



Required Steps

To enable Aspera uploads and downloads, you need to install or upgrade to IBM Aspera Connect 3.10.1.

New Step 1  [Install add-on](#)

Step 2  [Install Connect](#)

Already installed? [Refresh](#) / [Troubleshoot](#)

Step 1

To use SendVault you will need to install IBM Aspera Connect. Click on the “Install add-on” button and it will bring you to the Firefox add-on store page to download it.

Step 2

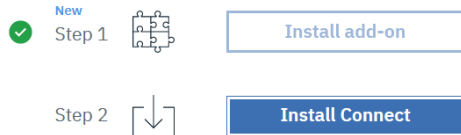
Click on the “Add to Firefox” button to download and install the add-on.

Step 3

After clicking the “Add to Firefox” button you will be prompted to add the app. Click the “Add” button to install the app to your browser. Once it had been installed the browser will inform you of the installation, to dismiss this click the “Okay, Got It” button.

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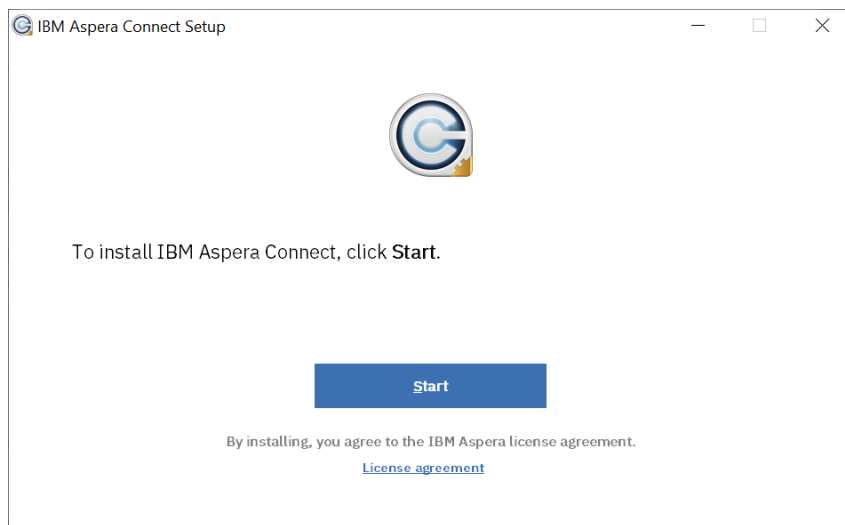
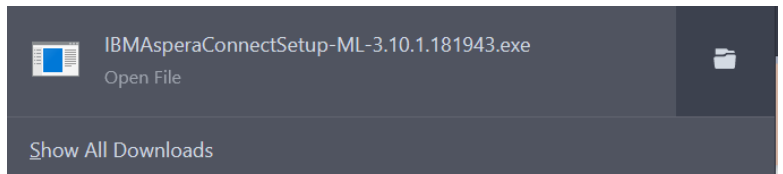
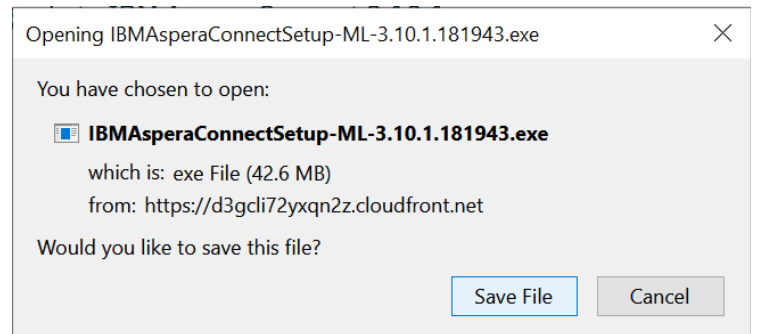
Already installed? [Refresh](#) / [Troubleshoot](#)

Step 4

Now that the add-on is installed, you need to install the IBM Aspera Connect application to your PC. To do this click the “Install Connect” button.

Step 5

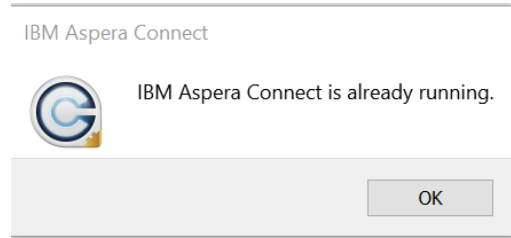
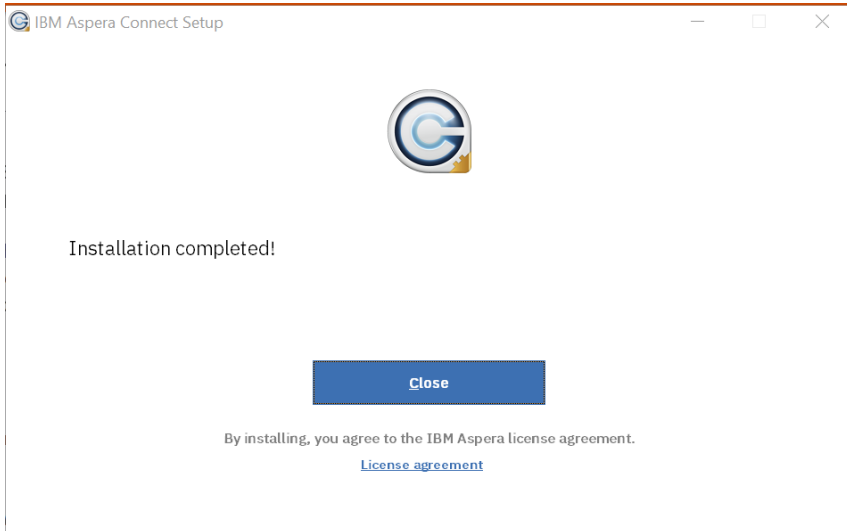
After clicking the “Install Connect” button a pop-up will appear asking if you would like to save the file. Click the “Save File” button. Once the download is complete a popup will display in the lower left hand side of your browser informing you the file is downloaded. Click on this to continue to the next step.



Step 6

Click the “Start” button to install IBM Aspera Connect.

How to use SendVault in Firefox

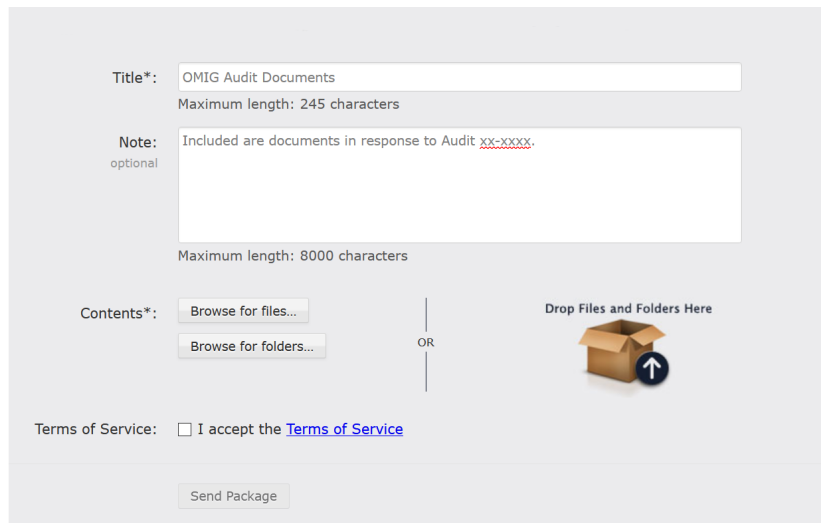


Step 7

Once the installation is finished the installer will inform you by saying the installation is complete. Click the “Close” button to close the installer. A pop up might show saying that the application is already running this does not affect the install and you can just click the “OK” button to move on.

Step 8

Now that IBM Aspera Connect is installed you can now upload your files to SendVault. In the Title section, put the title of the document you are uploading. In Notes put any notes about the file. To upload a file click the “Browse for files” button, to upload a whole folder, click the “Browse for Folders” button.



Title*: OMIG Audit Documents
Maximum length: 245 characters

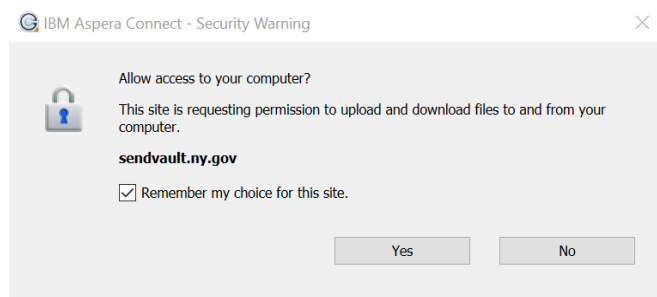
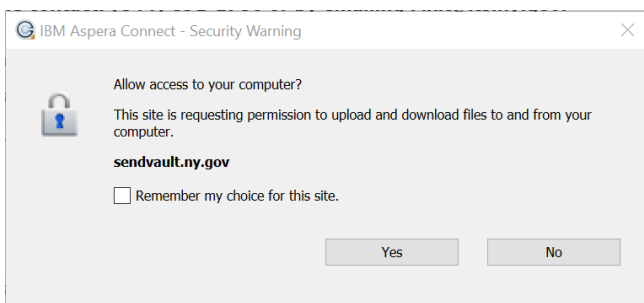
Note: optional
Included are documents in response to Audit xx-xxxx.
Maximum length: 8000 characters


Contents*: OR Drop Files and Folders Here

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

Step 9


After pressing the button to browse a popup will appear asking to give IBM Aspera Connect access to your computer. Click the “Remember my choice for this site” square, then press the “Yes” button.



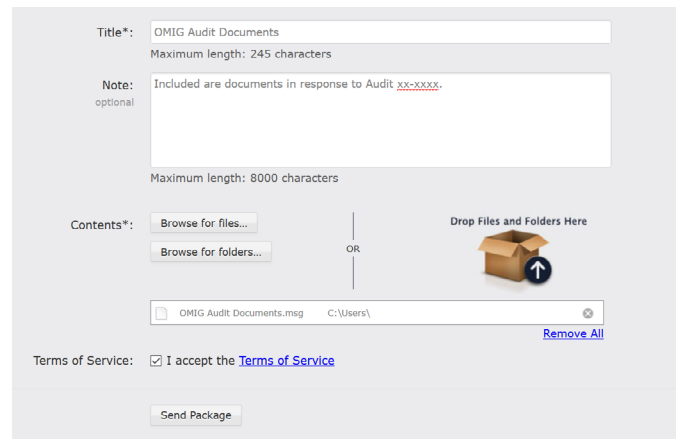


Title*: OMIG Audit Documents
Maximum length: 245 characters

Note: optional
Included are documents in response to Audit [xx-xxxx](#).
Maximum length: 8000 characters


Contents*: OR 

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



Title*: OMIG Audit Documents
Maximum length: 245 characters

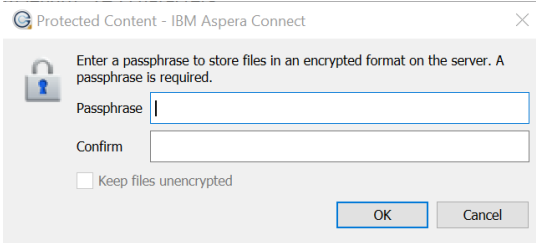
Note: optional
Included are documents in response to Audit [xx-xxxx](#).
Maximum length: 8000 characters

Contents*: OR 

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

Step 10

After choosing the file or folder you want to upload the file name and tree will show up in the white box under the buttons used to search for the files or folder. Click the “I accept the Terms of Service” button and click “Send Package.”



Protected Content - IBM Aspera Connect

Enter a passphrase to store files in an encrypted format on the server. A passphrase is required.

Passphrase

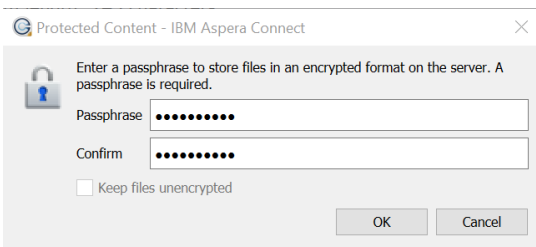
Confirm

Keep files unencrypted

Step 11

A window will appear asking for a passphrase to be typed in twice before continuing. The passphrase will be minimally 8 characters long and contain at least one of each of the following:

- Lowercase letter
- Uppercase letter
- Number
- Special Character



Protected Content - IBM Aspera Connect

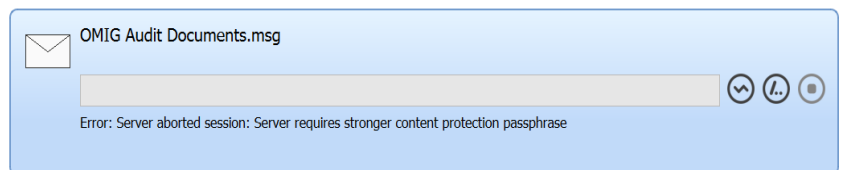
Enter a passphrase to store files in an encrypted format on the server. A passphrase is required.

Passphrase

Confirm

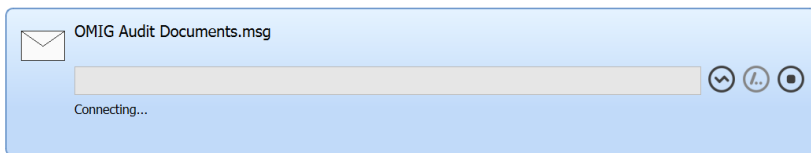
Keep files unencrypted

Once this is completed click “OK.” If you did not put in an appropriate passphrase you will get the error shown below.



Step 12

Once you click the “OK” button you will be shown the progress of your file or folder’s upload. Once it completes the progress bar will disappear and the word “Done” will show.





NYS sendVault

Thu 1/28/2021 1:37 PM

[External Email]

Dear User ,

This email is to confirm that you are submitting a package entitled "OMIG Audit Documents" to "James".

You can use the following link to check the status of your upload: [Check Package Status](#)

Thank you.

Step 13

Once the upload is complete you will get an email to confirm the upload and will tell you the name and where you uploaded the file to. If you would like to check on the progress of your upload, you can click the "Check Package Status" to do so.



This page allows you to see the status of the package you submitted, as well as retry the transfer if it fails.

It is safe to close this web page, your transfer will not be affected. An email has been sent to you with a link to get back to this screen.

Title	Date Submitted	Size	Files	Status
OMIG Audit Documents	Jan 28	117.6 KB	1	Complete

Step 14

After clicking the link in the email you will be brought to this page where you can check on your progress. This page will tell you the name of the document or folder, the date submitted, the file size, the number of files, and the status of the upload.