



SendVault Quick Start Guide for External Users for Use with the New York State Living Donor Support Program

New York State Department of Health must adhere to the Federal Information Processing Standards and the Federal Information Security Management Act certified security methods. Once the data is transferred to the New York State Department of Health using the method above, it resides on a Department of Health file server behind the firewall. These servers have been populated with self-encrypting drives. These drives meet Federal Information Security Management Act and are Federal Information Processing Standards 140-2 Level 2 validated and are certified for U.S. government use.

SendVault, is the New York State Office of Information Technology Services (OITS) supported way to securely and efficiently send large and highly confidential files to other individuals. The software allows for file encryption with a passphrase.

The New York State Department of Health Living Donor Support Program will receive applications, reimbursement forms and all supporting receipts and documentation through a custom SendVault link. The SendVault hyperlink will allow external users to send files securely to the New York State Department of Health Living Donor Support Program using the SendVault application. Users can use this hyperlink multiple times throughout their living donation process for reimbursement submission claims.

To launch the application, click on the hyperlink below or embed in your internet browser:

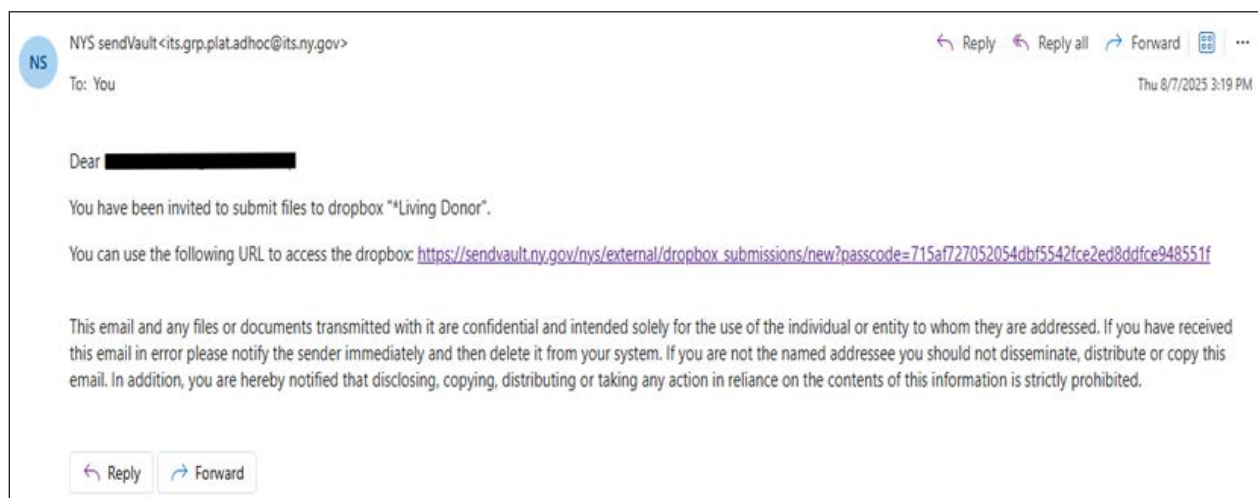
<https://sendvault.ny.gov:443/nys/send/to/dropbox/living-donor>

This hyperlink is also available through the New York State Department of Health Living Donor Support Program website at health.ny.gov/livingdonor

1. You will be prompted to put in your email address to gain access as shown below:

The screenshot shows a web interface with an orange header bar. On the left of the header is the New York State logo, in the middle is 'Office of Information Technology Services', and on the right is the 'sendVault' logo. Below the header, the text 'Send to dropbox: *Living Donor' is displayed. Underneath this is the instruction 'Please enter your email address to gain access.' followed by the label 'Email address:'. Below the label is a text input field with a cursor inside. At the bottom of the form is a button labeled 'Request access'.

2. The user will receive an email link to the email provided that will contain the link to access the *Living Donor dropbox:



3. Once the user clicks on the hyperlink within the email, they will be able to attach files to send (upload) to the Living Donor Support Program using SendVault:

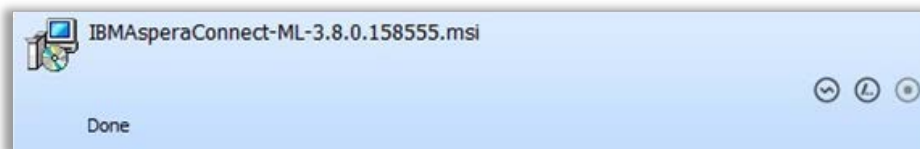
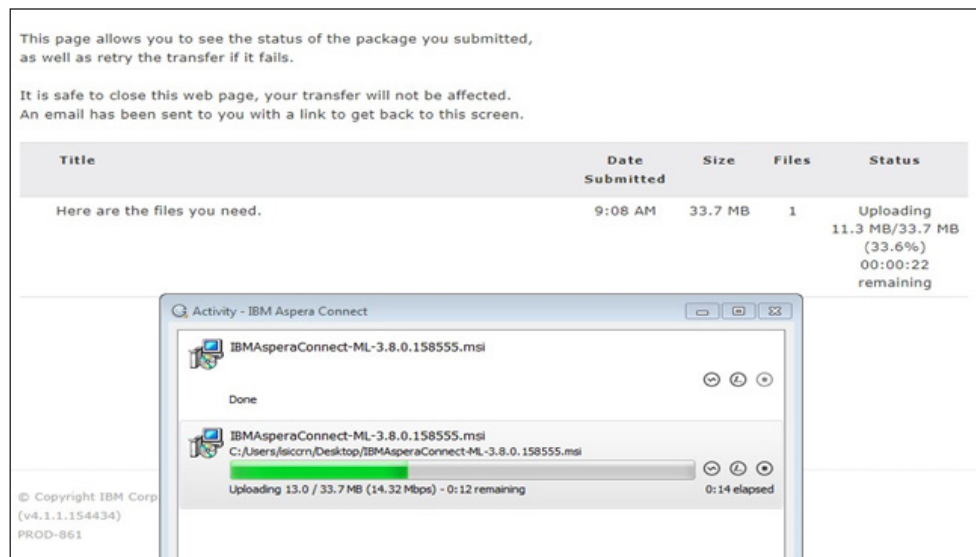
A web form titled 'Send to Dropbox: *Living Donor'. It contains several fields: 'Title*' with a text input and a note 'Maximum length: 245 characters'; 'Note:' with a larger text area and a note 'optional' and 'Maximum length: 8000 characters'; 'Package Download' with a checkbox 'Prevent HTTP download for this package'; 'Contents*' with two buttons 'Browse for files...' and 'Browse for folders...'; and 'Terms of Service' with a checkbox 'I accept the [Terms of Service](#)'. At the bottom is a 'Send Package' button. To the right of the 'Contents*' section, there is an 'OR' separator and a 'Drop Files and Folders Here' area with a box icon and an upward arrow.

4. In the Title*: field enter your subject/topic; you will have an option to add additional information to the Notes field (although optional).
5. Attach your files by selecting either the Browse for files button or Browse for folders button, navigate to the files you would like to include.

6. Click on the checkbox next to Accept the Terms of Service;
7. Click Send Package to submit the files.
8. You will now be prompted to put in and confirm a Passphrase for the secure file transfer.



9. Use Passphrase **LivingDonor!1234**
10. After the upload starts you will be able to monitor the progress.



11. Once you see the message Done, your package is on its way.