

# Instructions for Using SendVault

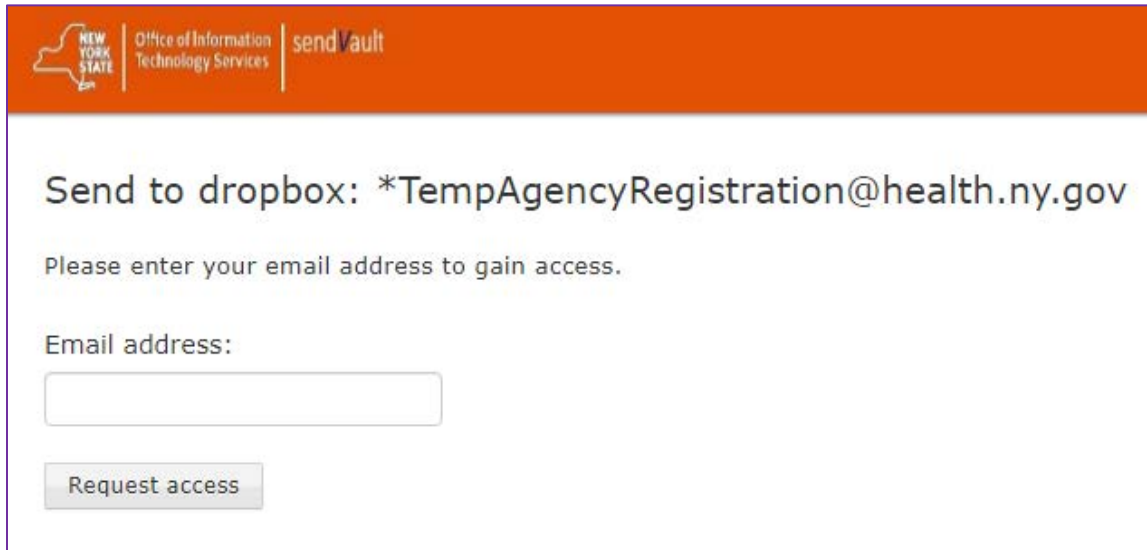
## Step 1

Click on the NYS SendVault link

<https://sendvault.ny.gov/nys/send/to/dropbox/tempagencyregistrationhealthnygov>

## Step 2

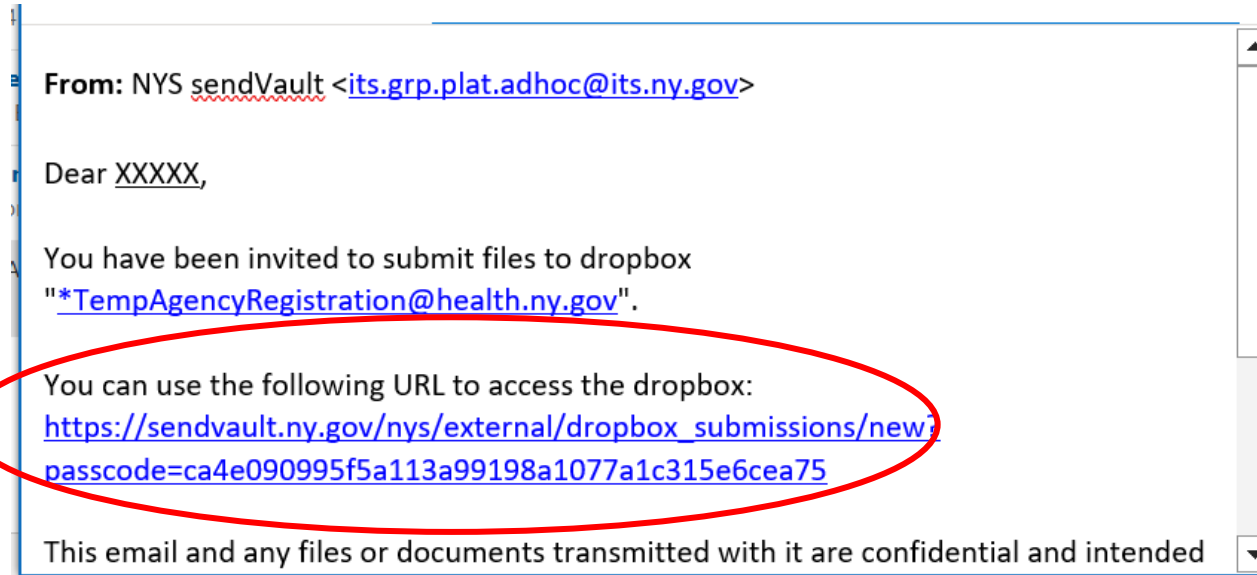
Enter your email address in the form, select "Request Access," and you will receive an email invitation with a custom URL.



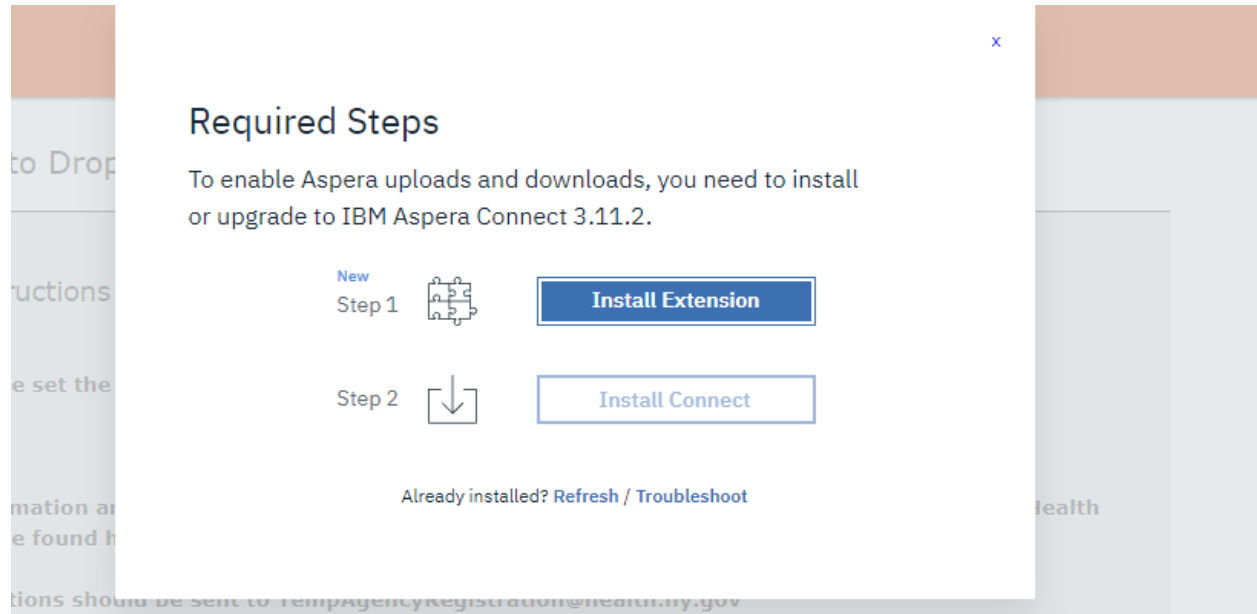
The screenshot shows the SendVault web interface. At the top, there is an orange header with the New York State logo, the text "Office of Information Technology Services", and the "sendVault" logo. Below the header, the main content area has a white background. It displays the text "Send to dropbox: \*TempAgencyRegistration@health.ny.gov". Below this, it says "Please enter your email address to gain access." There is a label "Email address:" followed by a text input field. At the bottom of the form is a button labeled "Request access".

## Step 3

Select the highlighted link in your invitation email:



If this is your first time using SendVault, you will receive the following pop-up



Please click “Install Extension” and follow the instructions to add the needed extension to your browser.

#### Step 4

Once your computer has the required IBM Aspera Connect extension installed, the following site will pop-up


Send to Dropbox: \*TempAgencyRegistration@health.ny.gov

**Instructions**  
\*\*\*  
Please set the passphrase/password for all package submissions to be: TempAgency!1  
\*\*\*  
Information and instructions to register your agency with the New York State Department of Health can be found here: [health.ny.gov/facilities/staffing\\_agency/index.htm](http://health.ny.gov/facilities/staffing_agency/index.htm)  
Questions should be sent to TempAgencyRegistration@health.ny.gov

Title\*:   
Maximum length: 245 characters

Note:  
optional  
  
Maximum length: 8000 characters

Package Download  Prevent HTTP download for this package

Contents\*:   OR 

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

1) In the Title\*: Enter the following information in this order:

1. Your agency ID
2. Agency name
3. Contents being uploaded

Example: TA001 - Healthcare Staffing Inc - 2024 Registration.

you can then add any additional information in the subsequent Note field.

2) 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. Please include all files in ONE SENDVAULT SUBMISSION.

3) Click on the checkbox next to Accept the Terms of Service.

4) Click Send Package to submit files.

5) You will now be prompted to create a passphrase for the secure file transfer. Please set the passphrase/password for all package submissions to be: **TempAgency!1**