

## SendFiles

### What is SendFiles?

SendFiles is UGA's encrypted file service to securely share **sensitive** information and documents. You can access SendFiles by clicking on the URL below:

<https://sendfiles.uga.edu>

### Logging in:

#### Users with a UGA MyID

- You must have a device enrolled in ArchPass to access SendFiles.

To log in:

**Enter your MyID and password**

\*When you enter your MyID and password, you will receive the authentication based on the device type of your primary enrolled device. You will not have the option to select your method of authentication.

[You can download a PDF copy of login instructions here.](#)

### Logging In:

#### Recipients without a MyID

If you are sent a SendFiles document and do not have a UGA MyID, you will be sent a link from the SendFiles server. You should use this link to access the service initially to set up a password. After that initial access, you should use your email address and the password that you setup to access the system. Non-MyID accounts will expire 7 days after their last activity and deleted 7 days after expiration.

#### Upload a File

1. When you **first** log in to SendFiles, you should be prompted to Install the Upload/Download Wizard. Click on Install the Upload/Download Wizard (Java)
2. When prompted on the Security Information dialog box, click Run.
3. You should then be sent back to your Home page.
4. Click on **CLICK HERE** to Launch the Upload/Download Wizard.
5. Follow the prompts on the Upload Wizard to upload your file.

#### Send a File

1. Login to [SendFiles](#) (sendfiles.uga.edu)
2. On the left hand side, click on **Messages**.
3. At the bottom under **Message Actions**, click on **Send message...**
4. Fill in all the appropriate information and your message,  
\*Please note that your Address book is not tied to UGAMail.
5. To add a file, click on the "Launch the Upload Wizard" and select your file(s)
6. Then click **Send**.
7. You should then be sent back to your **Messages** with a Confirmation ID at the top.
8. You can review your sent messages in your **Sent** folder.

Please note that all messages (sent and received) will be deleted after **30 days**. Please download any information from these messages that you need to maintain. You can also re-upload them into your **Home** folder, if you need to keep any sensitive downloads.

## **SecureReports**

### **What is SecureReports?**

SecureReports is UGA's encrypted file service to securely share **restricted** information and documents. You can access SecureReports by clicking on the URL below:

<https://securereports.uga.edu>

### **Logging in:**

#### **ArchPass**

This service requires you to connect to the Restricted VPN.

You should use your **MyID** and **MyID password** to login.

Click the link below to learn more about the differences between **Sensitive data** and **Restricted Data**.

[Sensitive vs Restricted data?](#)

### **Upload / Send a File:**

#### **Send a File**

1. Login to [SecureReports](#) (securereports.uga.edu)
2. On the left hand side, click on **Messages**.
3. At the bottom under **Message Actions**, click on **Send message...**
4. Fill in all the appropriate information and your message,  
\*Please note that your Address book is not tied to UGAMail.
5. To add a file, click on the "Launch the Upload Wizard" and select your file(s)
6. Then click **Send**.
7. You should then be sent back to your **Messages** with a Confirmation ID at the top.
8. You can review your sent messages in your **Sent** folder.