



Navigating the Secure File Transfer Protocol Site





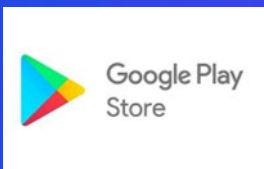
Contents

1.	Before We Start.....	2
2.	Secure File Transfer Log in Process.....	4
3.	Password Reset.....	5
4.	Setting Up Okta Verify.....	6
5.	Navigating the STFP Site.....	7
6.	How to Upload Documents.....	7
7.	Secure File Transfer Protocol Site.....	8
8.	Log In Process (After Initial Setup).....	9
9.	KPMG USE ONLY.....	11

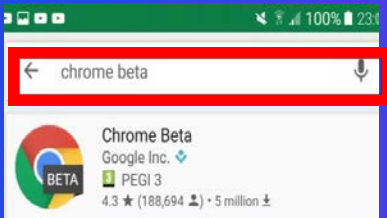
Before We Start: Part 1

Lets start with downloading the Okta Verify App. This App is free to download and use. Providers will not incur any costs for utilizing the app.

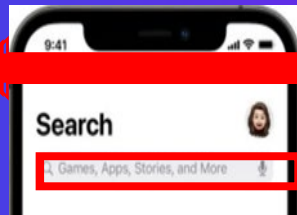
Step 1: Go to the Google Store or App Store



Step 2: Type into the search bar, Okta Verify



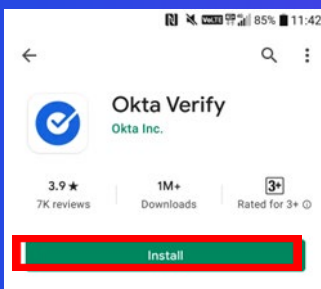
Google Play Search Bar



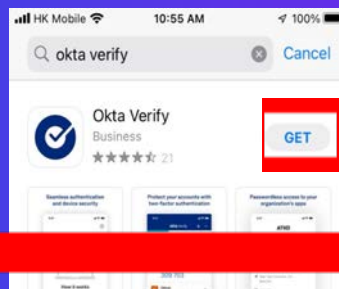
App Store Search Bar



Step 3: Click Install in the Google Play Store or Get in the App Store



Verify in Google Play



Okta Verify in App Store



Great! You now installed the App, which you will need to access throughout this process.



Before We Start: Part 2

You should have received an email with your username and password for logging onto the SFTP site. Please locate this email as you will need it for the next steps. Below is an example of the email you should have received.

To locate this email simply type in the search bar of your email “SFTP Site Login Credentials” Then find the email that shows this.

Hello,

As part of the Home Care Cost Report process, your agency is required to upload your supporting documentation for each cost report schedule to the Secure File Transfer Protocol (SFTP) site. Please see below for more information regarding your SFTP login credentials and the process for accessing the SFTP Site.

1. **SFTP Site Login Credentials**

1. Username
2. Password:



1. **Accessing the SFTP Site**

1. You are able to access the link for the SFTP Site directly using the following link: <https://kmft.us.kpmg.com/>
2. Upon entering the SFTP Site, you will have access to all of the agency folders for which you also have access to the Web-based Tool
3. Note: Similar to the Web-based Tool, the same login credentials are used to access the SFTP Site for all agencies for which you have access
 1. After navigating to the correct agency folder name, please upload ALL documentation that was used complete the schedules of the Home Care Cost Report
4. Note: The name of the documents uploaded to the SFTP Site should match the name of the documents that you entered within the questions for each schedule of the cost report
 1. Supporting documentation is required to be submitted to the SFTP Site within 7 days of the Home Care Cost Report due date
 2. The KPMG audit teams will access the documentation you upload to the SFTP Site for audit purposes

If you have any questions regarding the above information, please send them to us-advrisknyshc@kpmg.com.

Thank you.

Secure File Transfer Log in Process



Step 1

Click the link below

<https://kmft.us.kpmg.com>

1

(This link will bring you to the KPMG SFTP Site)

Step 2

Enter the Username provided by KPMG

(Do not include your email domain. For example, only include "rpulver" in rpulver@kpmg.com)

Step 3

Click NEXT




2



3



Step 4

Include your email address domain that you excluded from Step 2

(Example: rpulver@kpmg.com)

Step 5

Enter the password provided by KPMG

Step 6

Click LOGIN

(The first time you log in, you will be required to change your password. You will also be required to change your password every 90 days.)



4

5

 6

Password Reset



Step 7

Next, you need to reset your password. Enter the password provided by KPMG in the “Current Password” section. Then enter a new password in the second and third text boxes. Example shown below.

The current password policy requirements are:

- Must be at least 12 characters long
- Must have at least 1 upper case letter
- Must have at least 1 digit
- The only special characters allowed are: ! ~ @ # % ^ & * - _ = + < > ? / \ ; : [] , .

Once you've created a new password, Repeat steps 1-6.

Great! Your password has now been reset, we will now be moving on to setting up Okta Verify on your phone.

IMPORTANT INFORMATION: Once you hit the enter button on your keyboard to create your new password, you will be brought to a screen displaying a QR Code. DO NOT LEAVE THIS SCREEN. Refer to next steps on the following page.

If you accidentally left the page, resulting in you losing the QR Code, please contact KPMG so they can begin the process of obtaining a new QR code.

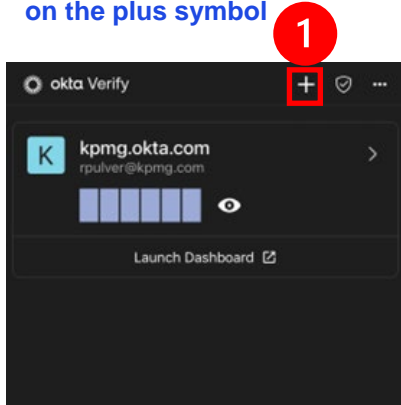
The screenshot shows a web interface for password reset. At the top is the KPMG logo. Below the logo is a notification box with a close icon and the text "Your password has expired". Underneath are three text input fields: "Current Password", "New Password", and "Confirm New Password". A red rectangular box highlights these three input fields. To the right of the bottom of this box is a red circle containing the number "7".

Setting Up Okta Verify



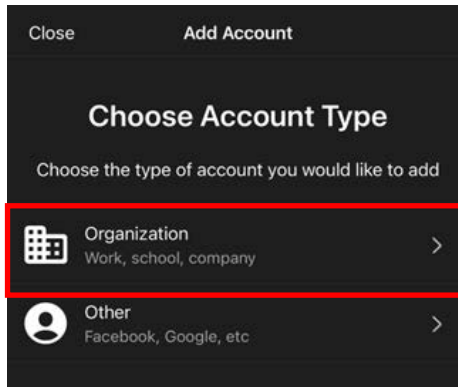
Step 1:

Open the Okta Verify App on your mobile device and click on the plus symbol



Step 2:

Click on Organizations



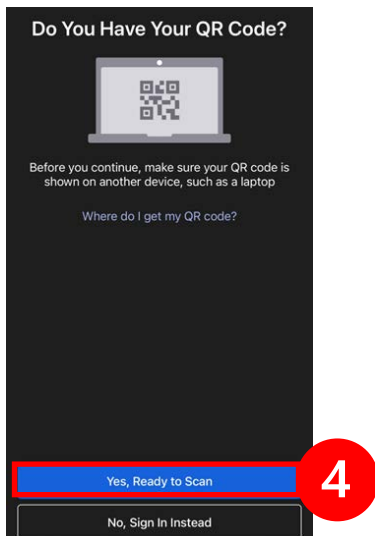
Step 3:

Click Skip



Step 4:

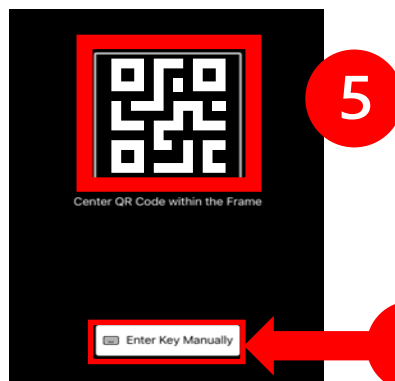
Click Ready to Scan



Step 5:

When scanning the QR code, ensure it is within the white frame shown below

(Okta Verify will automatically use your camera to scan the QR code on your screen)



Step 6: If you cannot scan the QR code, or after scanning the QR code the error message appears, "Access Denied," click "View Secret" and click "Enter Key Manually" in the Okta Verify App. Type the Secret in the "Key" text box. Then click "Add Account" and enter your username.

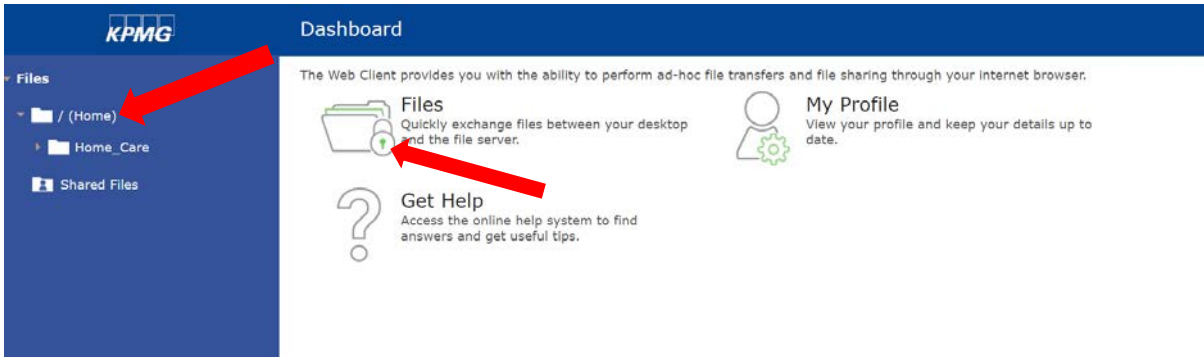


Navigating the SFTP Site



After successfully scanning the QR code or entering it manually into the Okta Verify App, you will be directed to the main page of the SFTP site and will see your organization's folder(s).

To change from the default dashboard view, click on the on "Files" in the left most column. This will drop down all files created for your specific organization. You can also click on the "Files" icon on the dashboard to access your folder(s) and upload file(s).



How to Upload Documents



Step 1

Click on the Main Folder



Step 2

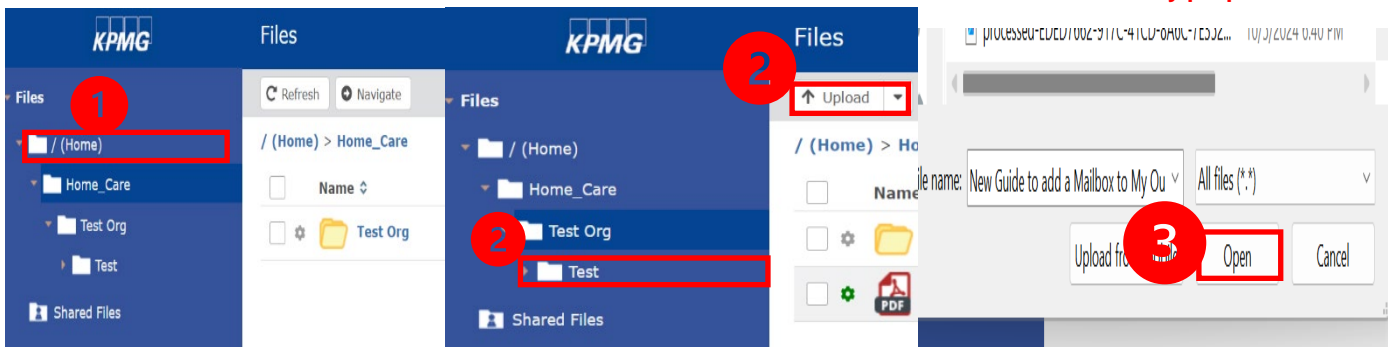
Click the specific folder where you want to upload file(s) and click "Upload" located below the word "Files"



Step 3

Choose the file you want to upload and click "Open"

IMPORTANT INFORMATION:
Your files will only be available for 7 calendar days, and then automatically deleted for security purposes.

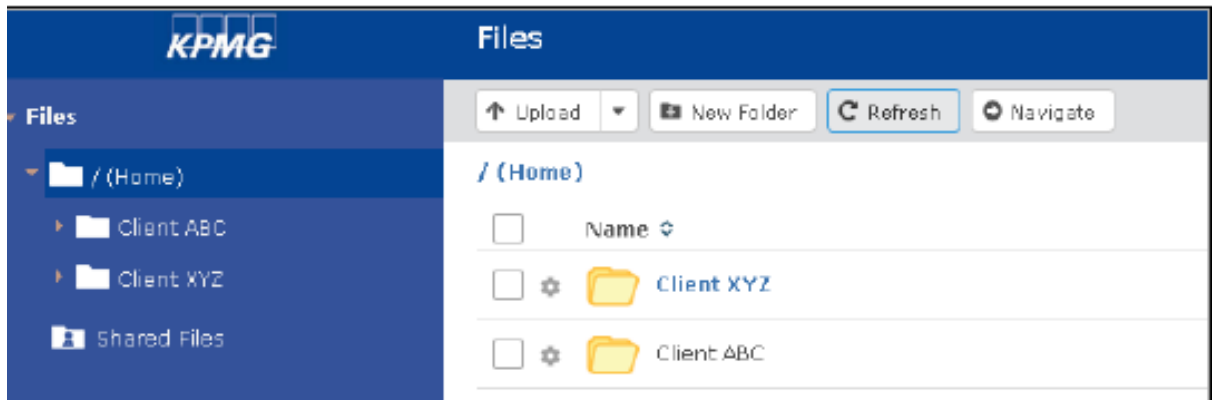


Secure File Transfer Protocol Site



When logging into the Site in the future, the SFTP Site will appear as the screen below. To access your folder, select your organization's folder and proceed to upload your file(s). (Reference back to page 7, "How to Upload Documents," Steps 1-3.)

IMPORTANT INFORMATION: Uploaded files will be available for 7 calendar days and then deleted automatically for security purposes.



Log in Process (After Initial Setup)



Step 1

Select the link below
<https://kmft.us.kpmg.com>

1

(This link will bring you to the KPMG SFTP Site)

KPMG

Step 2

Enter the Username provided by KPMG

(Do not include your email domain. For example, only include "rpulver" in rpulver@kpmg.com)

2

KPMG

Step 3

Click NEXT

3

KPMG



Step 4

Include your email address domain that you excluded from Step 2

(Example:
rpulver@kpmg.com)

Step 5

Enter the password you created

5

KPMG

Step 6

Click LOGIN

6

KPMG

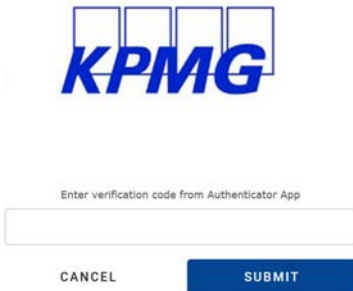
KPMG

Log In Process (After Initial Setup)



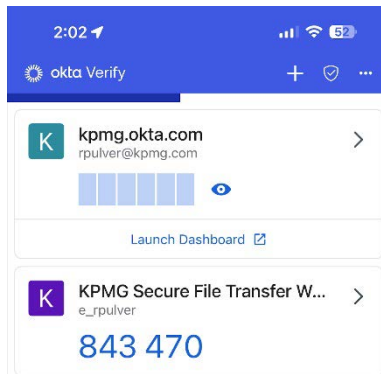
Step 7:

The screen below will appear (not a QR code). **Important: Do not enter anything and immediately proceed to Step 8.**



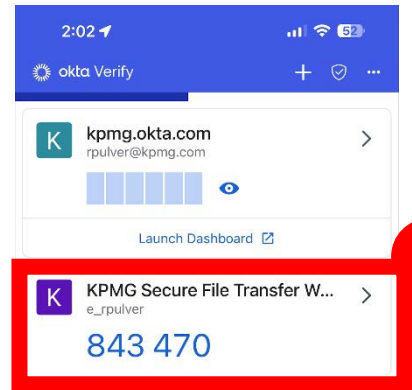
Step 8:

Open the Okta Verify App on your mobile device. You should see this screen once it has loaded.



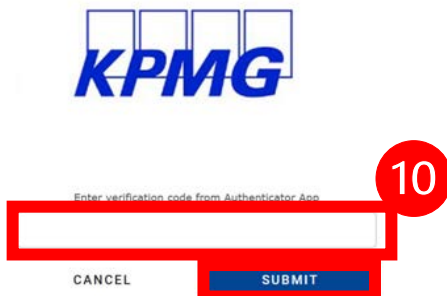
Step 9:

A temporary passcode will automatically generate. Proceed to Step 10.



Step 10:

Enter the passcode generated by the Okta Verify App and enter it into the SFTP Site and click submit. (This is the same page you left blank in Step 7)



Step 11:

Congratulations! You have successfully logged back into the SFTP Site.



Step 12:

If you have questions about uploading documents, please reference back to Page 7, "Navigating the SFTP Site" and "How to Upload Documents" Steps 1-3.



Page 7

What to do when the user needs a QR Code

1. Compile a list of user(s) who are experiencing an issue logging in with their QR Code
2. Access CORE
3. Create a request listing the user(s) who are experiencing the issue using this link: [Request IT Support \(non-critical issues\) - KPMG CORE](#) (Click CTRL then the link).
Complete the request as shown below:

The screenshot shows a 'Requester Details' form with the following fields highlighted in red:

- *Who is this request for? (Roger Pulver)
- *Request Type (Report an Issue)
- *Issue Type (Application/Product/Website)
- *Provide a Short Description (Client skipped over scanning the QR code)
- *Enter Additional Details and Error Messages (Look at attachment)
- Application Name (Okta Verify)
- *Urgency (High: Critical functionality is unusable)
- *Amount of People Impacted by Issue (# of Clients)
- *Your Location (KPMG Office)
- *KPMG Location (Albany)

At the bottom right, there is a red arrow pointing to the 'Add attachments' button, with the text 'Attach list of clients who are experiencing this issue here' next to it.

Attach list of clients who are experiencing this issue here

4. Click Submit
5. The GoAnywhere team will then reset the passwords and the QR Codes for those users and send them to the KPMG contact to distribute
6. Once reset, the users should go through the "Secure File Transfer Log in Process" again.