

Instructions for Using SendVault

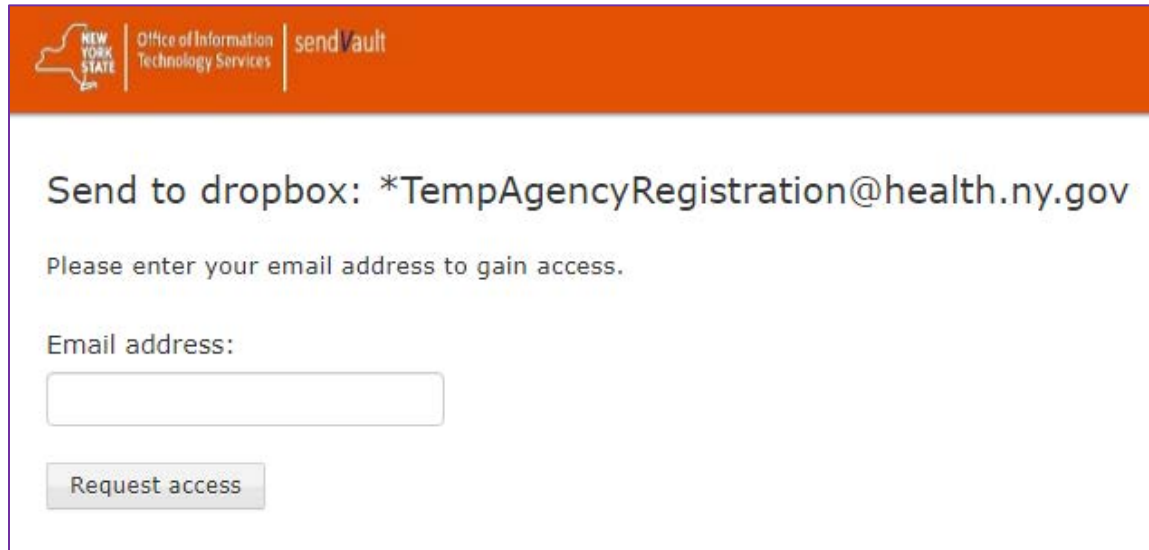
Step 1

Click on the NYS SendVault link

<https://sendvault.ny.gov/nys/send/to/dropbox/tempagencyregistrationhealthnygov>

Step 2

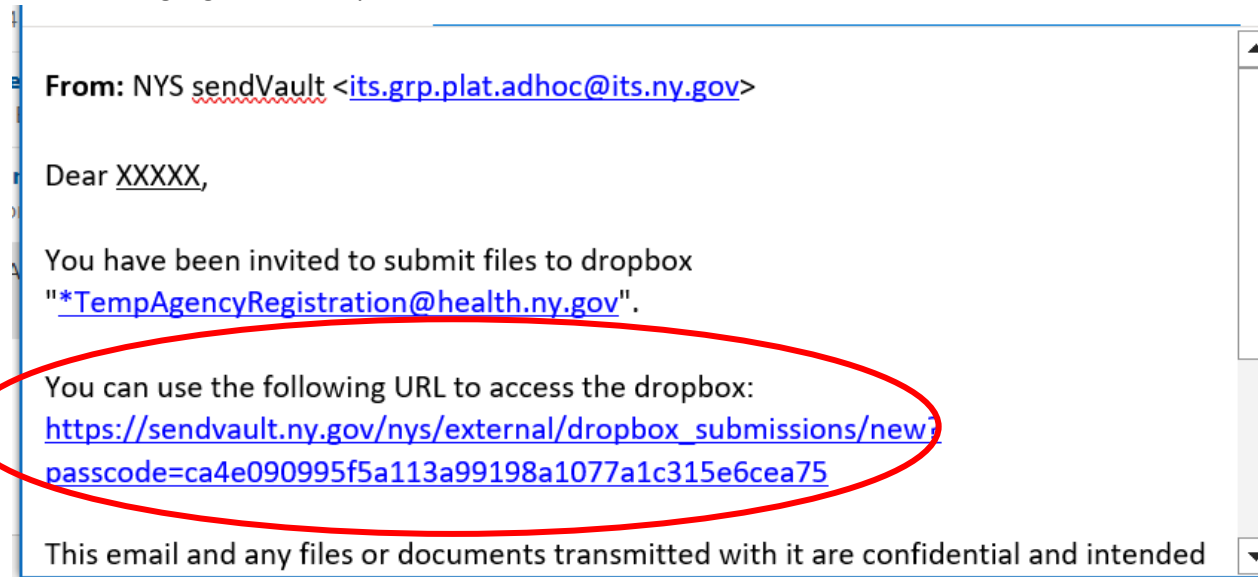
Enter your email address in the form, select "Request Access," and you will receive an email invitation with a custom URL.



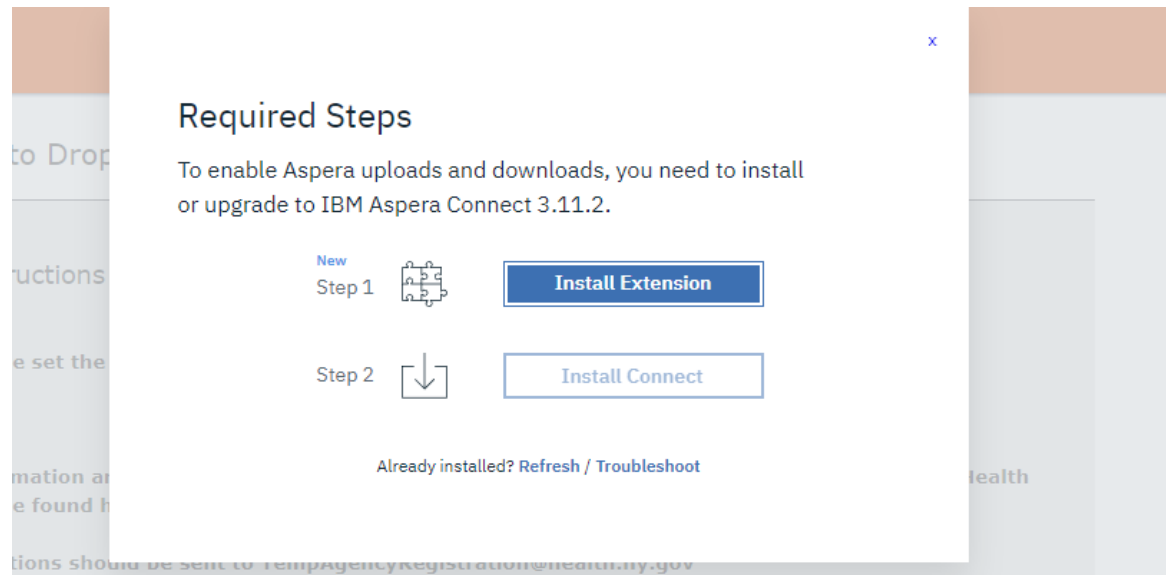
The screenshot shows the SendVault web interface. At the top is an orange header with the New York State logo, "Office of Information Technology Services", and the "sendVault" logo. Below the header, the text "Send to dropbox: *TempAgencyRegistration@health.ny.gov" is displayed. Underneath, it says "Please enter your email address to gain access." followed by the label "Email address:" and a text input field. At the bottom of the form is a button labeled "Request access".

Step 3

Select the highlighted link in your invitation email:



If this is your first time using SendVault, you will receive the following pop-up



Please click "Install Extension" and follow the instructions to add the needed extension to your browser.

Step 4

Once your computer has the required IBM Aspera Connect extension installed, the following site will pop-up

Send to Dropbox: *TempAgencyRegistration@health.ny.gov

Instructions
Please,

1. Set the password for all package submissions to be: TempAgency1
2. DO NOT add file-level passwords to quarterly report excel files.
3. Maintain the existing format of the quarterly report workbook and use the following file naming convention for your quarterly report workbook only:
YYYYQ#_AgencyName_AgencyID# (Example: 2025Q1_Healthcare Staffing_TA123).
Note: It is not necessary to name invoices or appendices with the YYYYQ# format.
4. Use the following naming convention in the title section of your submission:
Contents_AgencyName_AgencyID# (Example: 2025Q1_Healthcare Staffing_TA123)

For details about agency registration and quarter reporting requirements, please visit:
www.health.ny.gov/facilities/staffing_agency/.

If you have questions, please email us at TempAgencyRegistration@health.ny.gov.

[Show Cc](#)


Title*:
Maximum length: 245 characters

Note:
optional
Maximum length: 8000 characters

Release Policy:

Package Download ☐ Prevent HTTP download for this package

Contents*: OR

Drop Files and Folders Here 

Terms of Service: ☐ I accept the [Terms of Service](#)

Quarterly Report Submission Guidelines

- Important Security Instructions

Do Not Add File-Level Passwords to Quarterly Report Excel Files

- File Naming Convention

Use the following format for your quarterly report workbook:

- YYYYQ#_AgencyName_AgencyID#
- Example: 2025Q1_Healthcare Staffing_TA123

SendVault Submission Process

- Complete the Title Field
 - Enter information in this order:
 - Contents being uploaded
 - Agency name
 - Agency ID (or "New Agency Application" if not assigned)
 - Title Examples:
 - Contract_Healthcare Staffing_TA123
 - 2025Q1_Healthcare Staffing_TA123
 - Note: Additional details can be added in the Note field
- File Attachment
 - Use "Browse for files" or "Browse for folders"
 - Include ALL files in ONE SENDVAULT SUBMISSION
 - Attach required files
- Check "Accept the Terms of Service" box
- Click "Send Package"
- Set passphrase to: TempAgency!1

Security Note

- All file security is managed through the SendVault passphrase. Do not add individual file-level passwords.