

# **Secure File Transfer**

## **Instructions**

**Data Management and Analysis Team**

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## To Download

1. Go to our [Globalscape](#) file transfer site
2. Enter your username and password.

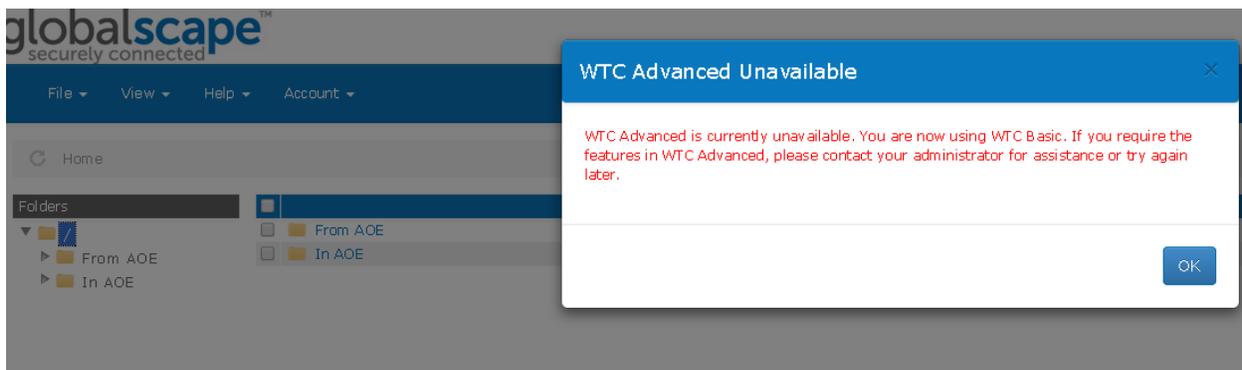


Log In

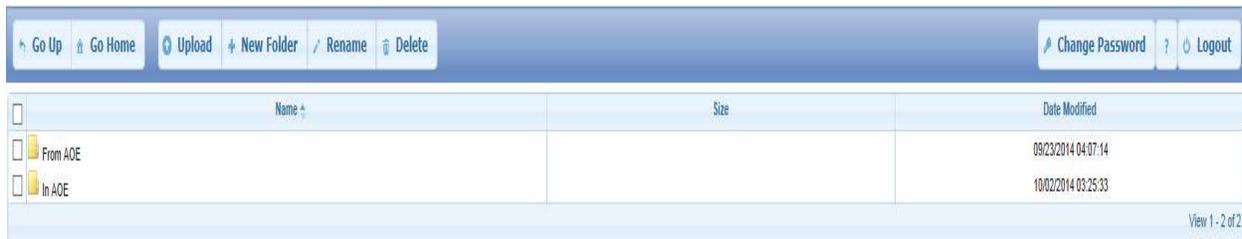
Username:  [Forgot Username](#)

Password:  [Forgot Password](#)

Use Java™ enabled version



3. Folders will appear containing files for download. Double click into the From AOE folder.



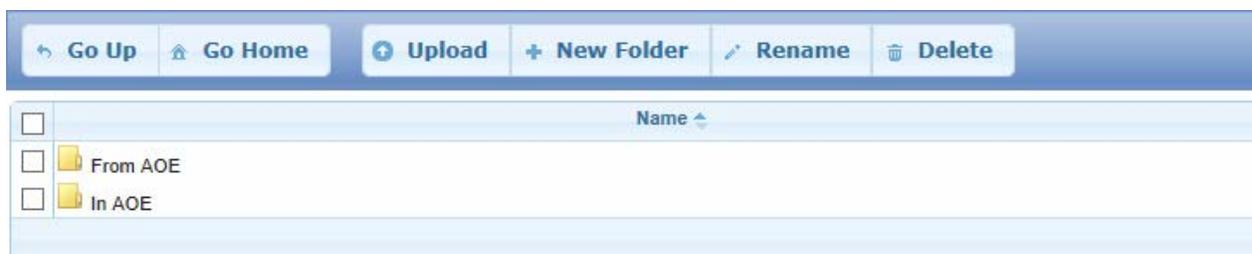
4. Select your file for download and double click to download your file. At the bottom of the screen, it may prompt you to “Run” or “Save” the program either option is fine but “Run” is preferable.



5. You will be prompted to unzip your database.

## To Upload

1. Go to our [Globalscape](#) file transfer site
2. Enter your username and password.
3. Select the upload button.

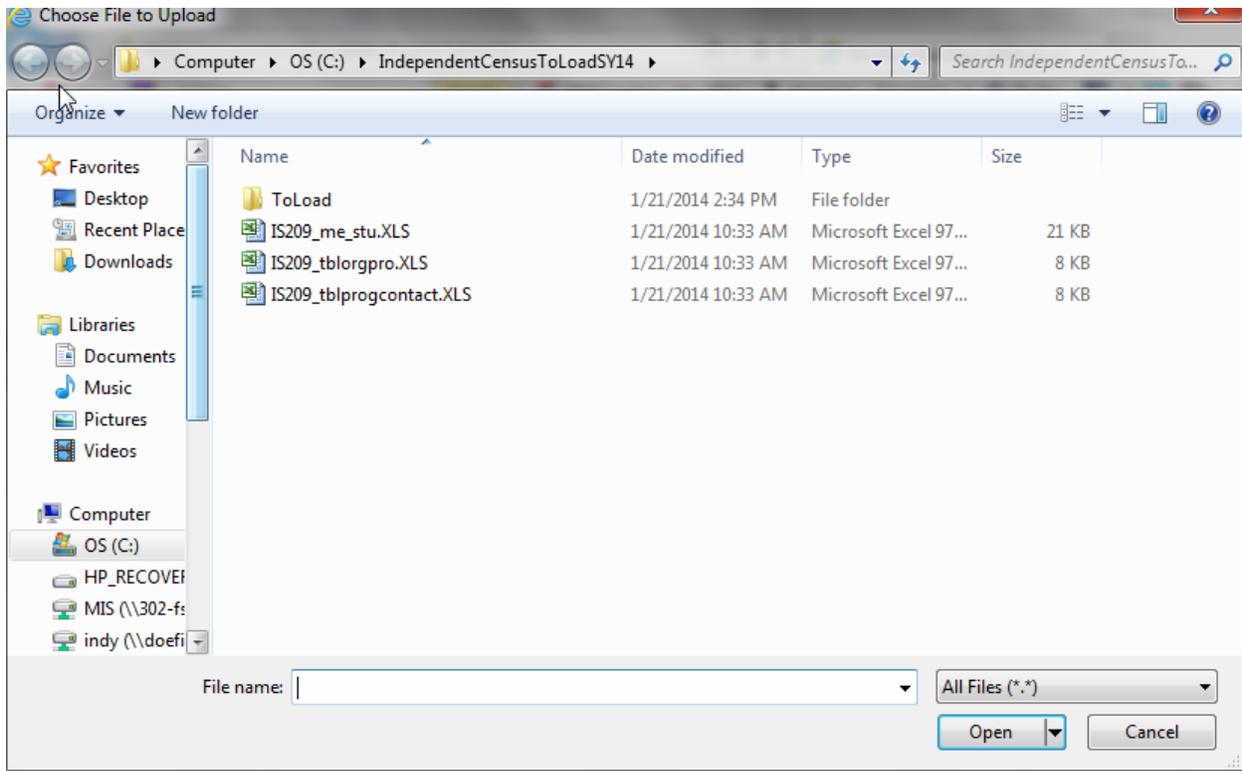


4. Double click into the To AOE folder.

5. Click browse



6. Select your file. Please note you will have to upload each file individually.



7. Select your file and click “Open”. Click “Upload” and repeat for the remaining files.

