

INFRASTRUCTURE

KPMG Secure File Transfer – User Guide

AUDIT / TAX / ADVISORY

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KPMG Secure File Transfer - User Guide

• What is KPMG Secure File Transfer?

KPMG SFT is designed to facilitate the data transfers between KPMG Engagement Teams and Clients. It can send folders and files up to 20GB in size. It automatically sends download receipts to the sender.

- Creating an account after receiving a mail with a download link
 - In the file download mail, click on the link to open the KPMG SFT account creation page.
 - Enter your email address on the KPMG SFT web page. Click Submit. This will create a verification mail.
 - Copy the verification code from the mail into the KPMG SFT page. Click Register.
 - Choose your new KPMG SFT password and enter it twice. Click Register.
 - Now you have a limited KPMG SFT account to receive files but not send files.
 - You can now proceed to download the file.
- Creating an account after receiving an invitation mail
 - In the invitation mail, click on the link to open the KPMG SFT account creation page.
 - Choose your new KPMG SFT password and enter it twice. Click Register.
 - Now you have a KPMG SFT account. You can now send/receive files to/from KPMG.

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- 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 <u>https://sft.kpmg.se</u>
 - 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 <u>sft@kpmg.se</u>.

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