

Secure File Transfer

Guided Tour

SWISS RE
150
YEARS



Welcome to the SFT (Secure File Transfer)

Secure File Transfer is an online tool which allows you to send and receive strictly confidential files. The highest standard of security is guaranteed.



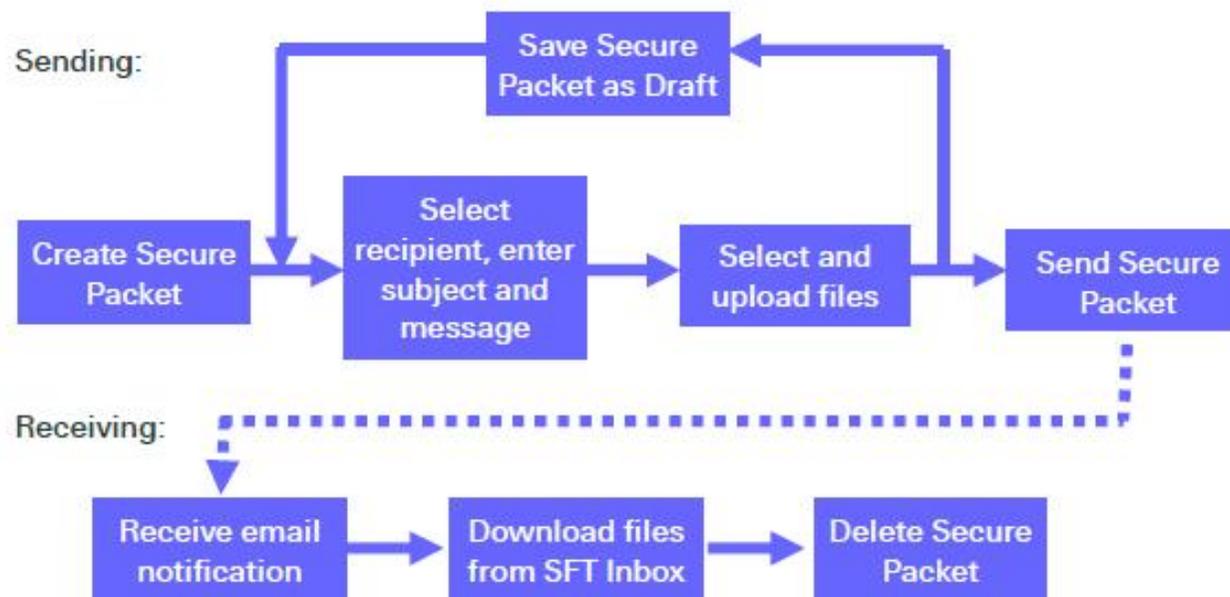
Secure File Transfer

Discover the speed and ease with which you can securely transfer files between your browser and the application!

- strongly authenticated
- encrypted connection

SFT Guided Tour: Overview

Each user has a File Box which enables them to send and receive files. In the File Box you can see the files you have sent (Outbox), received (Inbox) or prepared for sending (Draft). Files are transferred in so-called SecurePackets.



SFT Guided Tour: Portal

To access SFT, go to http://www.swissre.com/clients/client_tools/ and navigate to the Secure File Transfer at the bottom of the page, click on login and use your credential with SecurID token (SMS or physical)

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+41 43 285 2121

MUNICH SWITCHBOARD

+49 89 3844 0

SFT Guided Tour: Inbox

The Inbox is the starting point of the SFT application. On this screen you will find a list of all the SecurePackets sent to you.

Date & Time	From	Subject	Status
31.08.2010 18:38	LH TEST 2	UAT TEST 20100831_02	Read

The following details are displayed:

- Date & Time of receipt
- From
- Subject of the SecurePacket
- Status of SecurePacket in recipient's Inbox

SFT Guided Tour: Change File box

Click on the "Change File box ". In the upper menu bar a screen will appear to select your file box. The highlighted box will show the box in which you are presently in.

The screenshot displays the SFT web application interface. At the top, a blue header bar contains the text "Secure File Transfer" on the left and "Swiss Re" with its logo on the right. Below the header, a navigation bar includes links for "legal notice", "help", "contact", and "close". A secondary menu bar contains "Change FileBox", "Create SecurePacket", "Refresh", and "Sample".

The left sidebar shows a user profile for "Rajesh SN" and a list of file boxes. The "LH TEST 2 Changed12" box is highlighted with a blue border and a white background. Other file boxes listed include "Inbox (2)", "Outbox (10)", and "Drafts (1)". Below these are administrative options: "Admin", "Create FileBox", "FileBoxes", "FileBox Members", "All SecurePackets", "Configuration", and "Log Sent Filebox".

The main content area is titled "Inbox" and contains a table with the following data:

Date & Time	From	Subject	Status
08.08.2012 15:14	test user name	This si created for testing purposit	Read
16.07.2012 17:50	test user name	fsdfsdfsdfsdf	Unread

SFT Guided Tour: Create a SecurePacket

To create a SecurePacket simply click on "Create SecurePacket" in the upper menu bar. A screen will appear with various fields to fill in.

The screenshot displays the 'Secure File Transfer' interface for creating a SecurePacket. The interface includes a header with 'legal notice', 'help', 'contact', and 'close' links, and a menu bar with 'Change FileBox', 'Create SecurePacket', and 'Refresh' options. The main content area is titled 'SecurePacket: Figures Q2 2010' and contains several form fields and buttons. Callouts 1, 2, and 3 point to the 'Recipients*', 'Business Type*', and 'Keywords' sections, respectively. Callout 4 points to the 'Subject*' field, callout 5 points to the 'Message' text area, and callout 6 points to the 'Select files to upload*' section. The 'Attached Files' section shows a warning about unsupported file types and a 'No files attached' message. The 'Upload Files' button is visible at the bottom, along with 'Send' and 'Save Draft' buttons.

1 Select Recipient(s) from a predefined list by clicking on "Add"

2 Select a Business Type from the drop-down menu

3 Select the Keyword(s) from a predefined list by clicking on "Add"

4 Enter a Subject (mandatory)

5 Enter a Message for recipient

6 Select the file(s) for the SecurePacket by clicking on "Browse"

SFT Guided Tour: Create and Send a SecurePacket

To send a SecurePacket you must first upload the files to the Secure File Transfer.

The screenshot shows the 'Secure File Transfer' web interface. At the top, there are navigation links: 'legal notice', 'help', 'contact', and 'close'. Below that are buttons for 'Change FileBox', 'Create SecurePacket', and 'Refresh'. On the left, a sidebar shows the user 'Arnold Glogg' and a 'CS UAT TEST BOX' with folders for 'Inbox (1)', 'Outbox (2)', and 'Drafts (0)'. The main area is titled 'SecurePacket: Figures Q2 2010'. It contains several form fields: 'Recipients*' with 'LH TEST 2' and 'Add'/'Remove' buttons; 'Business Type*' with a dropdown menu; and 'Attachments Date*'. Below these are 'Upload Files' and 'Send' buttons. On the right, there is a 'Subject*' field with 'UW Figures Q2 2010' and a 'Message' field with the text 'Hi Joe, Here are the UW Figures for Q2 2010'. Below the message is an 'Attached Files' section with a note that certain file types are not supported. A 'No files attached' message is displayed, followed by a 'Select files to upload*' section with a text input and three 'Browse...' buttons. At the bottom right, there are 'Send' and 'Save Draft' buttons. Three blue callout boxes with arrows point to specific elements: Callout 7 points to the 'Browse...' buttons; Callout 8 points to the 'Upload Files' button; Callout 9 points to the 'Send' button. A separate callout box at the top right explains the 'Save Draft' button.

Secure File Transfer

legal notice help contact close

Change FileBox Create SecurePacket Refresh

Arnold Glogg

CS UAT TEST BOX

Inbox (1)

Outbox (2)

Drafts (0)

SecurePacket: Figures Q2 2010

Recipients*

LH TEST 2

Add Remove

Business Type*

Underwriting

Attachments Date*

Upload Files

Subject*

UW Figures Q2 2010

Message

Hi Joe,
Here are the UW Figures for Q2 2010

Attached Files

(* .txt, *.jpg, *.gif and *.xml files are not supported. Please zip them before upload)

No files attached

Select files to upload*

C:\Documents and Settings\srzqg\My Docu Browse...

Browse...

Browse...

Send Save Draft

8 After selecting files click on the "Upload files" button.

9 Send SecurePacket by clicking on the "Send" button.

7 Select the file(s) for the SecurePacket by clicking on the "Browse" button.

You can save a SecurePacket as a Draft at anytime by clicking on "Save Draft".

SFT Guided Tour: Drafts

Click on “Drafts” in the left menu bar to view all the SecurePackets you have prepared for sending.

The screenshot shows the 'Secure File Transfer' application interface. At the top, there is a blue header with the title 'Secure File Transfer' and the 'Swiss Re' logo. Below the header, there are navigation links: 'legal notice', 'help', 'contact', and 'close'. A secondary navigation bar contains 'Change FileBox', 'Create SecurePacket', and 'Refresh'. On the left side, there is a vertical menu with the following items: 'Arnold Glogg', 'CS UAT TEST BOX', 'Inbox (1)', 'Outbox (2)', and 'Drafts (2)'. The 'Drafts (2)' item is highlighted. The main content area is titled 'Drafts' and contains a table with two columns: 'Date & Time' and 'Subject'. The table lists two entries:

Date & Time	Subject
07.10.2010 13:32	test
07.10.2010 13:26	Figures Q2 2010

A blue callout box with the text 'Saved but not yet sent SecurePackets' is positioned below the table. Two arrows originate from this box: one points upwards to the 'Drafts' title, and another points leftwards to the 'Drafts (2)' menu item.

SFT Guided Tour: Outbox

Click on “Outbox” in the left menu bar to view all the SecurePackets you have sent. As soon as the recipient has opened the SecurePacket the status flag will be “Read”. If the recipient has deleted it the SecurePacket will disappear from your Outbox.

Secure File Transfer Swiss Re

[legal notice](#) [help](#) [contact](#) [close](#)

[Change FileBox](#) [Create SecurePacket](#) [Refresh](#)

Arnold Glogg

CS UAT TEST BOX

Inbox (1)

Outbox (2)

Drafts (2)

Outbox

Date & Time	Active Recipients	All Recipients	Subject	Status
31.08.2010 18:31	LH TEST 2	LH TEST 2	UAT TEST 20100831_01	Read
31.08.2010 18:13	LH TEST 2	LH TEST 2	UAT TEST 20100831	Unread

SFT Guided Tour: Open a SecurePacket

As soon as a new SecurePacket is sent to your Inbox, you will receive a notification through your e-mail system.



To open the SecurePacket,
click on the Subject.

SFT Guided Tour: Download Files

Once you have opened a SecurePacket you can then download the attached files to your workstation.

Secure File Transfer
legal notice help contact close

Change FileBox Create SecurePacket Refresh

Arnold Glogg
CS UAT TEST BOX

Inbox (1)
Outbox (2)
Drafts (2)

SecurePacket: UAT TEST 20100831_02

Sender
LH TEST 2
sent by Edwin Bokaberger

Company
SWISSRe TEST 2

Company ID
0113

Recipients*
CS UAT TEST BOX

Business Type*
LH LHAS Services

Keywords
LH Medical Document

Subject*
UAT TEST 20100831_02

Message
UAT TEST 20100831_02

Attached Files
(* .bt, *.jpg, *.gif and *.xml files are downloaded before upload)

von hand schreiben_20100817.pdf 116K

Download the attached files by clicking on the paperclip or filename.

Select a location on your workstation where the file is to be downloaded and saved.

Afterwards you can open the file(s) directly from your workstation.

Delete

SFT Benefits

- Security:** SecurID and SMS tokens ensure the highest level of access security. Mail transferred via a 128-bit SSL- secure encrypted connection.
- Speed :** Files transferred via the internet.
Email notification of incoming secure packages via email.
- Transparency:** Clear overview of the files in transit.
- Flexibility:** Choose where to store downloaded files.
- Communication:** Enhanced communication between Swiss Re and client.

SFT Contacts

If you have any login requests or questions about the "Secure File Transfer" application, please contact Swiss Re Client Services.

Telephone (Calls handled by Swiss Re IT Service Desk)

+800 0000 3940 (International Toll Free Number)

+1 888 335 9304 (Toll Free in America)

- In some countries the toll free number may not work.
Please dial one of the following numbers if this is the case:

Americas		+1 914 828 3940
Asia		+ 852 2582 3940
Europe	Zurich	+41 43 285 3940
	London	+44 207 933 3940
	Munich	+49 89 3844 3940

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E-mail Client_Services@Swissre.com



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