

MFT/SFTP

Welcome to our MFT/SFTP! (MFT – Managed File Transfer)

CRISP MFT is a software designed for flexible file transfers utilizing both an HTTPS webpage with drag and drop uploads as well as traditional SFTP.

The following documentation is for partner users/automated systems accessing the MFT

At anytime if you run into a problem or require further information, please reach out to our team at infrastructuresupport@crisphealth.org



MFT Notes for our partners:

- Accounts should **never be SHARED**. Accounts should go to and only to the person/organization that is using it and shall not be shared with POC's, requestor's, etc.
- Accounts lockout after 3 invalid attempts
- After 5 invalid login attempts will autoblock your IP address
- All files sent/uploaded to us can only live on our system for up to 72 hours. All files are deleted automatically after that.



Accounts:

- User accounts require 2FA (2 factor authentication) and the password changed on first login and every 90 days. Email reminders will be sent out
- Password length is 12 characters and **VERY COMPLEX**.
 - The software will check against dictionary words, names and common patterns. WE highly recommend a completely random password
- Access to the web portal - <https://mft.crisphealth.org>
- For service type accounts
 - The account deemed as a Service or Automation account will have 365 days using a password
 - We can extend that to 2 years if provided a Key Pair
 - We can extend that 3 years if we are provided IP's to whitelist with either of the other options (a password or Key and whitelisting)
 - We highly suggest the account has a distribution group or contact that can be reached in the future. This is for the password to be changed per the given timeframe



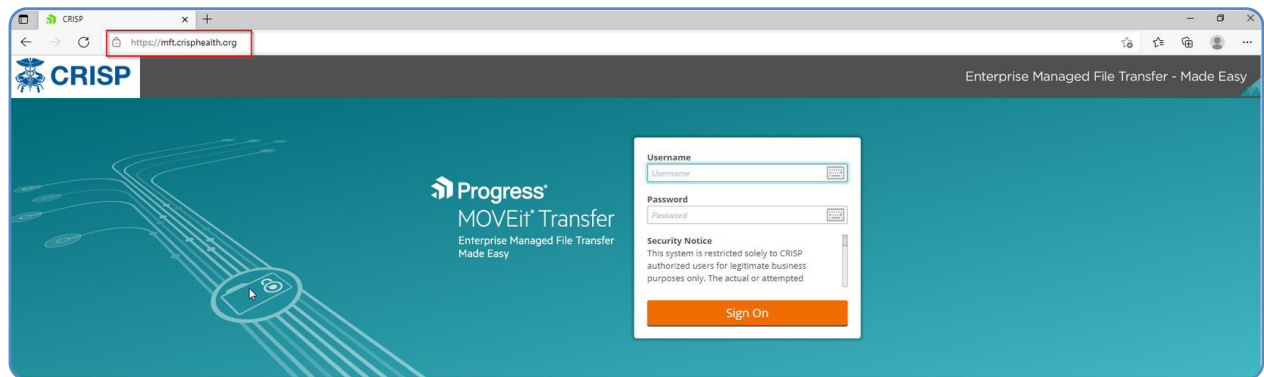
Accounts: (cont.)

- All Service accounts will have access to the Web Portal. You will need to login, change the password and setup 2FA prior to using the SFTP function of the account, else the password will fail on attempting to reach the SFTP server
- SFTP access URL is mft.crisphealth.org on port 22

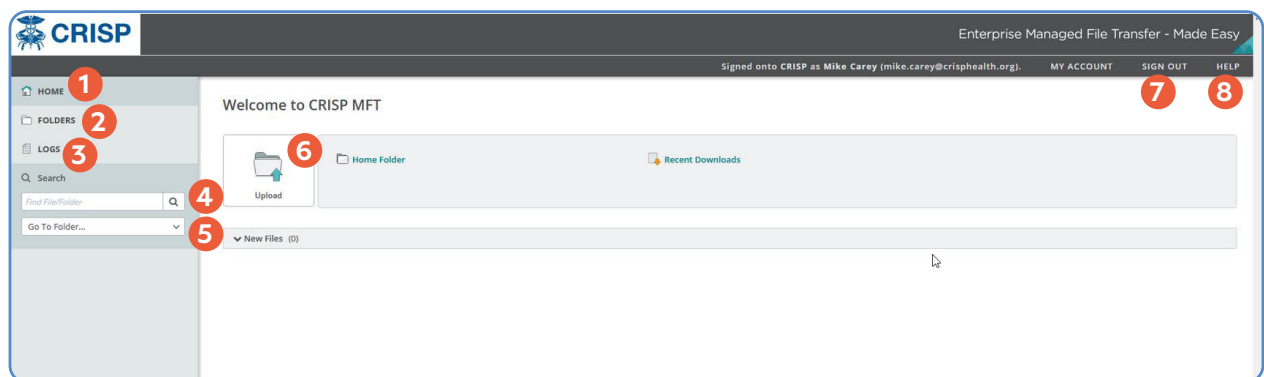
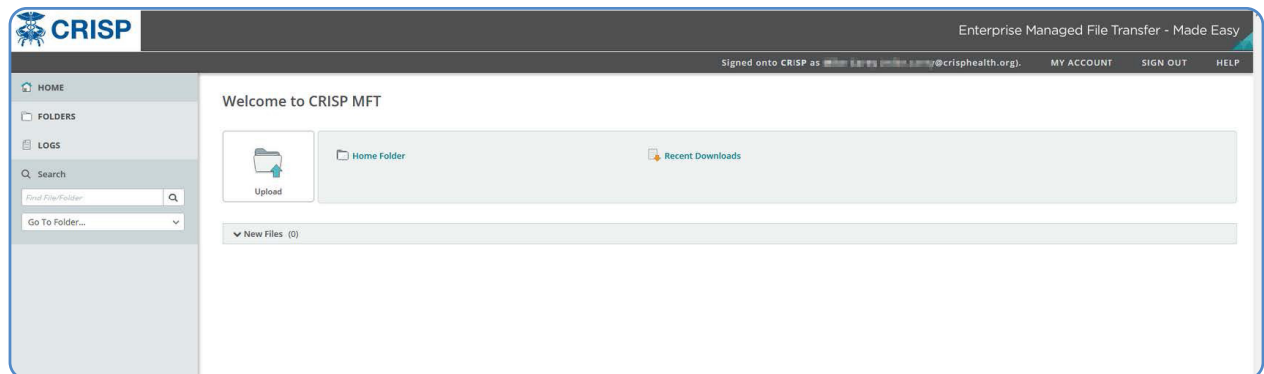


Logging into the web portal

Open a browser and go to <https://mft.crisphealth.org>



Once logged in you will be presented with a screen like the interface below



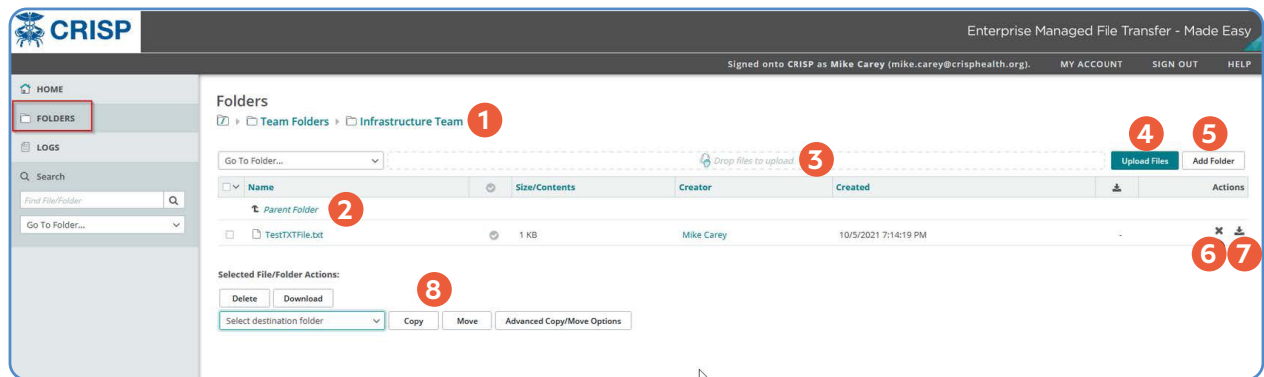


Logging into the web portal (cont.)

1. **Home Button:** Wherever you are in the interface, this will bring you back to this screen
2. **Folders Button:** Opens the folders section of the interface
3. **Logs:** Logs section. you can see your login activity, file activity, etc.
4. **Search bar:** search for Folders/Files
5. **Quick jump to Folders**
6. **Quick upload button:** defaults to your home directory
7. **Sign out button**
8. **Help button:** links to this page and Infrastructure Support email



Upload/Download Files



- Click on the Folders button
 - traverse through the folders until you find where you want to upload a file, or find the file you want to download
- Folder set breadcrumbs: move back and forth through the Folders (1)
- Move back up to the folder above the folder you're in (the parent folder) (2)
- Drag and drop quick file upload (3)
- File upload box. Allows drag and drop or search for the file (4)
- Add a folder to the folder you are currently in (5)
- Delete a file in the current folder (6)
- Download the file (7)
- Highlight the file (using checkbox in front of the file name) then you can use these controls to Delete/Download the file or Move/Copy the file to other folders in the system

Visit our website at flhie.org or email us at info@flhie.org to **learn more.**

