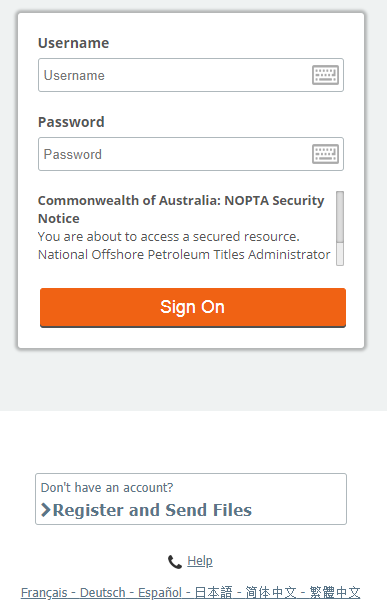
# Welcome to the NOPTA SecureFile Service

## Introduction



Welcome to NOPTA SecureFile service powered by IPSwitch Software WSFTP.

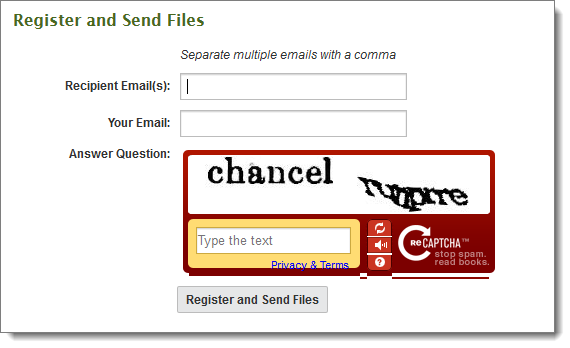
NOPTA uses a single service platform for its secure file transfer to allow the sending of large files securely to NOPTA and vice versa.

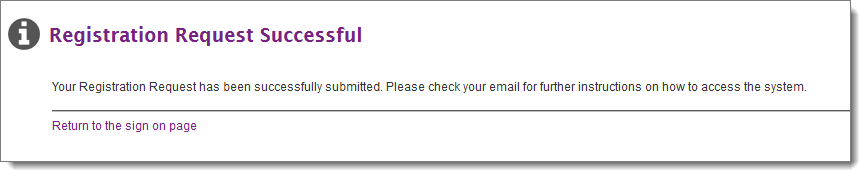
The site can be accessed [here.](https://securefile.nopta.gov.au/human.aspx?r=306008816&transaction=signoff)

Clicking this link will open the Register and Send Files page. This page has fields for your recipient's email address as well as for your email address.

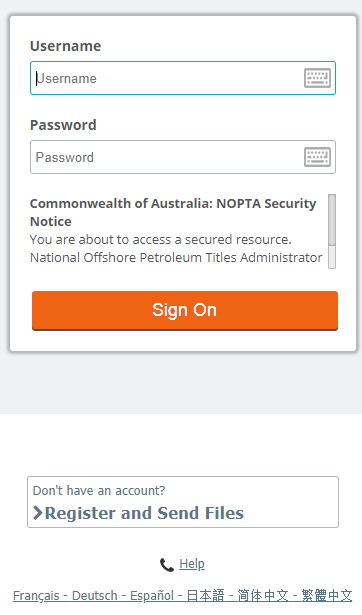
Users can either self-register by clicking on the Register and Send Files link, or by email to [nopta.ict@nopta.gov.au](mailto:nopta.ict@nopta.gov.au)

For self-registration once you enter the requested information and click the **Register and Send Files** button, you will either be signed in immediately or you will receive a page explaining that an email is being sent to your email address with information and instructions for completing the registration.



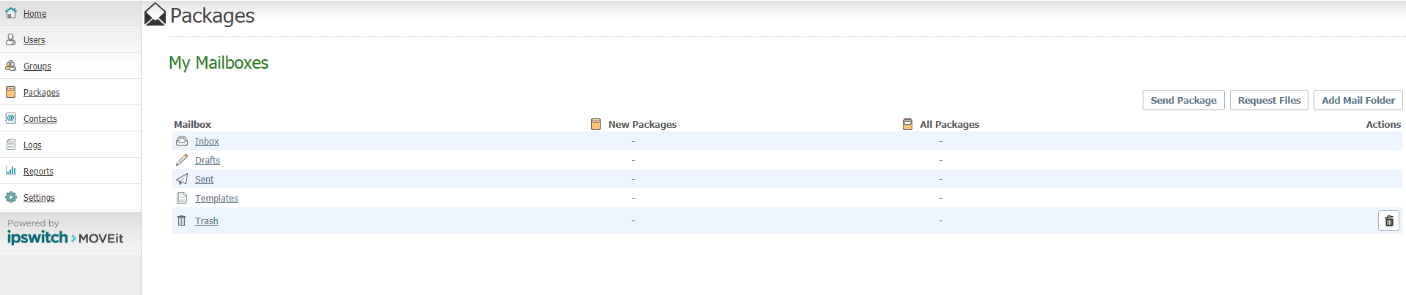


## Request a Password Change

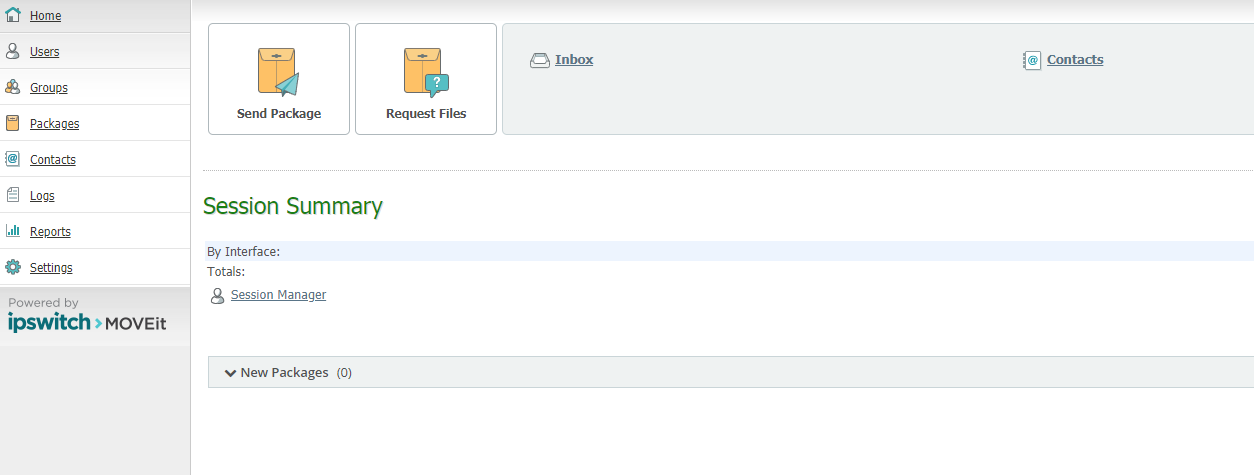


If you need the passport reset, please email [nopta.ict@nopta.gov.au](mailto:nopta.ict@nopta.gov.au) or phone (03) 8199 0319, or following the Help link.

## Sending a document package



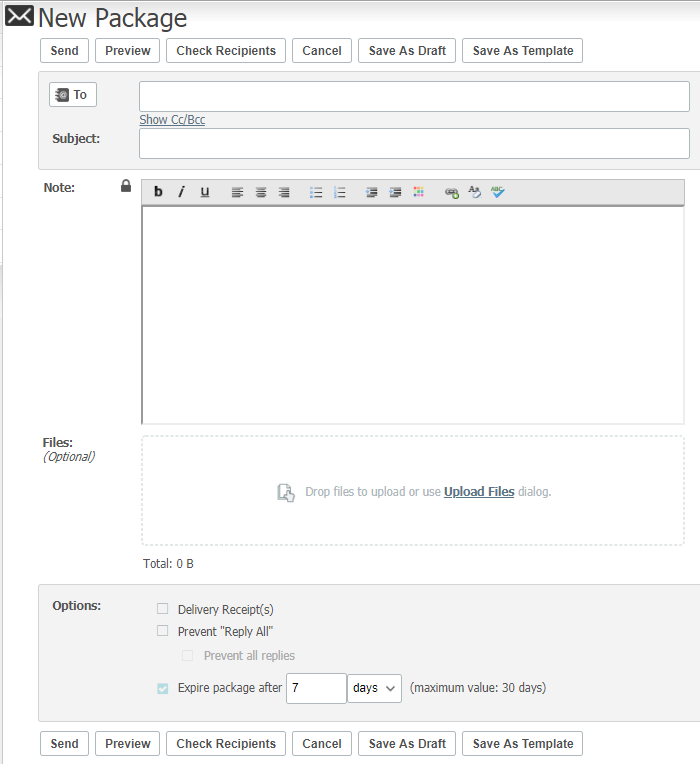
From the home page, select the packages menu icon. This will deliver an interface similar to web mail. This interface will be where all your incoming and outgoing mail/packages are managed.



To send a package, select the “Send Package” button. In this interface you will be required to enter or select the recipients email address. Note: Only users that have an account can receive packages from our Secure File Service. To view the list of available users you can select the “To” button to pick an appropriate user from the available list.

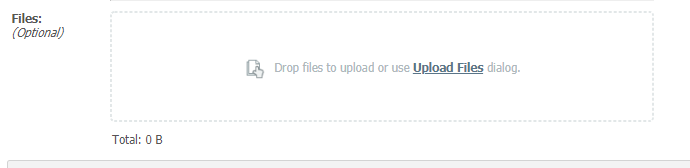


Select the user to “send to” via the check box next to their name. Once selected click “Send To” button.



Enter the details of your package as per a mail message, and fill in any other relevant information e.g. how long the package should stay in the system. Drag or upload files to be sent.

# File Packaging

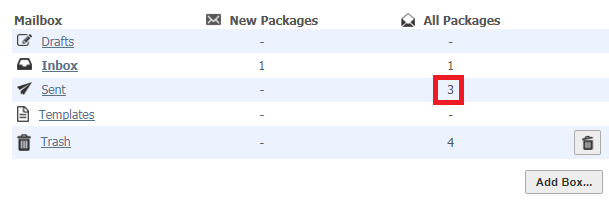


This tool allows you to add files individually or as a folder and encrypts the entire content on storage in the file server.

Once all files have been added, and necessary fields are filled in, the package is ready to send. Click the Send button.

The files will also appear in your email message as attachments.

To complete the transfer, select the “Send” button and the files will be sent.



Confirmation of your package transfer will be shown in your “Sent” items on your home page.