



INFRASTRUCTURE

KPMG Secure File Transfer – User Guide

AUDIT / TAX / ADVISORY

KPMG Secure File Transfer - User Guide

- Receiving files from KPMG
 - You receive a mail with a download link.
 - Click on the file link. Your web browser will launch.
 - Log in using your email address and password.
 - To download the file(s), click on the download link. To download multiple files at the same time, click on the download applet.
 - Save the file to your computer or a network location.
- Sending files to KPMG
 - Open a web browser and go to <https://sft.kpmg.se>
 - Log in using your email address and password.
 - You are now at the **Send File** screen
 - Enter the recipient **email address**, you can only send files to addresses that ends with @kpmg.se
 - Enter the **subject**
 - Click **Choose file** to attach a file, stored on your computer or on the network
 - If you want to a folder or multiple files then click **Folder/Large File Applet**.
- And...
 - If you need to enhance end-to-end security even further you can encrypt the files with WinZip™ before uploading, and communicate the password to your KPMG contact through another method than mail.
 - If you have any questions, please contact sft@kpmg.se.

