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 SEC staff members using a special electronic mailbox. There is a 100 GB total size limit, and you can send up to 100 files simultaneously. The functionality covered in this guide is:

- Setting up a KiteWorks Account:
  - How to register for an account so that you can send and receive information securely with the SEC
- System Access:
  - How to access and log into the system
- Multi Factor Authentication
  - Multi-factor authentication -- also known as two-step or two-factor authentication -- provides an extra layer of security by requiring a second method of verifying your identity before granting access. It ensures that the device you are using is your own
- Receiving Files:
  - How to receive files from SEC personnel
- Sending a File(s):
  - How to send email to SEC personnel with file attachments

Setting up a KiteWorks Account:

An SEC Employee must first send an email or file transfer from their SEC Kiteworks account to your personal email account. You will be prompted to access 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.
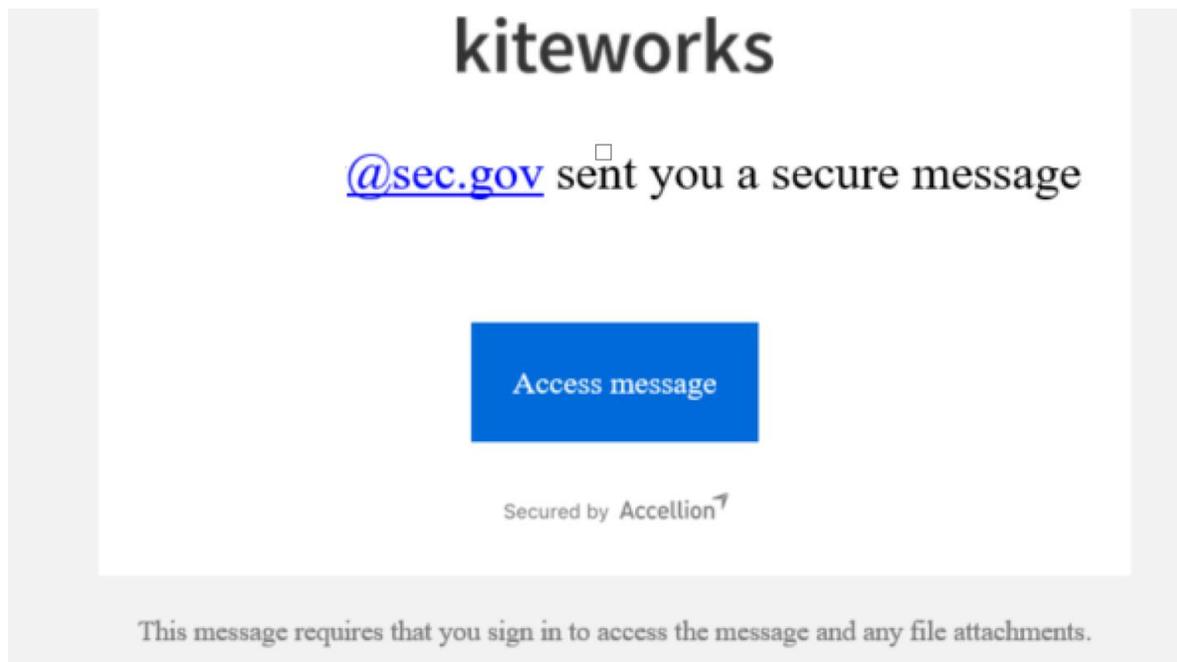
Note: You must enter the same email address that you originally received the invite from.

Secure File Transfer

Sign in

Username or email

[   ]

[Next]

New user? **Create account**

Getting Started?

Secured by **Accellion**

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).

Secure File Transfer

Create account
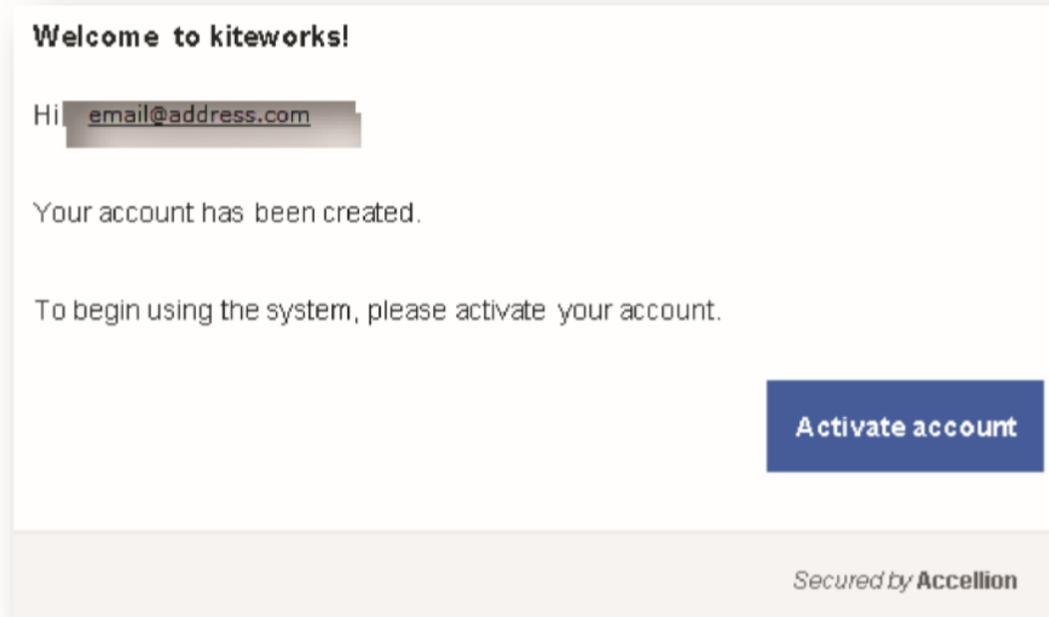
Already a kiteworks user? **Sign in**

Email

Password

•••••••••••• ✓

Confirm Password

•••••••••• ✓

- ✅ 1 number
- ✅ 1 uppercase character
- ✅ 1 special character
- ✅ 12 characters minimum

Create account

You will receive an email. Click on Activate Account

Welcome to kiteworks!

Hi email@address.com

Your account has been created.

To begin using the system, please activate your account.

Activate account

Secured by **Accellion**

Type in your User ID & Password:

System Access

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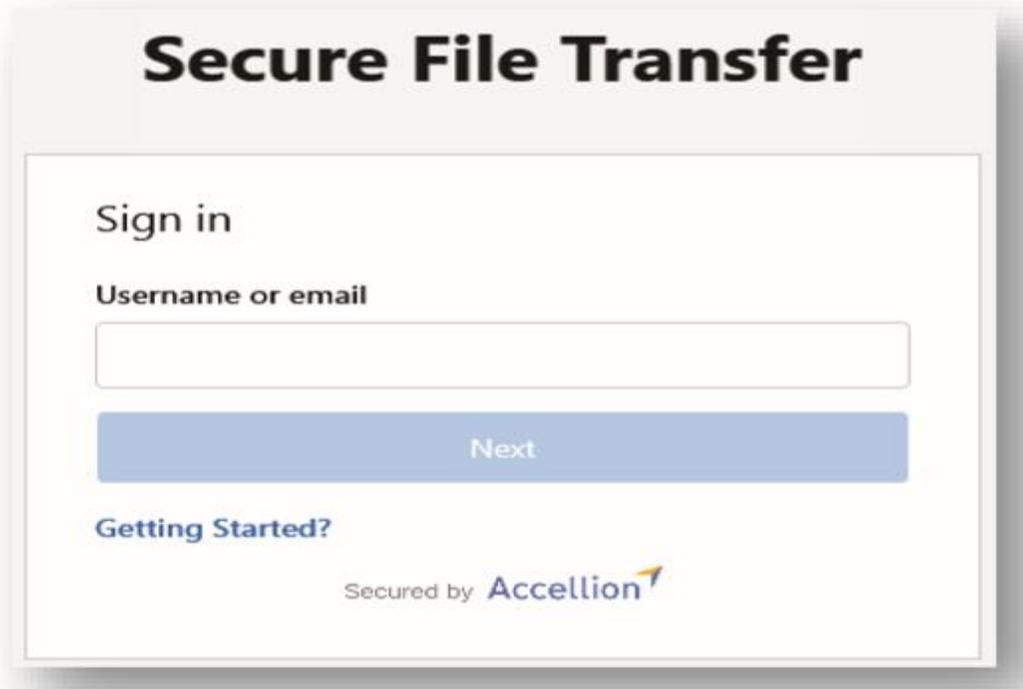
Secure File Transfer

Sign in

Username or email

[   ]

[Next]

Getting Started?

Secured by **Accellion**

You will be prompted with a Two Factor authentication box.

Check your email account for an 8 digit passcode & enter the numbers

Note: The OTP (One-time Passcode) expires in 5 minutes

Secure File Transfer

Two factor authentication
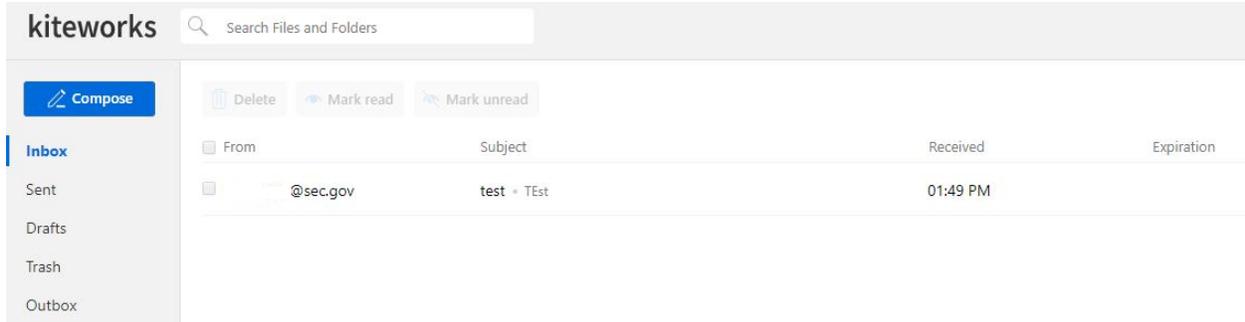
A message with a passcode was sent to your email.

Passcode

☐ Remember this device

Sign in

Didn't get the passcode? **Resend**

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.

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.

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

The file you requested.

1 Attachments
Download link expires on Jul 13, 2019   ↓ Download

	Name	Size	Digital Fingerprint
☐	📄 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.

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 100 GB limit per folder upload.
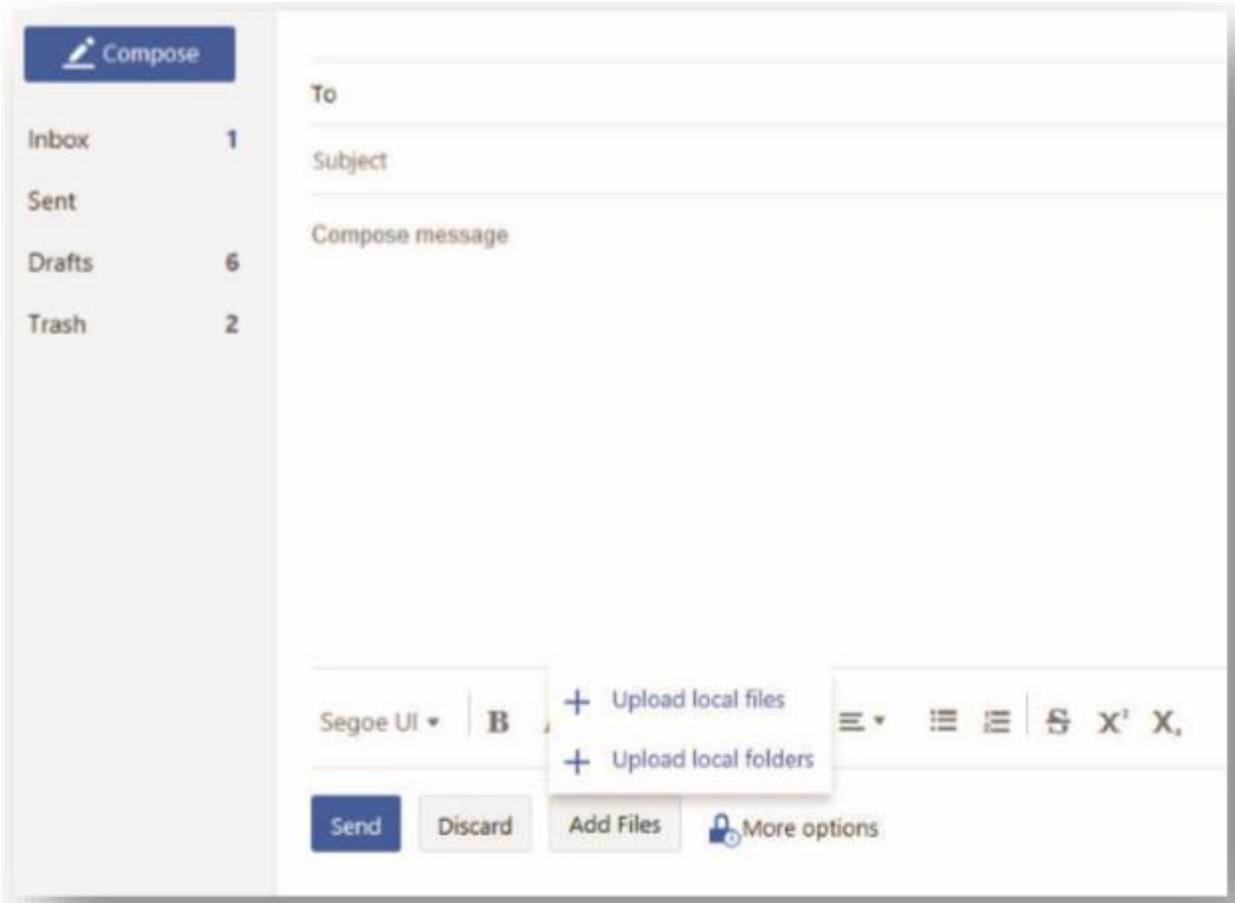
Browse to the file(s) or folder(s) you would like to upload.

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