



Secure Data Transfer

INSTRUCTIONS

3 Options to
SECURELY TRANSMIT DATA

1. FTP
2. WinZip
3. Password Protection

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Acronyms & Abbreviations

Reference	Description
DSA	Digital Signature Algorithm - a standard for digital signatures
Email	Electronic mail
Excel	Software to create and format spreadsheets
FTP	File Transfer Protocol
HBT	Healthcare Benefit Trust
IFS	Integrated File System
IP	Internet Protocol
RSA	An algorithm for public-key cryptography
SFTP	Secure File Transfer Protocol
SSH	Secure Shell
SSL	Secure Sockets Layer is a communications protocol
WinZip	Software to add (compress) & extract (decompress) large files

This document provides basic instructions for three secure data transfer options. Healthcare Benefit Trust (HBT) will accept transmission of data in the three ways listed below.

Option 1: File Transfer Protocol (FTP)

**HBT's Preferred method of receipt if you have technical support*

FTP allows you to securely receive or send files from one computer to another. FTP is a fast and efficient method of sending secure data.

Advantages of using an FTP program are:

- Files transferred via FTP travel through a secure direct channel between your organization and HBT; files are secure
- File transfer is quick and easy
- Completion of file transfer is immediately recognized
- File tracking (the program can keep tabs on transferred files)

Instructions for FTP Set Up - Section for your Technical Support Resource

Note: Please ask your Technical Support Resource to review these instructions, and install your FTP client, prior to contacting HBT.

a) Security Configuration

HBT uses the Titan FTP server. The Titan FTP server provides support for Secure FTP (SFTP) secure shell's (SSH) SFTP. When using SFTP and an SFTP enabled FTP client, such as WebDrive, data can be securely transferred over the internet.

Titan FTP server currently supports SFTP Version 3 through SFTP Version 6. SFTP Versions 5 and 6 support is in a preliminary stage and many clients do not yet support these versions. **HBT will default to Version 3 to ensure wide compatibility with all clients.**

Host Key Support

Titan supports SSH host key authentication for secure connections. SSH host keys are similar to secure socket layer (SSL) certificates in that there are two keys: a public key, and a private key. You keep the private key secure on your local computer and distribute the public key so that it may be imported into the Titan system.

Titan will associate this public key portion with a user account and will use it to verify that you are using the correct key pair.

Titan currently supports two host key algorithms, RSA and DSA. Predefined key lengths of **512, 1024, 2048, 4096** are supported as well as **custom** key lengths. Smaller key lengths are slightly faster, but less secure. Larger/longer key lengths are stronger, but slower. HBT will work with you individually if you choose to use host key security policy.

b) Client Application Certification

HBT will engage with you to ensure that the secure FTP client can communicate with HBT's server. This will be a process of ensuring that the setting of the client system incorporates the necessary security settings. Once the Go Live package is received, and you are setting up your FTP application, please call: 1.877.678.6449 to coordinate with our IT department to complete the client application certification.

1. You provide HBT with the out facing IP address
(this is the internet protocol (IP) that is used from your system to connect with the internet)
2. HBT captures that IP and grants access by the IP
3. HBT sends the client login credentials (password and login ID to be sent separately)
4. You log in and verify that they have connection

If there is no established client system available, see item d) (Certified FTP client software) for a list of client systems that are certified for HBT's system.

c) Initial Client Setup

The client setup is a seven step process:

1. Your credentials are entered into the system by an HBT FTP administrator
2. Log-in ID and contact number will be emailed to you
3. Call in for password using contact number provided by HBT
4. Log-in to the system that communicates to the HBT server
5. Initial log-in is pre-set to fail. This activity is required to enable the administrator's receipt of an IP record of their system
6. The IP is recorded and a message is generated, "Granted access to HBT FTP"
7. You are required to log-in a second time to confirm access

d) Certified FTP Client Software:

HBT confirms that the following clients align with our communication protocol:

1. WebDrive (preferred commercial system)
2. Core FTP (free client that is available for download)

If you use other software you will need to work with HBT's FTP administrator to review certification.

e) Client Security Changes:

HBT requires that you inform the HBT FTP administrator when a security change is required to access credentials. Security changes would consist of the following scenarios:

1. Your administrator for FTP communications terminates employment
2. Security settings have been compromised at your location

In circumstances where HBT generates internal changes to security settings resulting in new requirements, you will be notified.

Secure FTP Instructions

Once an FTP is installed, you can begin to securely transfer data directly from your organization to HBT.

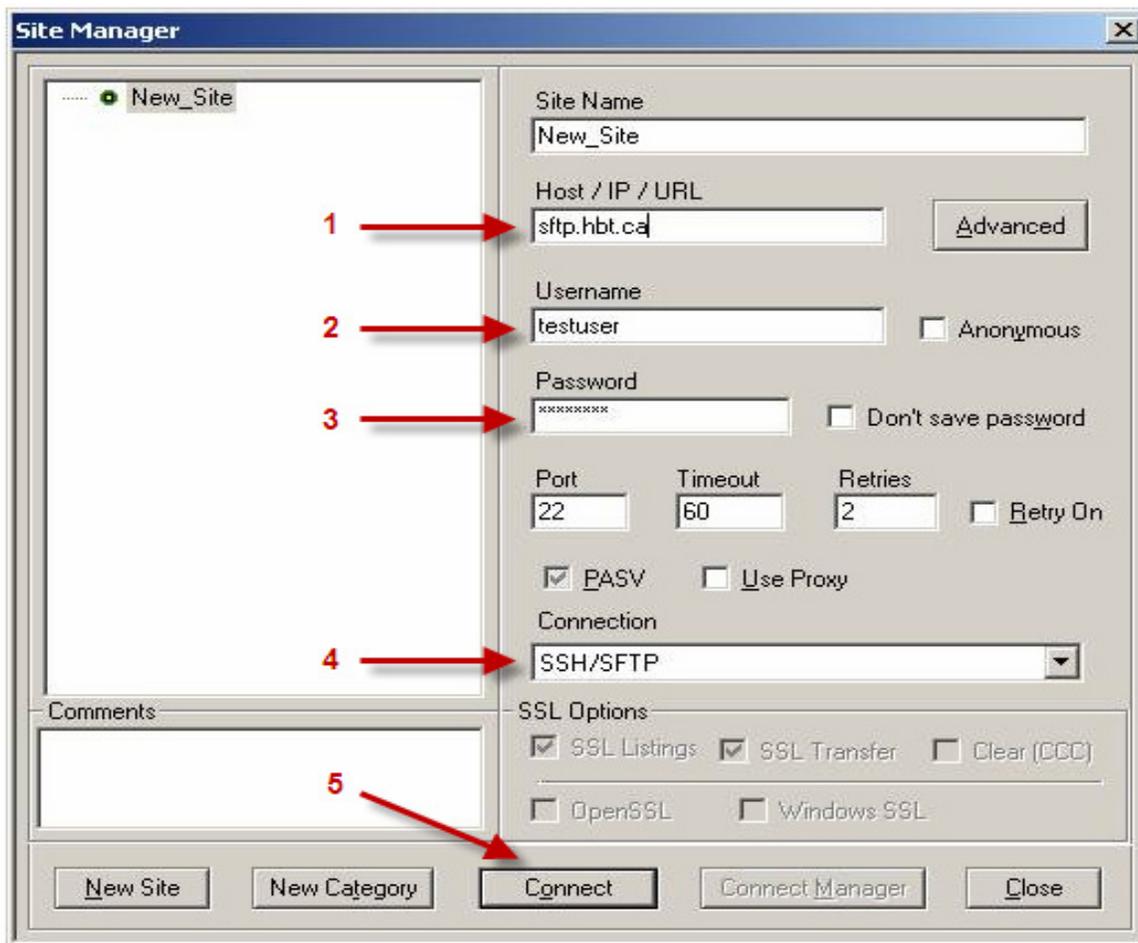
Note: Depending upon your FTP client software, the configuration process may vary. The screen shots below will provide a visual representation of the process and a basic understanding of how to transfer data. **Always follow the user instructions that come with your particular software package.**

Connecting to HBT

Find the Site Manager within your FTP application and fill in the following:

1. Host name: **sftp.hbt.ca**
2. User ID: (user ID for access to your FTP)
3. Password: (password for access to your FTP)
4. Identify Connection Type: **SSH/ SFTP**
5. Click **Connect**

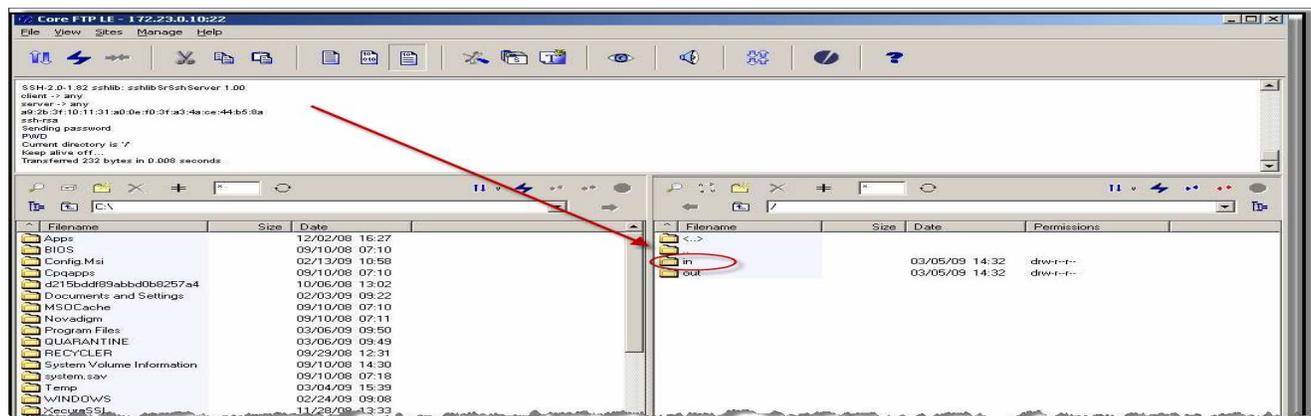
Sample site manager page in the diagram below.



Transferring Data

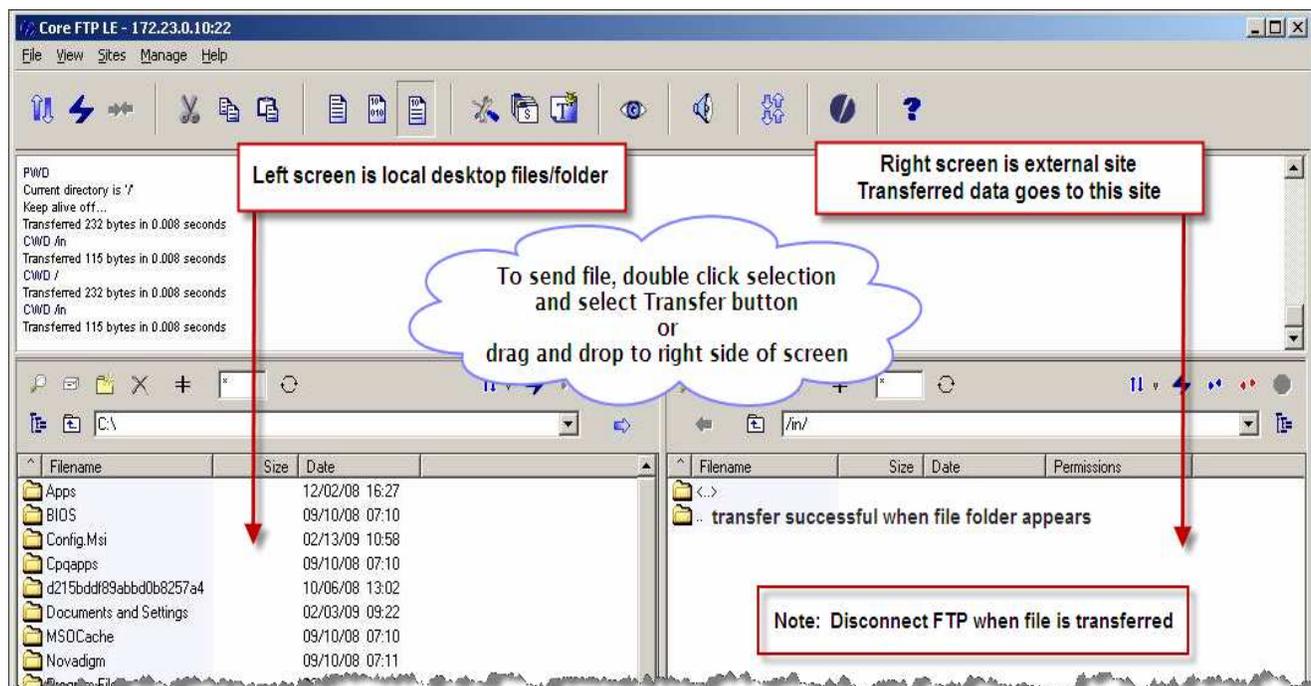
Once connected to the HBT site, you can begin transferring data.

To send a file, select the **in** folder. Refer to the diagram below for an example.



Usually, when viewing the **in** folder:

- Local desktop files/folders will be on the left side
- Connected site will appear in screen on the right side
- Select your **FTP TRANSFER** button or drag and drop file to be transferred
- Transfer time will depend upon file size and speed of service provider
- When transfer is successful, data file folder will appear in screen on right side
- Disconnect FTP when file transfer is complete
- Sample screen view below



Option 2: Email WinZip File with HBT Password

For emailing a WinZip file, you will follow the listed steps and screenshots below.

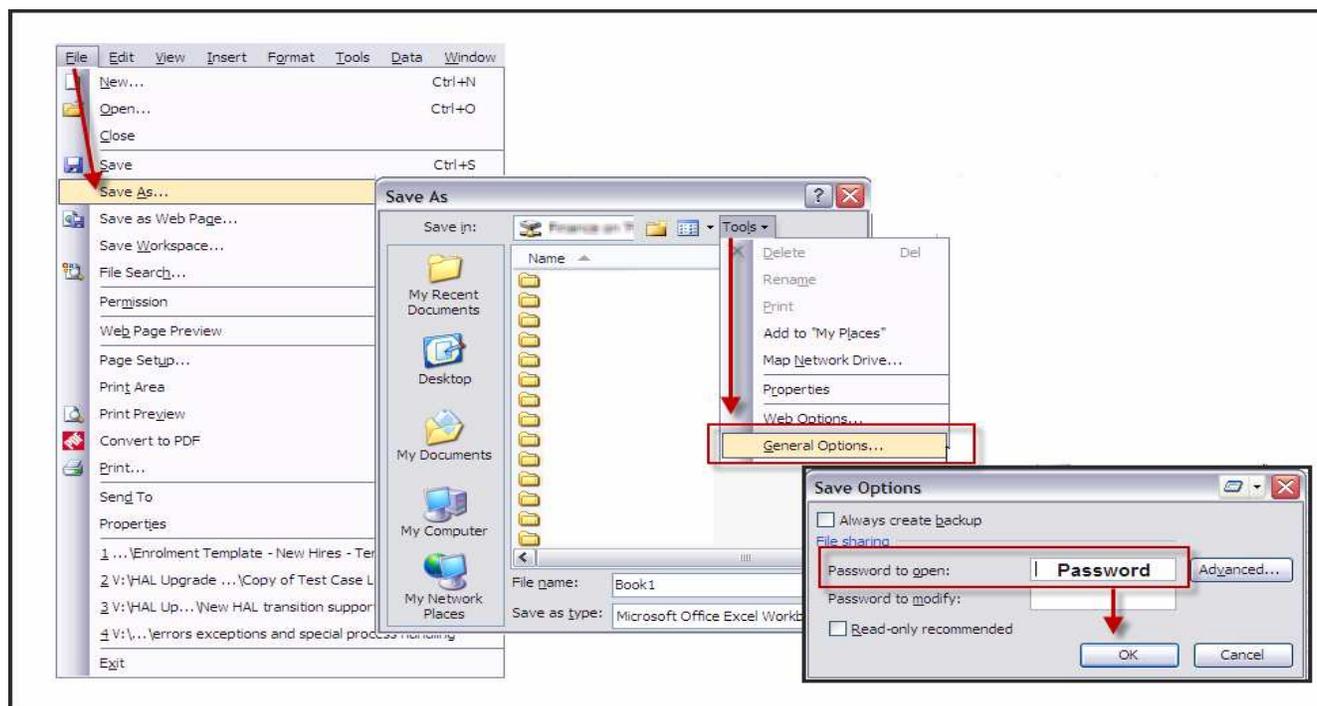
- Password protect the Excel file
- Zip or compress your file
- Encrypt the zipped file (optional)
- Email the file

Note: *The WinZip tool must be installed on your computer to use this option.*

Password Protecting a Document in Microsoft Excel

The enrolment/change/termination and earnings spreadsheet are Excel documents. Follow the file path instructions listed below to password protect these spreadsheets. Sample screen shots have also been provided:

- Click on **File**
- A pull down menu of options appears, click **Save As**
- If you have not already created a file name for this spreadsheet, enter the file name in the box labelled **File name:** Remember to save your file using the required naming convention provided in the enrolment/change/termination & earnings spreadsheet instructions
- Then, select **Tools** and drop down options will appear
- Click on **General Options**
- Enter your chosen password in the **Password to open** field. You will be required to email this password to HBT, in order for HBT to open the spreadsheet
- Click **OK**



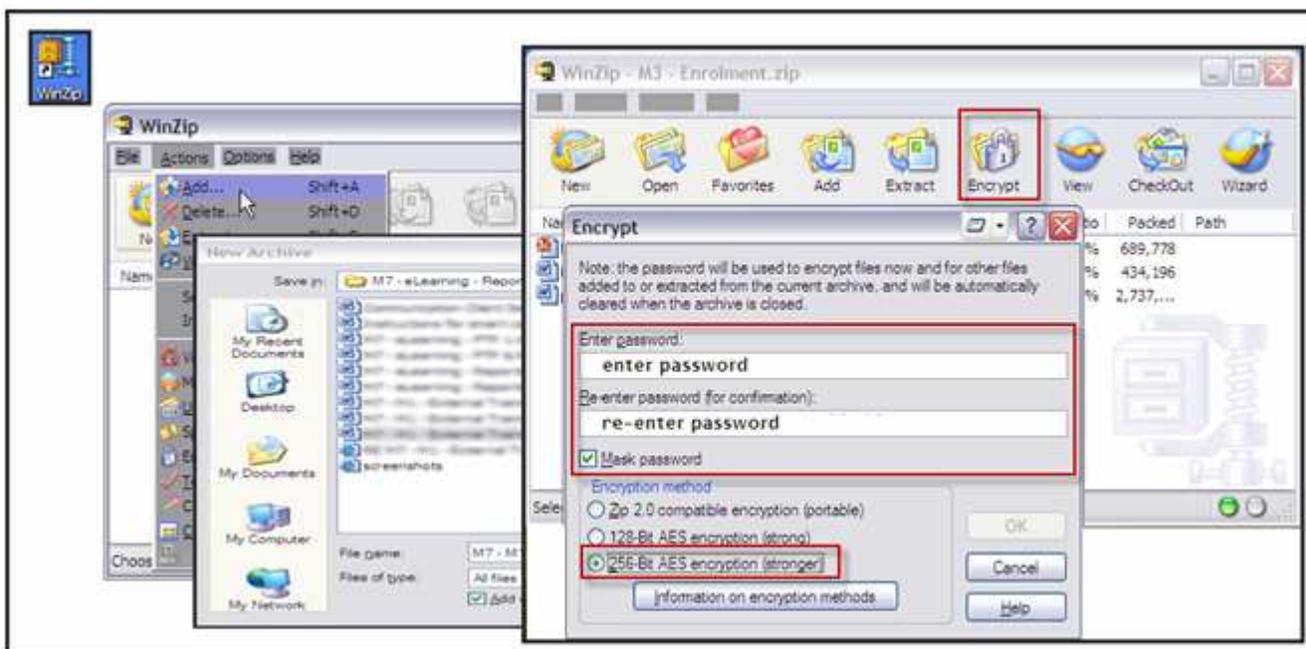
Using WinZip Tool

Ziping, or compressing, a file:

- a) Open the WinZip tool (previously installed on your computer)
- b) Create a new archive item by clicking on **New** or **Add** buttons
- c) Select item to zip (compress) in your documents
- d) Click **OK**

Optional - For enhanced security encrypt the document (refer to screen shots below):

- e) Encrypt your document by clicking **Encrypt** button
- f) Enter your chosen password in the **Enter password** field. You will be required to email this password to HBT, in order for HBT to open the spreadsheet



Emailing zipped file to HBT

- a) Open your email program
- b) Attach the zipped file
- c) Send to HBT enrolment@hbt.ca
- d) In a second email, provide HBT with the password to access your spreadsheet.
TIP: Keeping the same password month to month will make your submission easier, as you will not be required to re-send the password each month

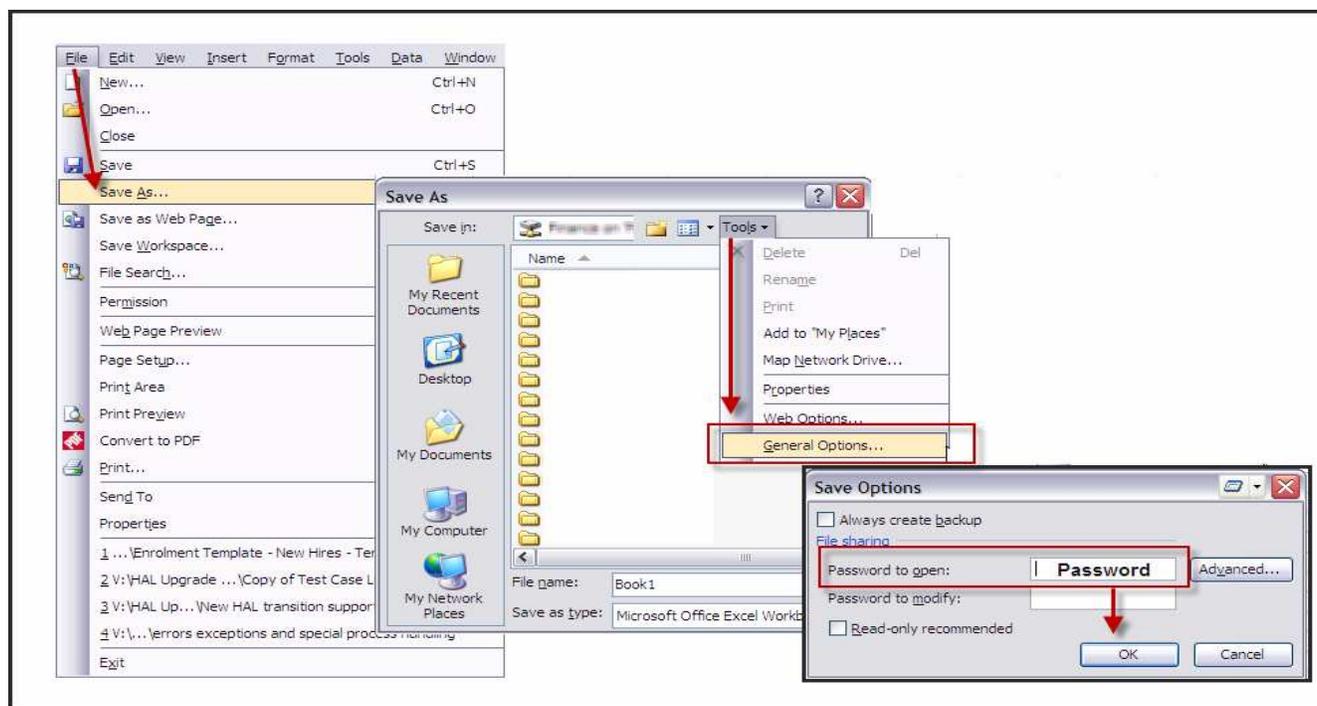
Option 3: Email Attachment with HBT Password

For this option, your data must be in an Excel spreadsheet and password protected with your chosen password.

Password Protecting a Document in Microsoft Excel

The enrolment/change/termination and earnings spreadsheet are Excel documents. Follow the file path instructions listed below to password protect these spreadsheets. Sample screen shots have also been provided:

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- A pull down menu of options appears, click **Save As**
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- Click on **General Options**
- Enter your chosen password in the **Password to open** field. You will be required to email this password to HBT, in order for HBT to open the spreadsheet
- Click **OK**



Email Attachment Process

Email systems allow you to attach files and send to many destinations. The size of the attachment may impact the amount of time required to send a file and/or the quality of transmission. For security reasons, never send a password protected document and the password in the same email.

- a) Open your email program
- b) Attach the file
- c) Send to HBT enrolment@hbt.ca
- d) In a second email, provide HBT with the password to access your spreadsheet.
TIP: Keeping the same password month to month will make your submission easier, as you will not be required to re-send the password each month.