



KPMG Secure File Transfer

User manual

2017-05-12

KPMG Secure File Transfer

KPMG in Sweden supplies a service for secure file transfer between KPMG and clients.

- The service is hosted in KPMG:s data center in Sweden.
- You can use any web browser but please observe that **Upload Folder** doesn't work with Internet Explorer.
- Files will automatically be deleted after 14 days.
- Client accounts automatically expire after 60 days of inactivity.

If you need more help or information, please get in touch with your contact at KPMG.



Quick guide

Transfer files from KPMG

- Log in at <https://ksft.kpmg.se>
- Always start by creating a folder, click on **New Folder**.
 - Select the folder and click on **Share Folder**.
 - Type in the e-mail address to the recipient (they receive log in instructions via e-mail).
 - Click on Notifications if you want to change.
 - Click on **Share**.

Upload files or folders

- Open the folder you wish to upload files to
- Click on **File Upload** or use **Drag & Drop**

Receive files or transfer files to KPMG

- You have already received an e-mail from KPMG with a log on link.
- The first time you log on you have to verify your account. Follow the instructions.

Download files

- When you are logged in you can see the folder you have access to. Open.
- Click on the file you want to download.
- You can also mark several files and click on **Download Files**.

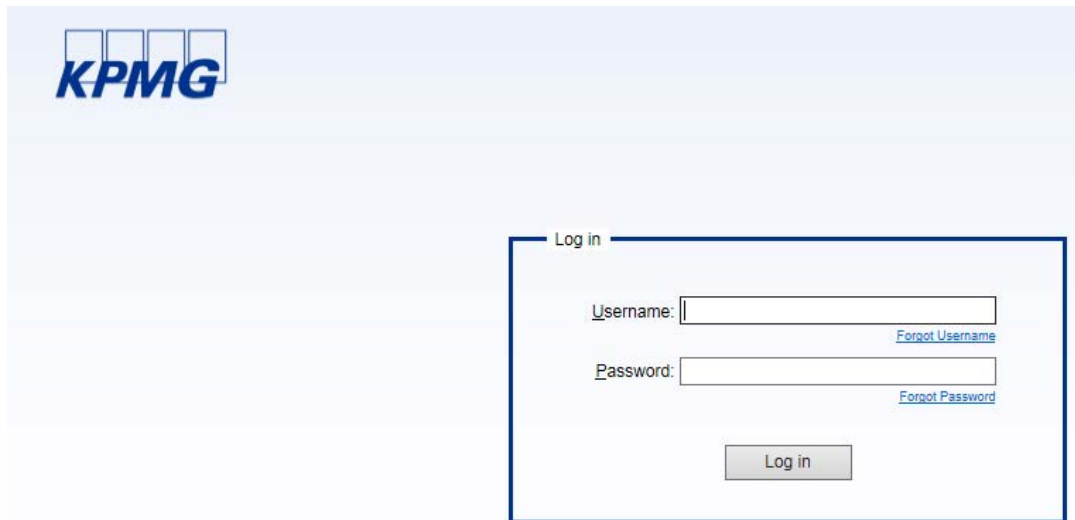
Upload files or folders

- Open the folder you wish to upload files to
- Click on **File Upload** or use **Drag & Drop**

Logging in

Log on at <https://ksft.kpmg.se>

- KPMG Sweden users log on using their Windows login.
- External users log on with their e-mail address and the password chosen while verifying the account.
 - Passwords must be at least 8 characters long and contain numbers, upper-case and lower-case letters.



The screenshot shows the KPMG logo in the top left corner. Below it, there is a light blue header bar. In the center-right of the page, there is a white box with a blue border titled "Log in". Inside this box, there are two input fields: "Username:" and "Password:". To the right of the "Username:" field is a blue link labeled "Forgot Username". To the right of the "Password:" field is a blue link labeled "Forgot Password". Below the input fields is a grey button labeled "Log in".

Create folder to transfer files

Drop items here to upload

New Folder

Cancel OK

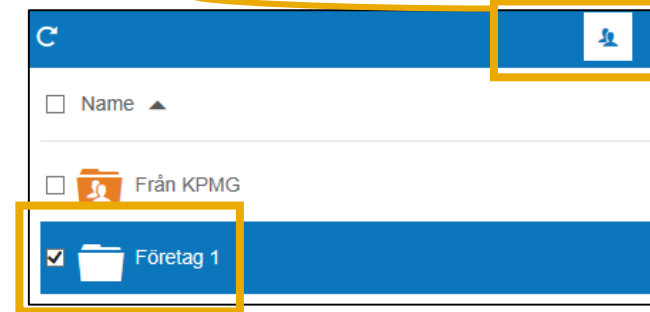
Always start by creating a folder. This is a prerequisite for file transfer.

Click on **New Folder**.
Observe that only KPMG users can create and share folders.

Share folders and invite users

Open or select the folder and click on **Share Folder**

- Type in one or several e-mail addresses.
- Click **Notifications**.
 - Please observe that names of folders and files are visible in the notification email.
 - *Immediately* = one notification email for each up/downloaded file.
 - *Daily* = one notification email per day containing all events.
- Click **Expiration**.
 - Preset date is one year.
 - After this date the share expires and members are removed.
 - The folder is not removed and can be shared again.
 - Please observe that the files are automatically deleted after 14 days.
- Then click on **Share**.
 - An e-mail is sent to users with instructions on how to log in.



Share "Företag 1" with:

Enter email addresses separated by a comma, space or semicolon

Make this workspace private

Assign Permissions:

<input checked="" type="checkbox"/> Upload	<input checked="" type="checkbox"/> Rename
<input checked="" type="checkbox"/> Download	<input checked="" type="checkbox"/> Delete

Comment:

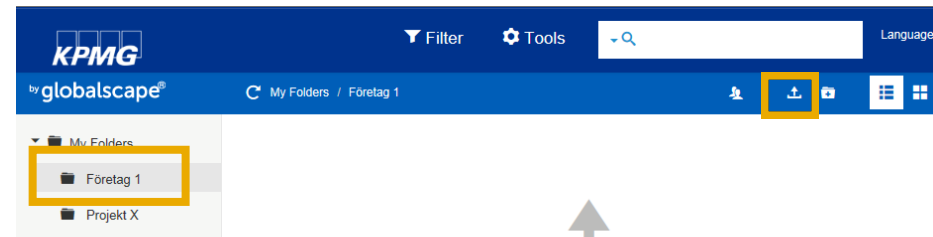
Notifications:

Expiration:

Upload or download files

KPMG user

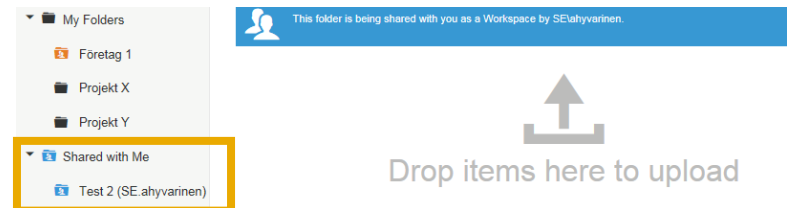
- Open the **folder**
- Upload files by clicking on **Upload.**
- Upload folders with drag & drop, or click on Upload Folder (You can't upload folders in Internet Explorer)
- Download by selecting file/folder and click on Download.



Drop items here to upload

External users

- First open the shared folder in **Shared with Me**, then upload and download as above.
- **Please observe, you can't upload files or folders to My Folders**

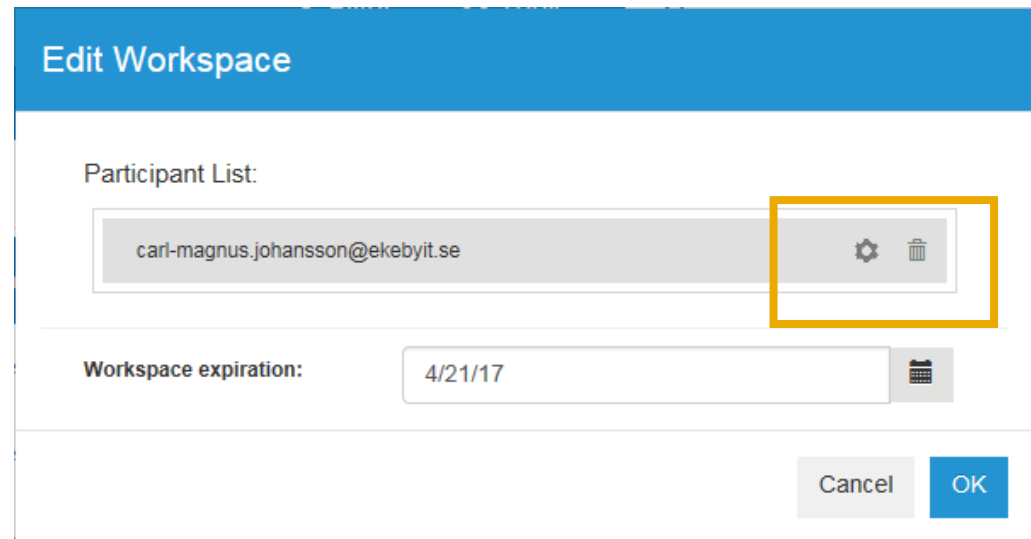


Manage users

Open or select the folder and click on **Edit workspace**

You can

- Send a new invitation to users by e-mail
- Change properties
- Delete users
- Change Workspace expiration





kpmg.com/socialmedia



kpmg.com/app

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