

Secure File Transfer – How to Download Your Data

HCAI sends sensitive data via Secure File Transfer. When data files have been shared, you will receive an email from a no reply HCAI email that is similar to the image below. The name of the analyst who has shared data with you will be included, as well as the name of the file. In order to share data securely we will need to create an account for you in the HCAI system. This account will be separate from your Data Request Portal account. You will need to enter a password to finish creating the account.

To begin, click [Activate account](#).



Incoming share

Hey there,

Doe, Jane@HCAI just shared »Your data.xlsx« with you.

You can access the shared file by activating your guest account.

After your account is activated you can view the share by logging in with `janedoe_test@myyahoo.com`.

[Activate account](#)

[View share](#)

You will be prompted to create a password for your account. This password will allow you to log in to access data in the future. The password must be a 12-digit password that contains at least 1 uppercase, 1 lowercase, 1 number, and 1 special character.

Note: If you have previously created an account, you will not see the Activate option in the email. It will look similar to the email below. Clicking the Open button will take you to the Login page.

Doe, Jane@HCAI shared Your data.xlsx with you



Doe, Jane@HCAI via Secure File Transfer
To me · Wed, Jan 29 at 1:46 PM ▾

Visit site



External images are now more secure, and shown by default. [Change in Settings](#)

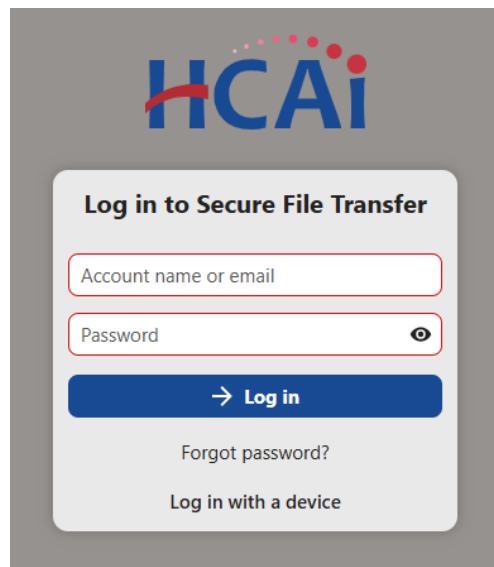


Doe, Jane@HCAI shared Your data.xlsx with you

Doe, Jane@HCAI shared Your data.xlsx with you. Click the button below to open it.

Open Your data.xlsx

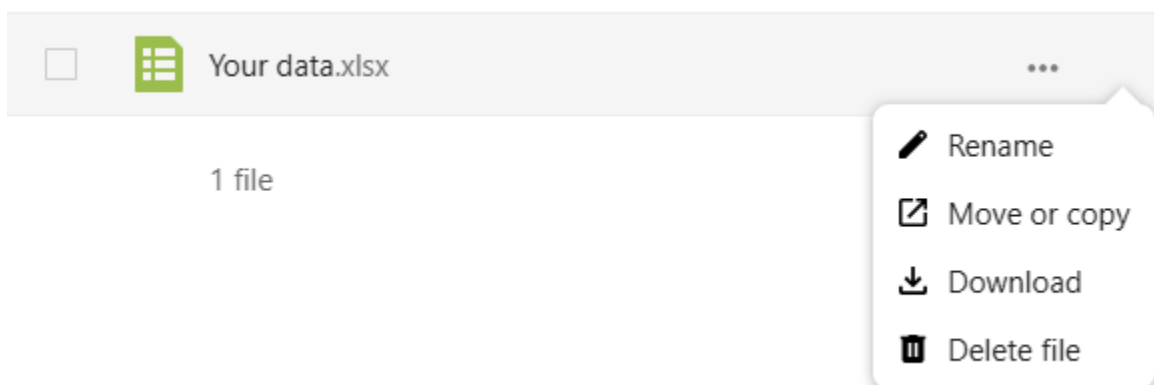
Once you create a password or if you have previously created an account, you will be prompted to log in.



Once you successfully log in, you will see the data files that have been shared with you. Click the three dots on the right-hand side of the page to see your options for the files, including Download.



Once you have the menu open, you will be able to select Download.



Once you click Download, the encrypted files should automatically download.

To receive the password for your encrypted data, or if you have any problems downloading the files, please contact the analyst through the request portal. You will have access to the files for 30 days.

If you need to access the HCAI Secure File Transfer system in the future, you can log in at <https://hft.oshpd.ca.gov/>.