

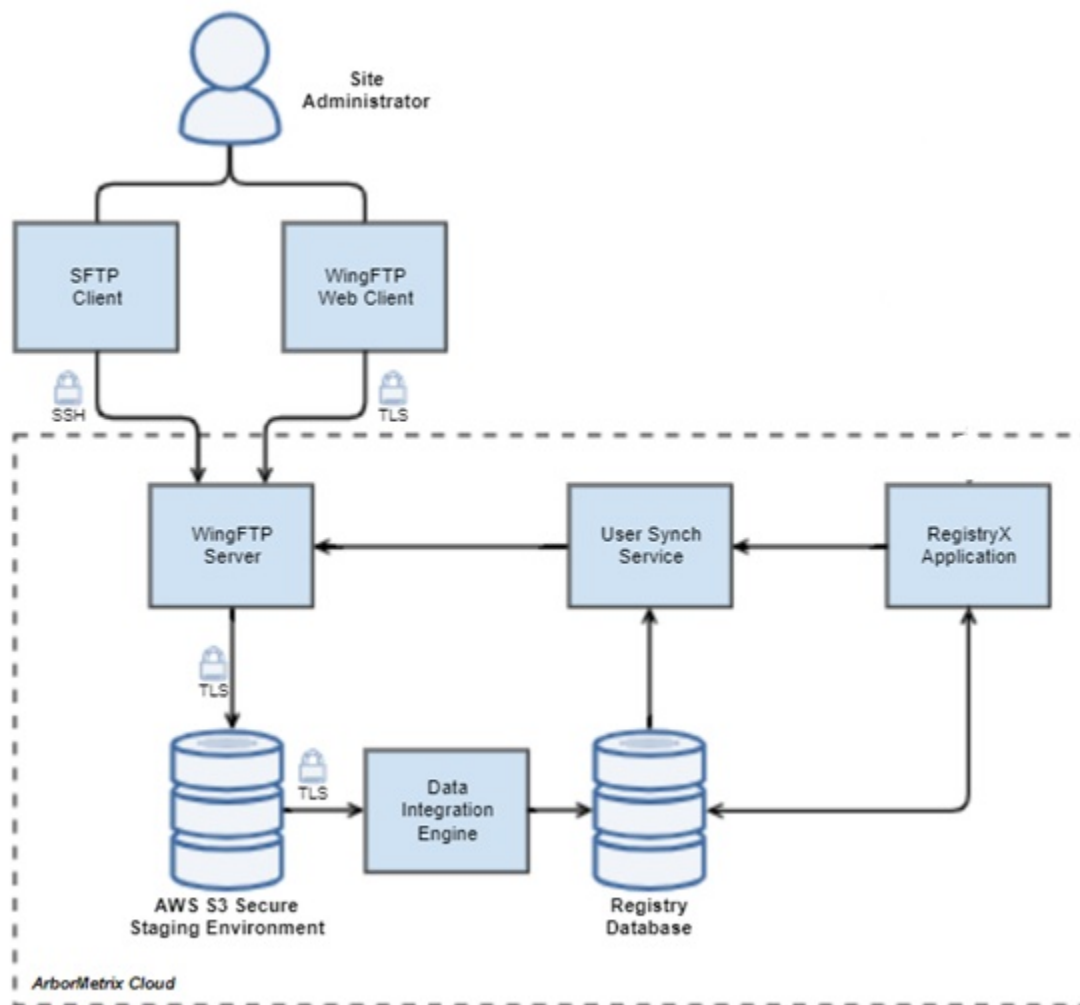


# How to Connect to SFTP

*for the PROMPT Study*

## Secure FTP Overview

Secure FTP (SFTP) is a mechanism to securely transfer files in a HIPAA-compliant manner between your site and ArborMetrix. The ArborMetrix SFTP server is powered by Wing FTP, an enterprise SFTP server that supports both SFTP (secured by SSH) and HTTPS (secured by TLS). The below diagram shows how data flows from the ArborMetrix SFTP server to the registry.



## Steps to Connect

The below section details the steps necessary to connect to the ArborMetrix SFTP server in order to securely transmit files between your site and the registry platform.

### Step 1 – Request Access

Contact your site's registry administrator or the ArborMetrix program manager to request an account be created in the registry to support SFTP transmissions between your site and the registry.

### Step 2 – Account Authentication

The registry administrator or the ArborMetrix program manager will create a user in the registry platform corresponding to the site contact email address. The site contact will receive an email asking to authenticate the username and create a password. The username will be provided in an email sent by ArborMetrix. Below is an example of the email a site will receive:

**From:** DoNotReply@arbormetrix.com

**Subject:** Welcome to the {\_\_\_\_} Registry!

**Body:** A new account has been created for you on the {\_\_\_\_} Registry platform.

The platform is accessible at: {\_\_\_\_}.arbormetrix.com

Please click the link below to activate your account.

[Account Activation](#)

The link will remain active for 48 hours.

We look forward to your participation.

### Step 3 – Configuration and Choosing Connection Type

Once the account has been authenticated, follow the instructions below based on the type of application you are using to connect. The two connection types are SFTP or web-based client (HTTPS). You can choose which type of site connection your team would like to configure. If you are not sure which connection method is right for you, we recommend the web-based client for simplicity and ease-of-use.

## Web-based Client

If you are using a web-based GUI, see the instructions below:

Once you have authenticated the account created for your site, click on the URL provided to you by either the registry administrator or the ArborMetrix program manager). The URL provided to you will contain the appropriate name and port for your site.

https://{\_\_\_\_}data.arbormetrix.com:{\_\_\_\_}

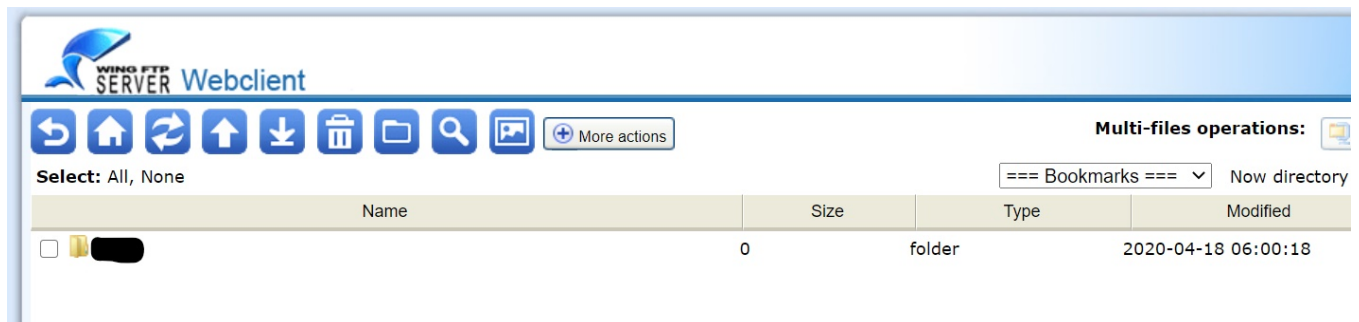
After clicking on the URL, you will be taken to a page with the following:



The image shows the Wing FTP Server login page. It features a blue header with the 'WING FTP SERVER' logo. Below the header, there are input fields for 'Account:', 'Password:', and 'Language:'. The 'Language' dropdown is set to 'English'. To the right of the 'Account' field is a 'Remember me' checkbox, and to the right of the 'Password' field is a 'Download App' link. A 'Login' button is at the bottom. At the very bottom, a footer reads 'Wing FTP Server ©2003-2020 wftpserver.com All Rights Reserved'.

- **Account:** enter the username of the registry account you just authenticated
- **Password:** enter the password you set up when you authenticated the new user account

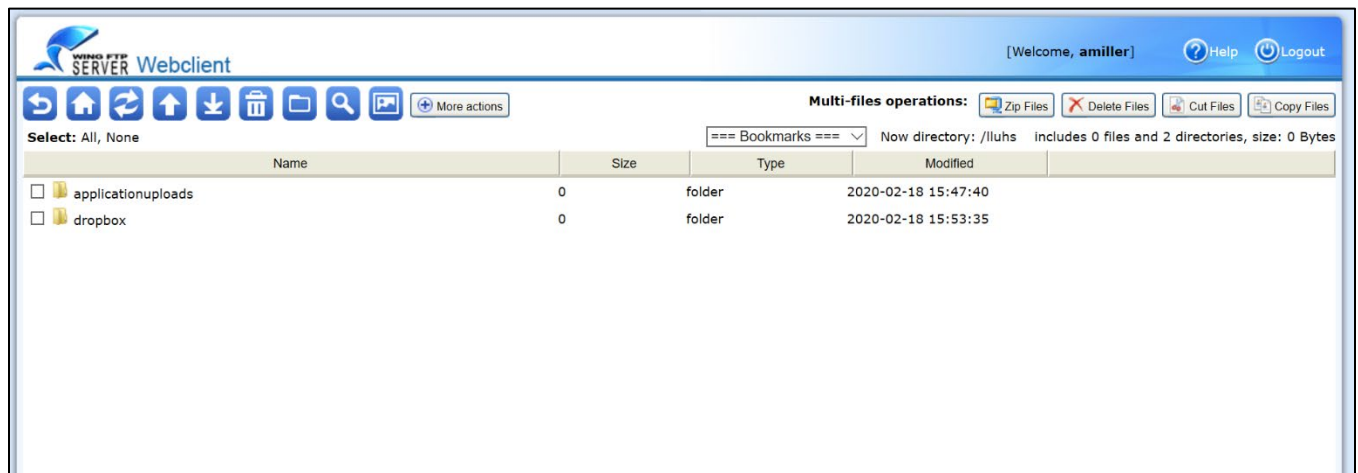
After entering the account name and password, click LOGIN. You will see a screen with a file for your site:



The image shows the Wing FTP Server Webclient interface. It has a blue header with the 'WING FTP SERVER Webclient' logo. Below the header is a toolbar with icons for navigation and file operations, including a 'More actions' button. Below the toolbar, it says 'Select: All, None'. To the right, there are 'Multi-files operations:' and a 'Now directory' dropdown. Below this is a table with columns: Name, Size, Type, and Modified. The table contains one entry: a folder named '0' created on '2020-04-18 06:00:18'.

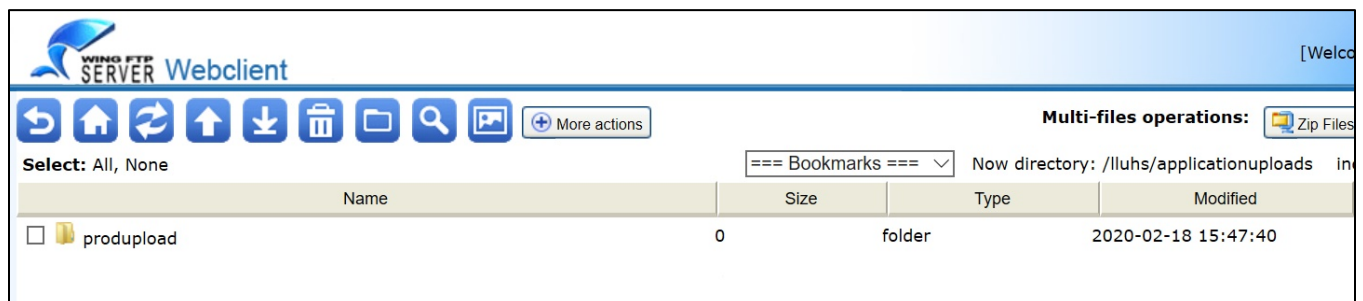
Name	Size	Type	Modified
0		folder	2020-04-18 06:00:18

Clicking on the folder icon will open it and reveal two additional folders:



- **application\_uploads:** Upload files to this folder for automated consumption by ArborMetrix DI pipelines.
- **dropbox:** Informal sharing folder between ArborMetrix and your site. This folder is not monitored by any manual or automated process, so if your site uploads something to the dropbox, please let the ArborMetrix team know.

Inside the **application\_uploads** folder is the **produpload** folder.

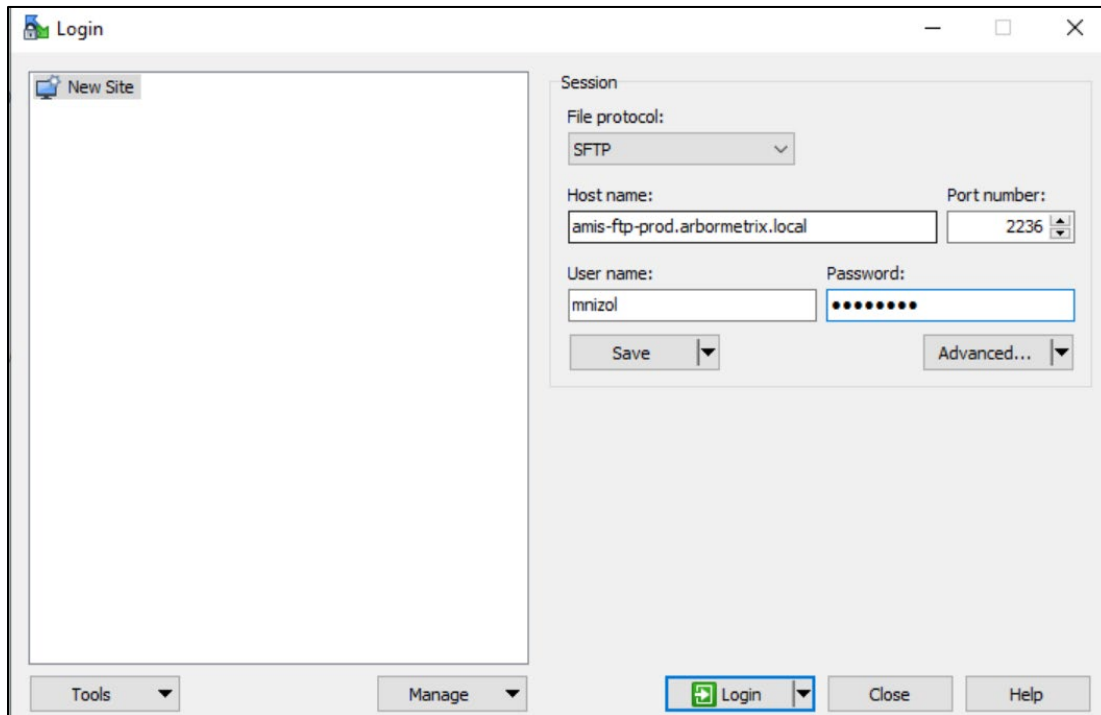


- **produpload:** This folder is the upload directory for Production. Inside of the upload folder there may be subfolders dictating different file types to upload. The ArborMetrix team will provide specific instructions on the subfolders into which you should upload your files.
  - **Filetype1 (if applicable)**
  - **Filetype2 (if applicable)**

## SFTP

If you are connecting via a SFTP client (ex: [WinSCP](#) or [FileZilla](#)), below are example configuration details.

- Step 1: Download a SFTP client such as WinSCP or Filezilla
- Step 2: Configure the SFTP connection details (example image below):



- **Host name:** Will be provided by ArborMetrix team
  - **Port number:** Will be provided by ArborMetrix team
  - **Username:** Registry user ID for new account
  - **Password:** Registry password for new account
- 
- Step 3: Login to the SFTP server.

After you have connected to the SFTP server, the file structure will be the same as described in the web-based client example.

Your connection to the ArborMetrix SFTP is complete!