

How to complete your
registration:

A MOVEit tutorial



MOVEit offers secure transfer of sensitive data between elipsLife and our partners and customers to ensure privacy and security.



Initiate MOVEit registration.

You will receive two emails from an elipsLife team member. One email to complete the registration and a second email with a link directly to a 'secure package.'



Open email No. 1.

Open the email from 'elipsLife ICT Services' with the subject: 'Notification: New User Account for the elipsLife Secure Mail Platform (sftp.elipslife.com),' and click on the link to begin registration. Select your language preference, and use the username and password provided in the email to sign on.



Change your password.

Once logged in, you will be prompted to change your password. Please create a new password with the following criteria:

- Must be at least six characters
- Must not contain or resemble your username.
- Must contain at least one letter and one number.
- Must not match any of the previous three passwords.



Finish your registration.

After changing your password, click Finish to complete the registration, and login.



Access your secure package.

Open the second email that contains a link to your secure package, and select the link to view the contents.

Congratulations! You're now registered.

If you have any questions regarding this process, please feel free to reach out to your elipsLife contact. Additionally, if you don't receive the emails in your inbox, please check your spam folder, and add elipsLife to your whitelisted senders.

How to receive a
secure package:

A MOVEit tutorial



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Visit <https://sftp.elipslife.com>.

To retrieve a package sent to you, open your preferred internet browser and browse to <https://sftp.elipslife.com>.



Choose your language.

When prompted, select your preferred language.



Log in to the system.

Please login with the username and password you created upon registration.

If you have not already registered, please stop here, and refer to page one: How to complete your registration.



Open your package.

Once logged in, you will see the new package in your Inbox. To open it, simply click on the subject. Once you are in the package, you will notice it looks like most other web-based email platforms. You will see to whom the message was sent, who it's from, the email's subject, the email body and any files attached.

From here, you can perform any mail-related task you need to, such as reply, reply all, forward or trash.

Congratulations! You've just accessed your secure package.

If you have any questions regarding this process, please feel free to reach out to your elipsLife contact.

How to send a
secure package:

A MOVEit tutorial

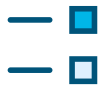


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Send your package.

Once logged in, click on Send Package to send a new, secured package. A New Package window will appear and will act like any other web-based email platform.

Please complete the To, Subject and Note fields, and attach any files required.



Select your options.

Please review and update any options as you desire. We recommend selecting the 'Secure the note' option to ensure both the body of the email, as well as the attachment, are properly encrypted.

Once complete, click Send to send the secure package.

Congratulations! You've just sent your secure package.

If you have any questions regarding this process, please feel free to reach out to your elipsLife contact.

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