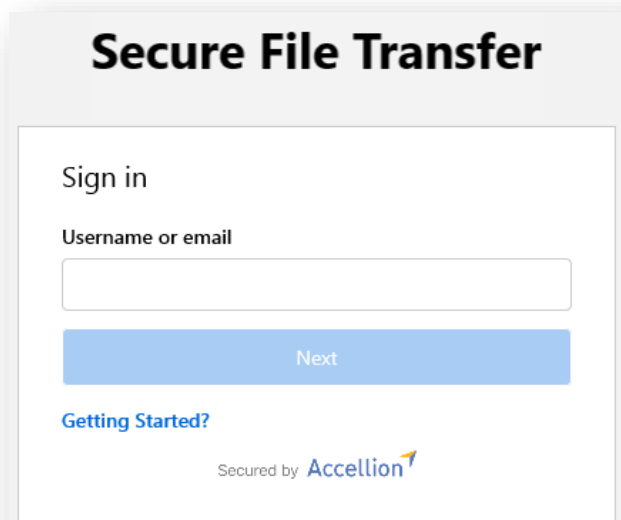
Set password

You will receive an email. Select Activate Account.



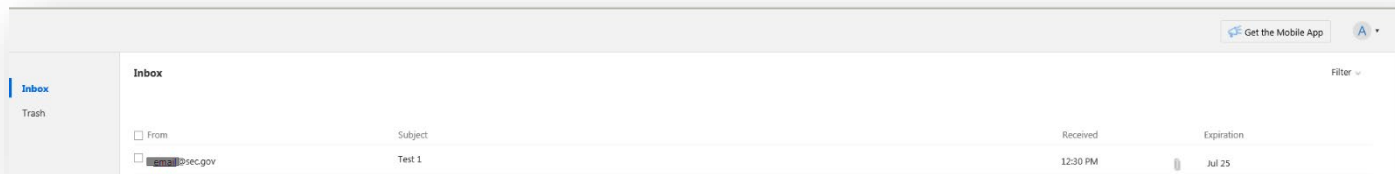
## System Access

The **User Login** screen appears. Type in your **Password** and click **Sign In**.



We suggest that you save the url for Kiteworks to your Favorites

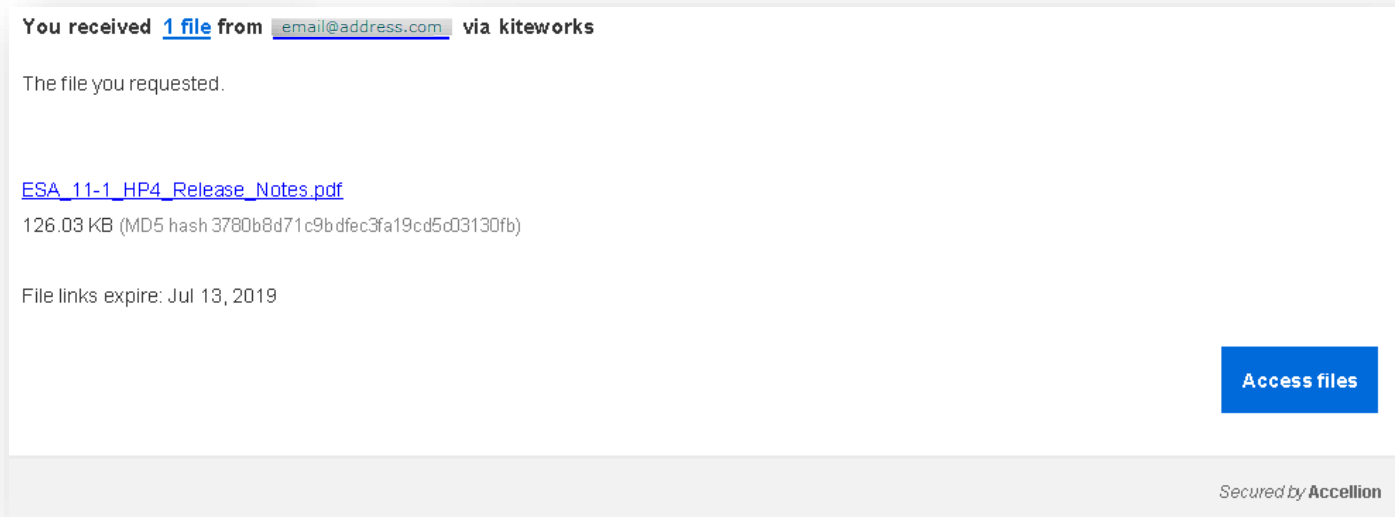
The Inbox is now displayed.



## Receiving Files

When an SEC staff member sends you an email with a file, you will be notified that you have files ready to be downloaded. You can start the download by clicking on the **Attachment** link within the email. You will be asked to authenticate.


*Note: You will have 30 days after receipt of the message to download the files before they are removed from your Kiteworks mailbox.*



You can click the file URL to view within a web browser, or you can click the Download button to download to your designated secure file repository. You may also click the top box to select all files, and then select Download for all files.

The file you requested.

**1 Attachments**  
 Download link expires on Jul 13, 2019 [Download](#)

<input type="checkbox"/>	Name	Size	Digital Fingerprint
<input type="checkbox"/>	 ESA_11-1_HP4_Release_Notes.pdf	126.0 KB	3780b8d71c9bdfec3fa19cd5c03130fb

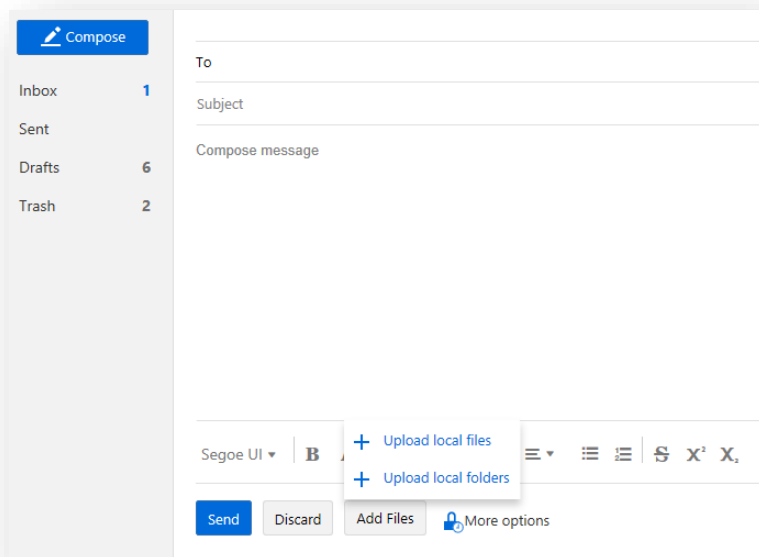
### Sending a File

You have the option to reply to the message sent to you, or you can select the Compose button. In the **To** field, enter the email address(es) for each Kiteworks mail recipient. Separate each email address with a comma or semi-colon.

If you have previously sent mail to an email address, you can use the **auto complete** feature to select from a drop-down list of names that match your email address.

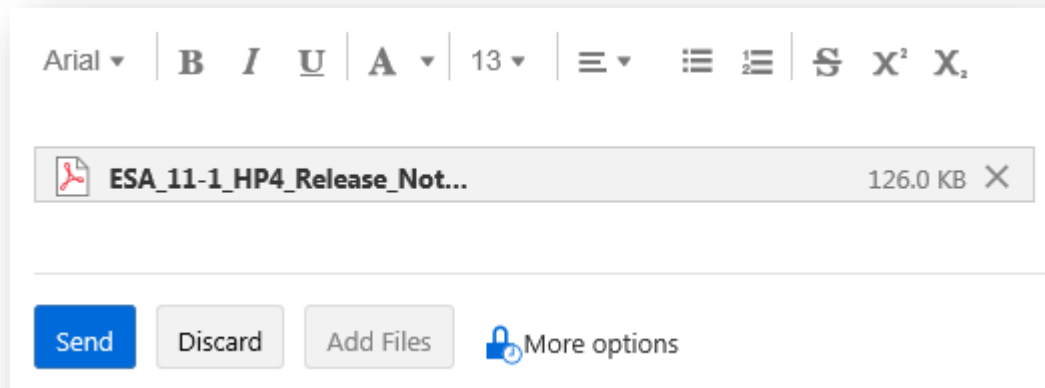
Click on **Add Cc** or **Add Bcc** in the upper right hand corner to add additional mail recipients, and then enter a **Subject** for your message.

Click on Add Files, and select Upload Local Files or Upload Local Folders. There is no size limit on files. There is a 300 MB limit per folder upload.

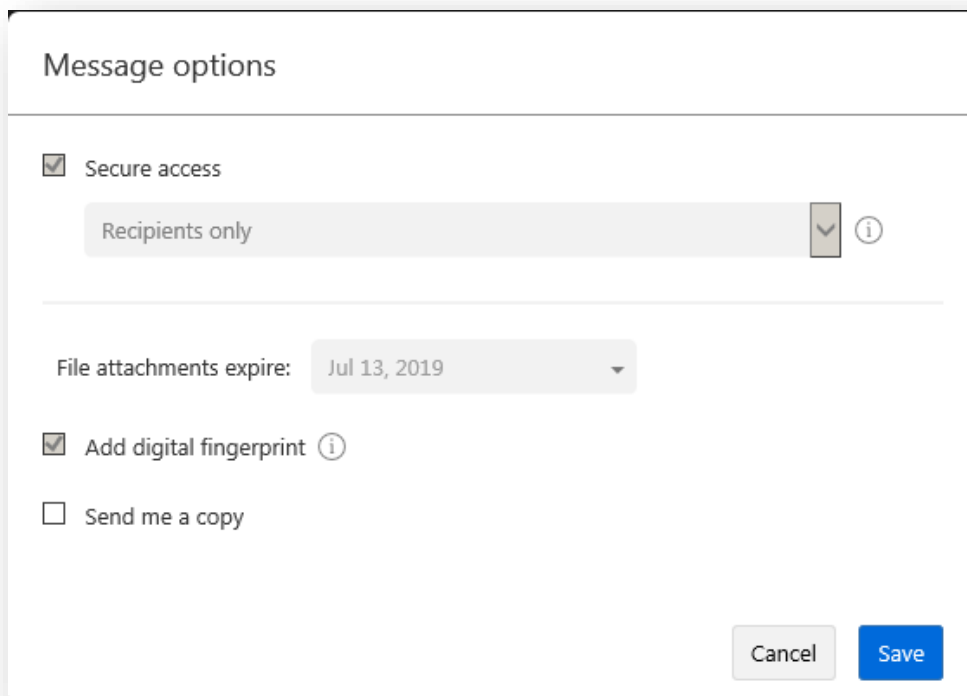


The screenshot shows the email composition window. On the left is a sidebar with folders: Compose, Inbox (1), Sent, Drafts (6), and Trash (2). The main area has fields for To, Subject, and a body area with the text 'Compose message'. At the bottom, there is a toolbar with buttons for Send, Discard, Add Files, and More options. The 'Add Files' button is open, showing a sub-menu with 'Upload local files' and 'Upload local folders'. The toolbar also includes a font face dropdown (Segoe UI), a bold button (B), and various text formatting icons.

Browse to the file(s) or folder(s) you would like to upload.



If you would like to receive a copy of the message, select **More options**, and click in the **Send me a Copy** checkbox.



Click **Send** once the message has been composed and the attachment, or attachments, are uploaded.

If you placed a checkmark in the **Send Me a Copy** box, you will receive a copy of the message.

If you delete a sent message, it will not delete the message for the recipient.

## **Logging Out**

Click on the **Logout** tab to exit Kiteworks.

## **Do You Need Help?**

If you need assistance using Kiteworks, contact your SEC POC.