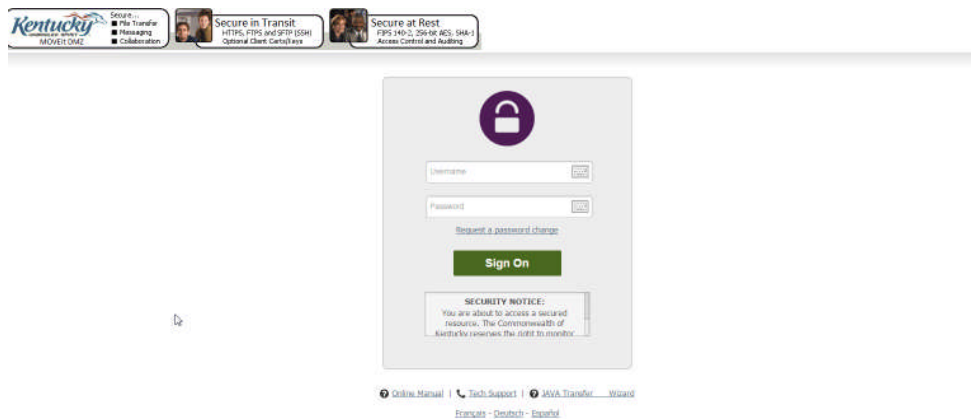


Commonwealth of Kentucky

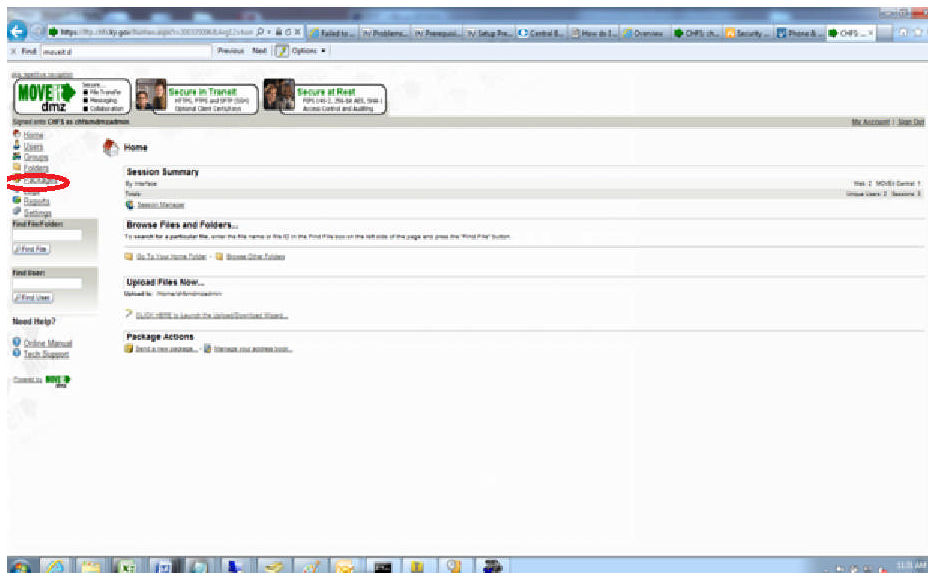
External Recipient MOVEit Secure Transfer Instructions

You have been granted access to the Commonwealth's MOVEit file transfer system; including the ability to transfer files securely. This is a brief document detailing how to receive and reply to secure messages within the MOVEit System.

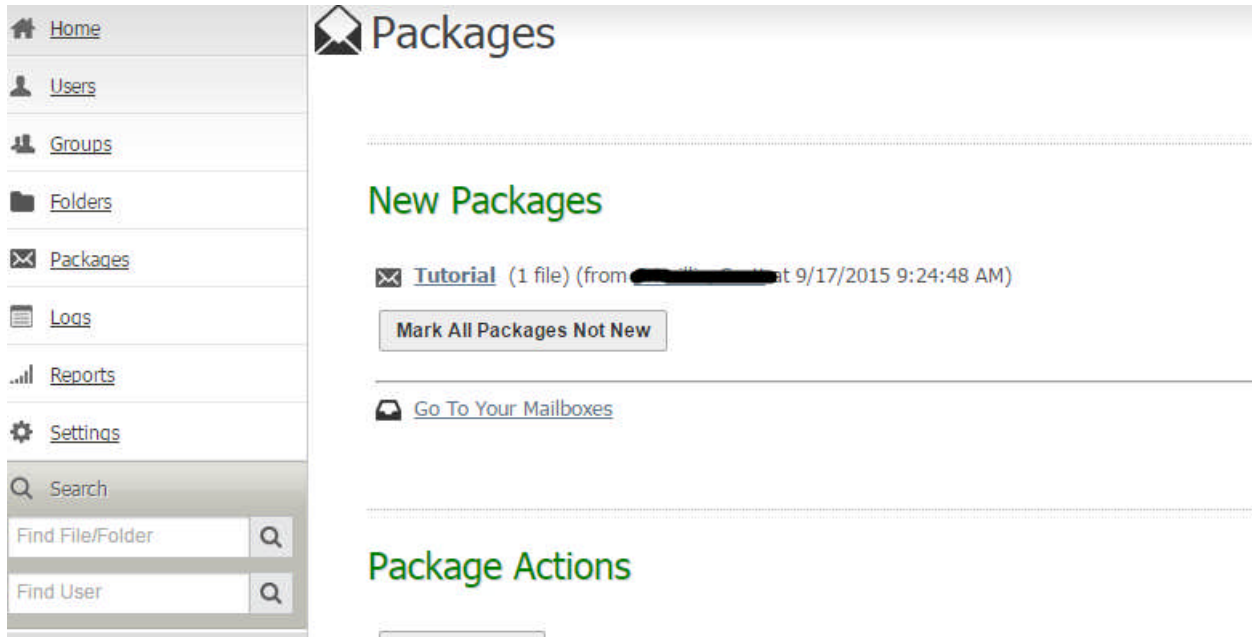
- When someone from the Commonwealth of Kentucky sends you a secure message, via the Commonwealth MOVEit System, you will receive an email, from the sender, in your typical email inbox (Outlook, Gmail, Etc.).
- Within this email you will find a link to your secure message. Within the email will be your login credentials and a temporary password. Simply click (Or copy and paste to your Internet browser) to log into the system where you will be prompted to enter the supplied credentials.
- One you enter your credentials for the first time, you will be prompted to change your password to something only you know. In addition, once your account has been created, you may also log in directly to the MOVEit system from your Internet browser by going to <https://ftp.ky.gov>



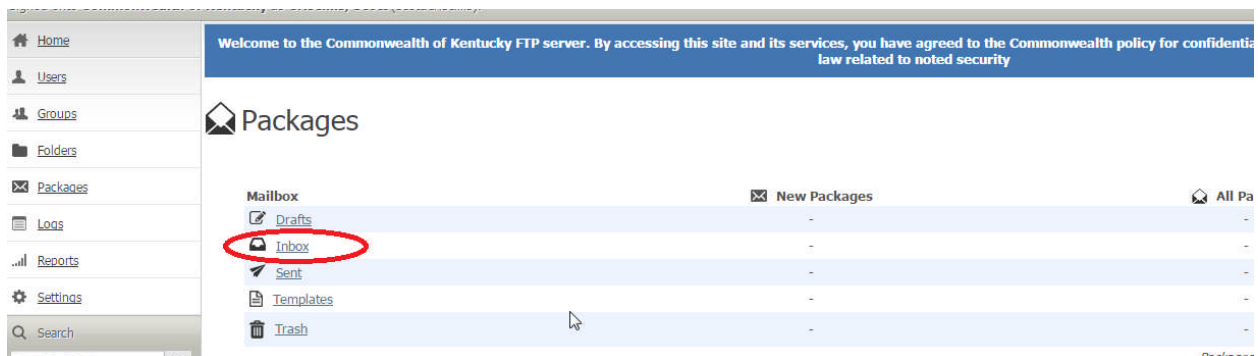
- Once logged in you will go directly to your message (if opened from the emailed link) or you'll see packages on the left side menu (if logging in directly from your Internet Browser) – select this.



- Once on the packages screen, you'll see any new messages you may have received. Simply click the message to review.

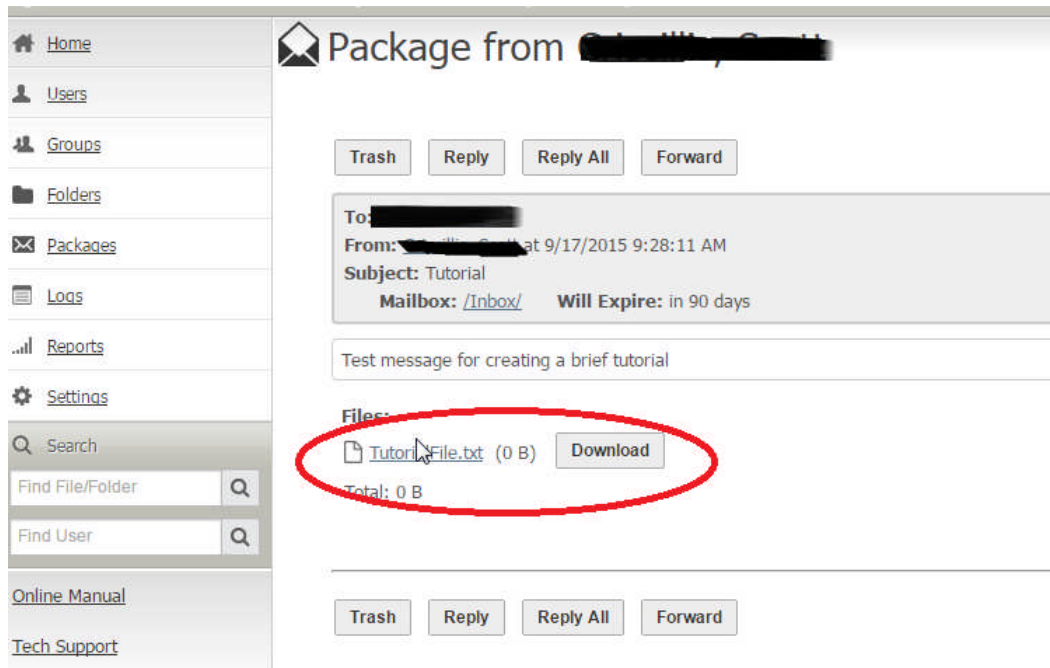


- If there are no new messages, simply select "Inbox"

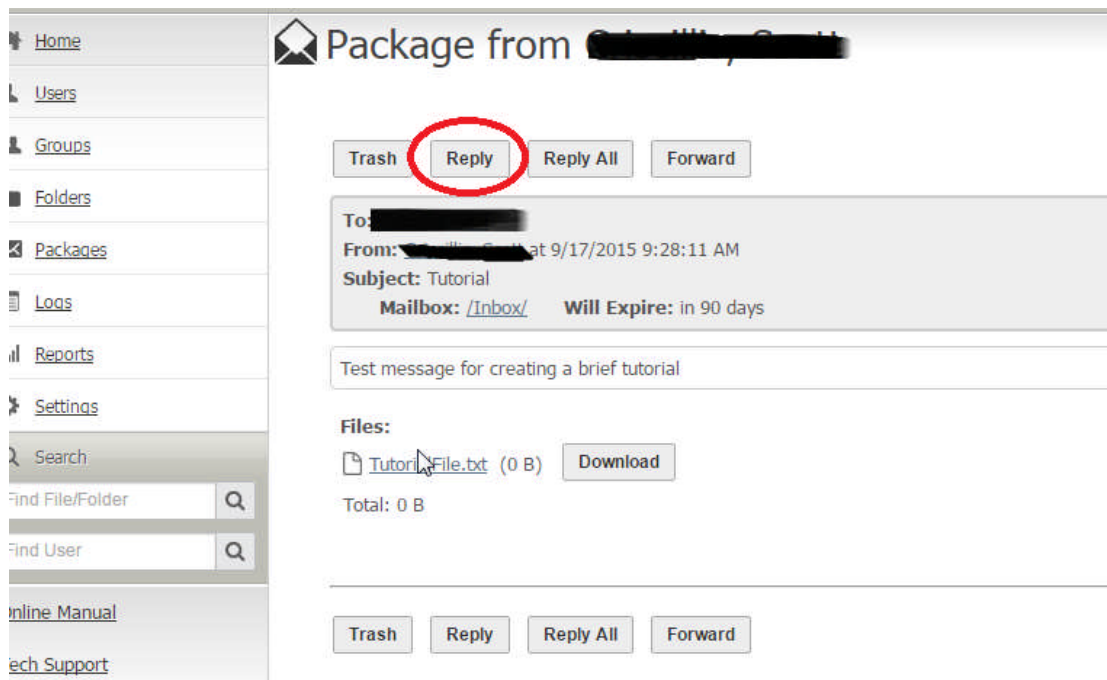


- Once inside your inbox, simply click the message you wish to review.
- This will open a screen that is very much like a regular email. You'll see sender information, Message Subject, Message Body and any attachments that may be included.

- To download any files, simply select the “Download” button or click the filename itself.

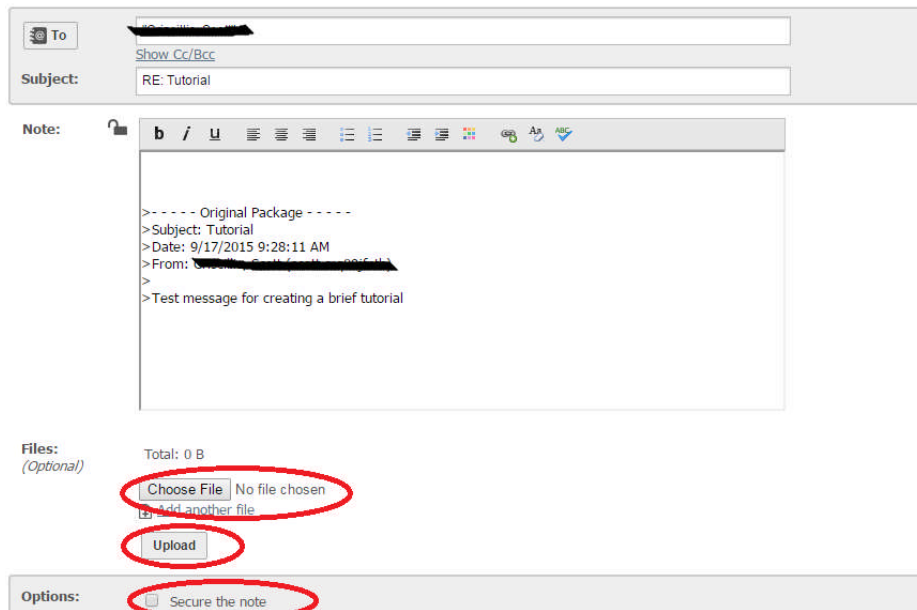


- You may also reply to the sender with a message and/or attachment by clicking “Reply”

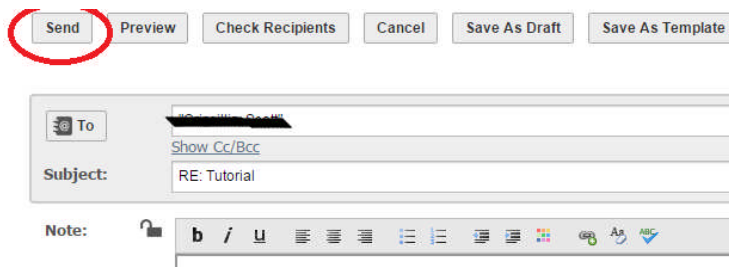


- Again, much like regular email, you may enter a note in the body of the message.

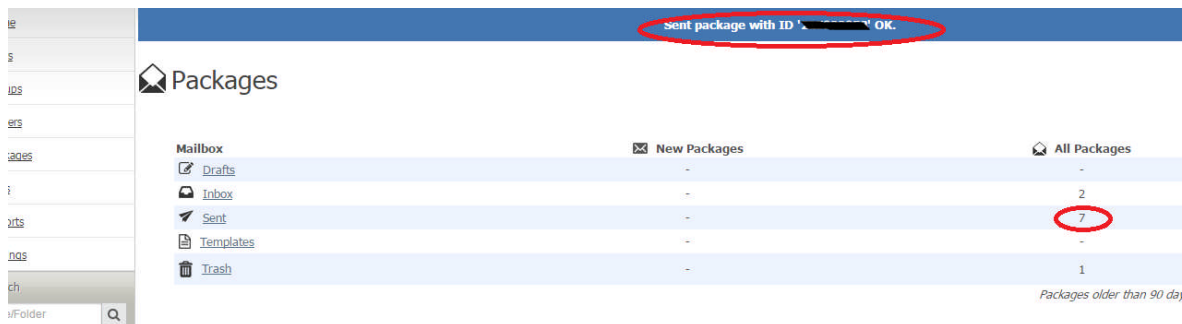
- To add an attachment click the “Choose File” Button, browse to the desired file to select it, then select the “Upload Button”. It is also suggested that you select “Secure the note” if the message body contains sensitive information.



- Once you have fully drafted your message and are ready to send it back to the original sender, simply click “Send” at the top of the message window.



- Once you select send you will receive a note at the top of the screen stating the system has sent your package and you can note that your sent items count has incremented.



- NOTE:** Your Commonwealth MOVEit Account will automatically expire 30 days from its last activity.