

Secure File Transfer Guide

HardingPoorman has partnered with Smartfile to offer an incredibly user-friendly SOC2 certified and HIPAA compliant FTP platform that will guarantee that your files are transferred securely.

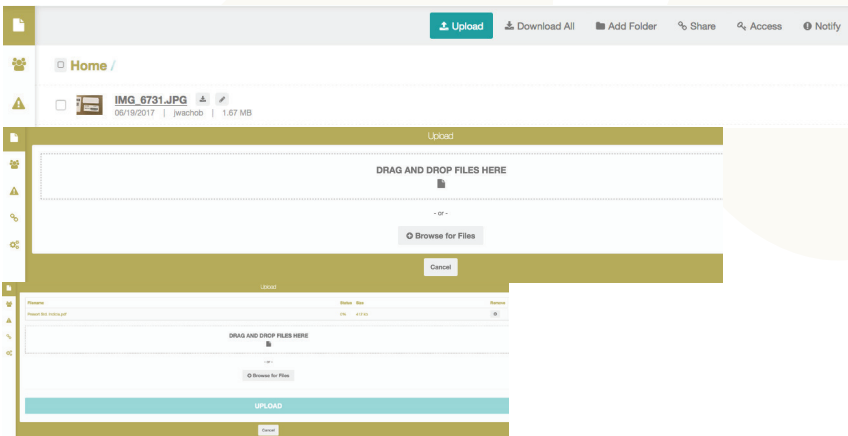


Login to your Smartfile URL at <https://secure.hardingpoorman.com>

Note: Go to Profile and Change your Password on initial login

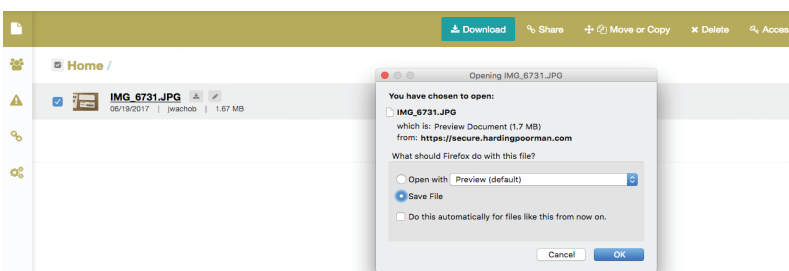
How to Upload a File

1. **Select the folder** (use “Mail List” folder for secure mail/data files)
2. **Select the Uploads button**
3. **Drag & Drop the file or browse for the file.**
4. **Click the Upload Bar.** When finished uploading it will go back to the folder.



How to Download a file

1. **Select the folder that the file is in**
2. **Select the File you want to download**
3. **Select the Download button**
4. **Click OK**
5. **Retrieve the file from the Downloads folder**



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