Swiss Re

Secure File Transfer

Guided Tour

Welcome to the SFT (Secure File Transfer)

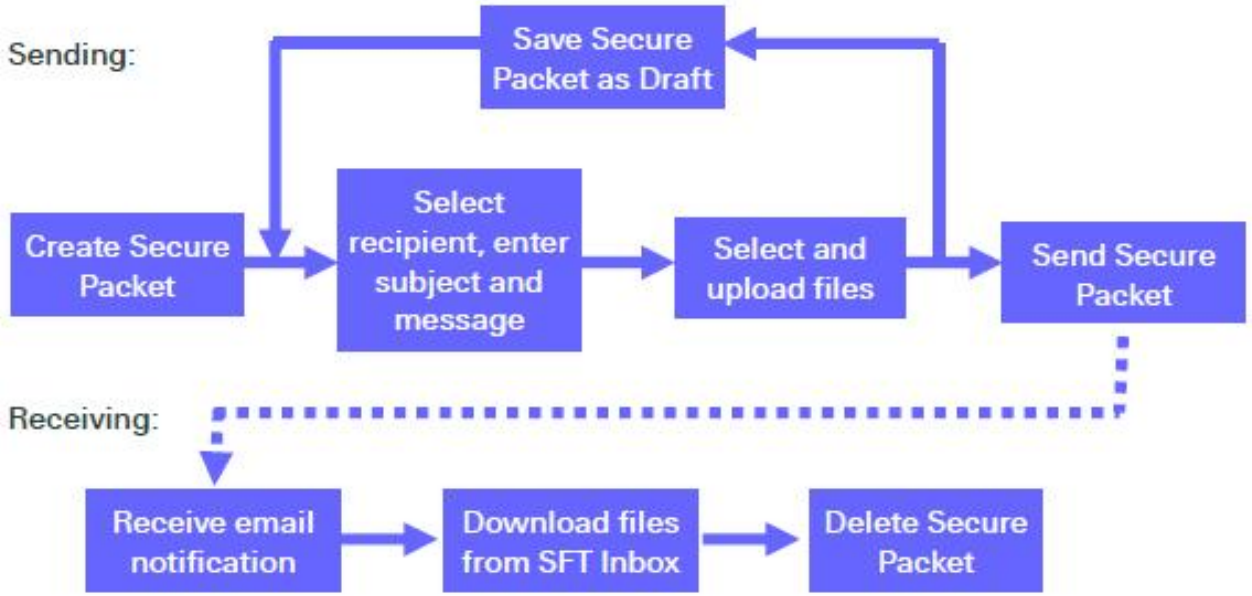
Secure File Transfer is an online tool which allows you to send and receive strictly confidential files. The highest standard of security is guaranteed.

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

- **strongly authenticated**
- **encrypted connection**

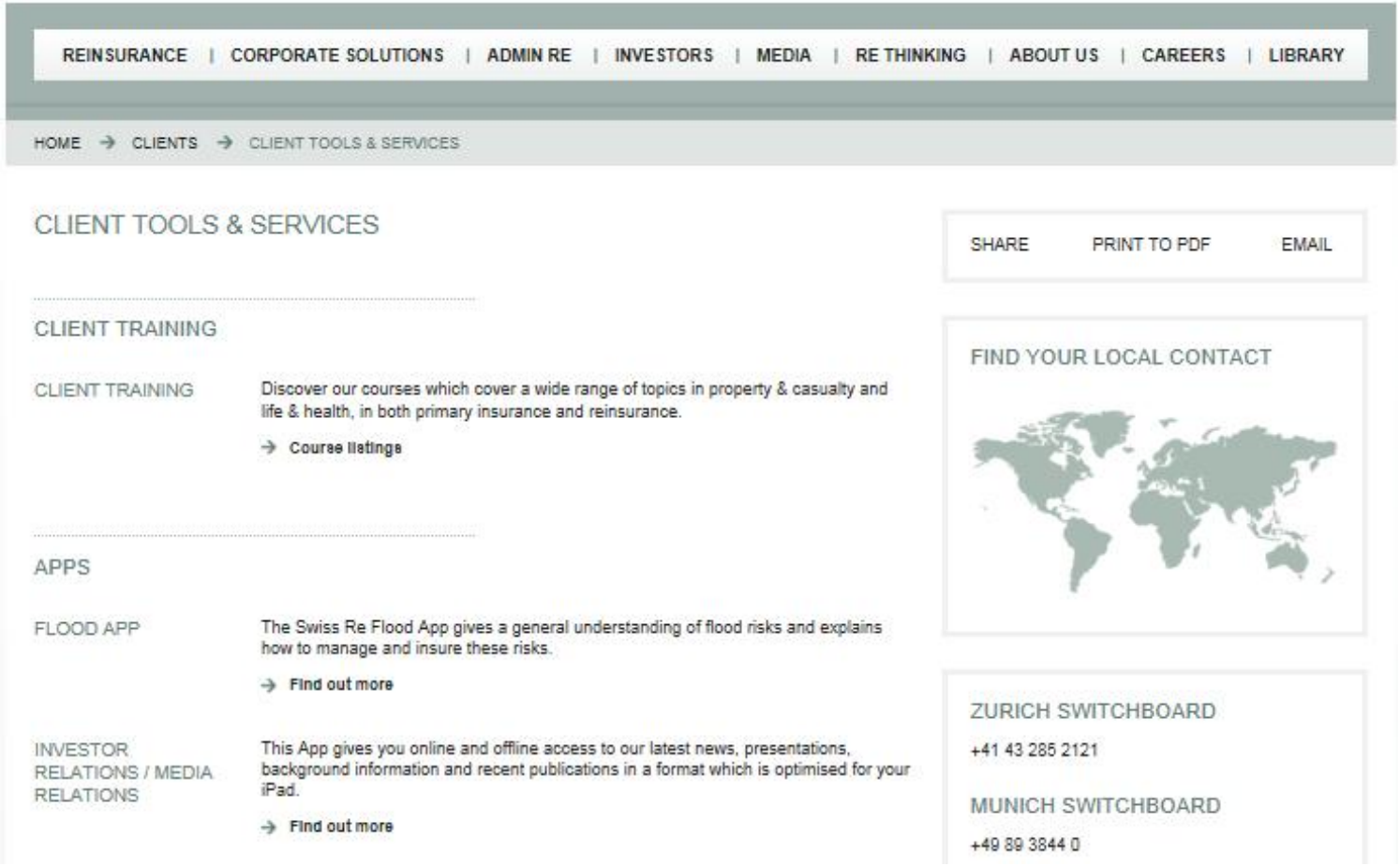
SFT Guided Tour: Overview

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.



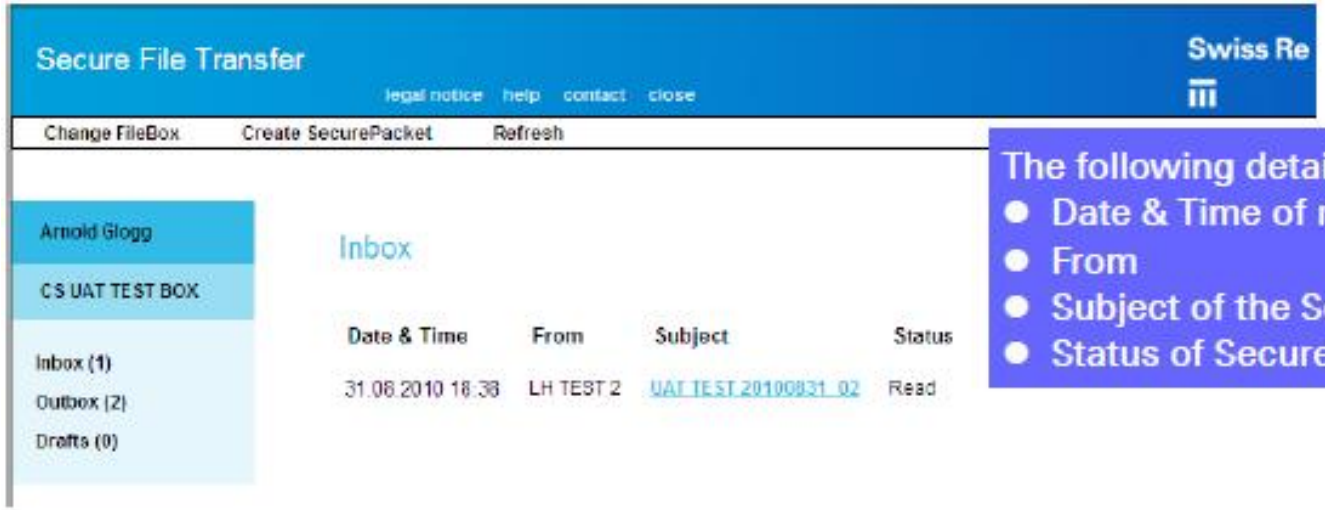
SFT Guided Tour: Portal

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)



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.

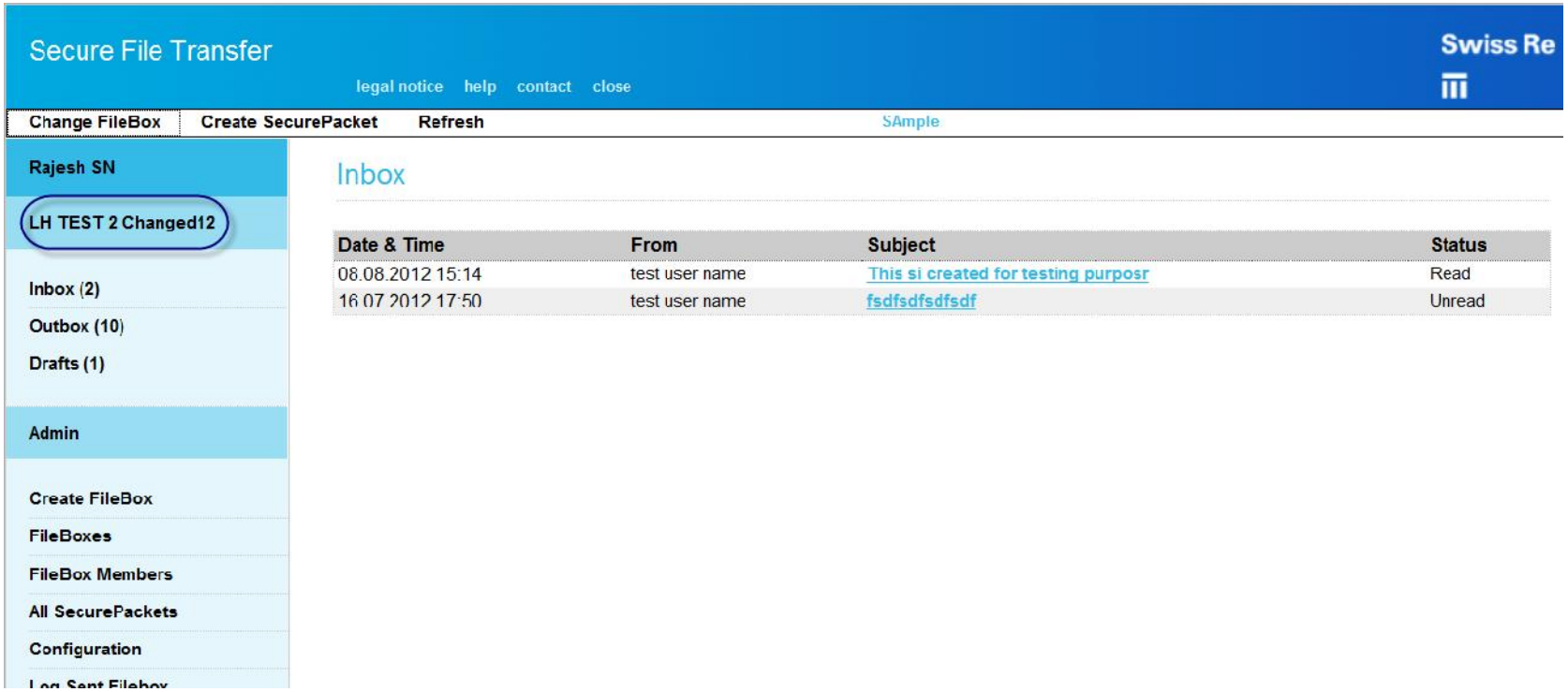


The following details are displayed:

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

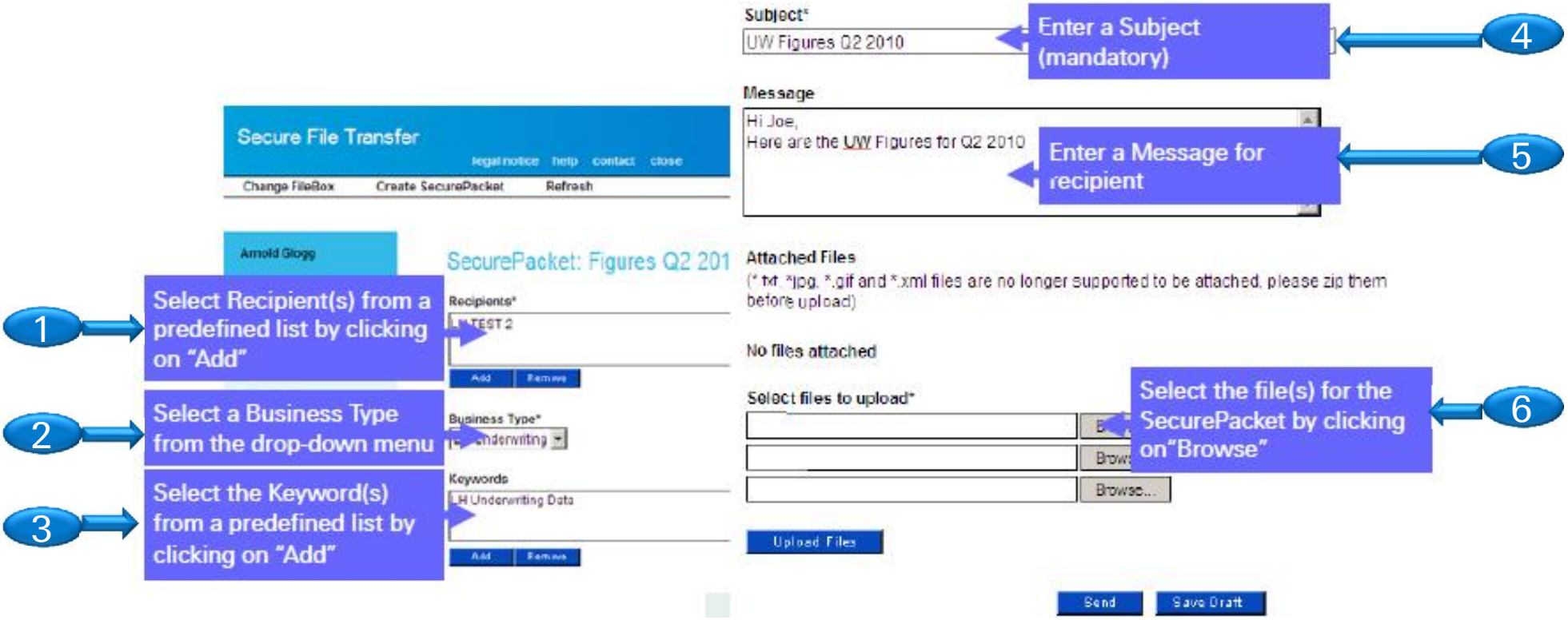
SFT Guided Tour: Change File box

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.



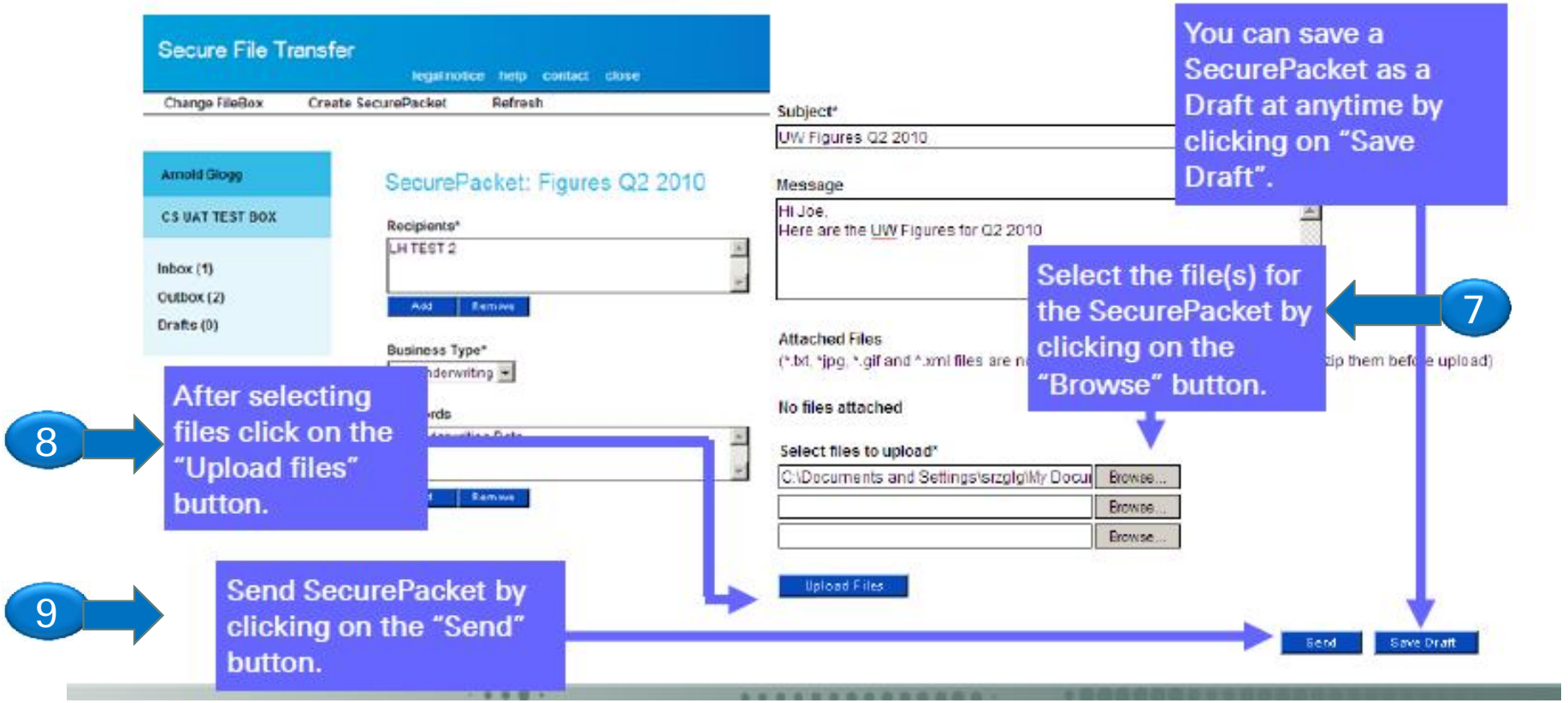
SFT Guided Tour: Create a SecurePacket

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



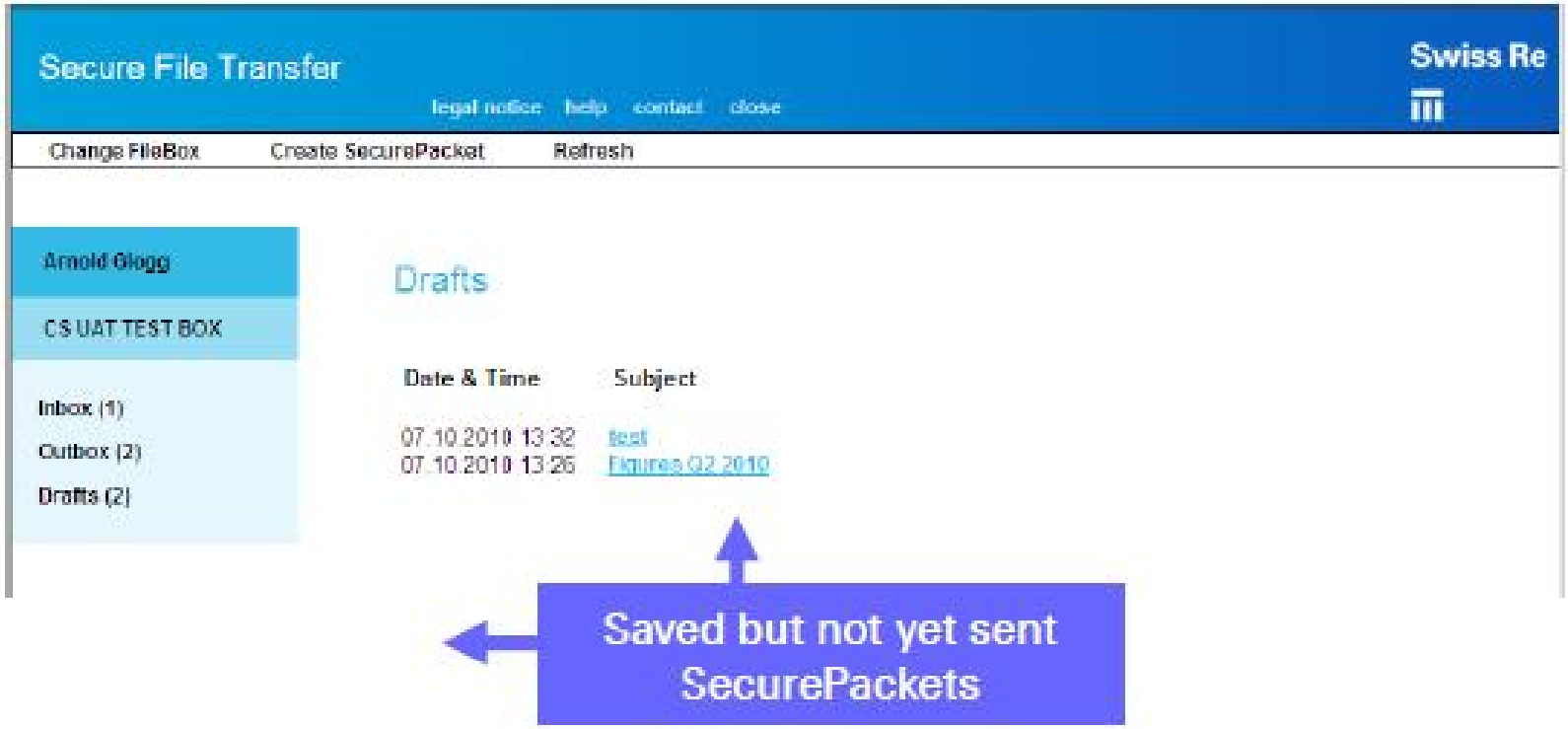
SFT Guided Tour: Create and Send a SecurePacket

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



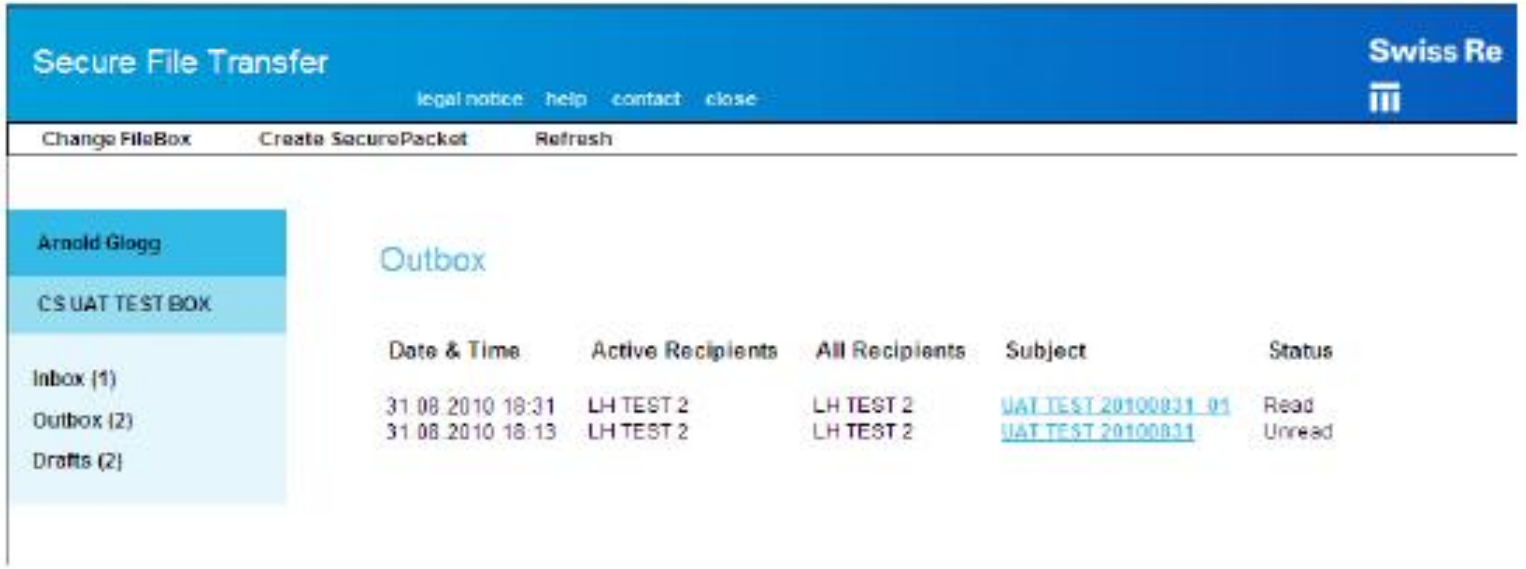
SFT Guided Tour: Drafts

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



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.



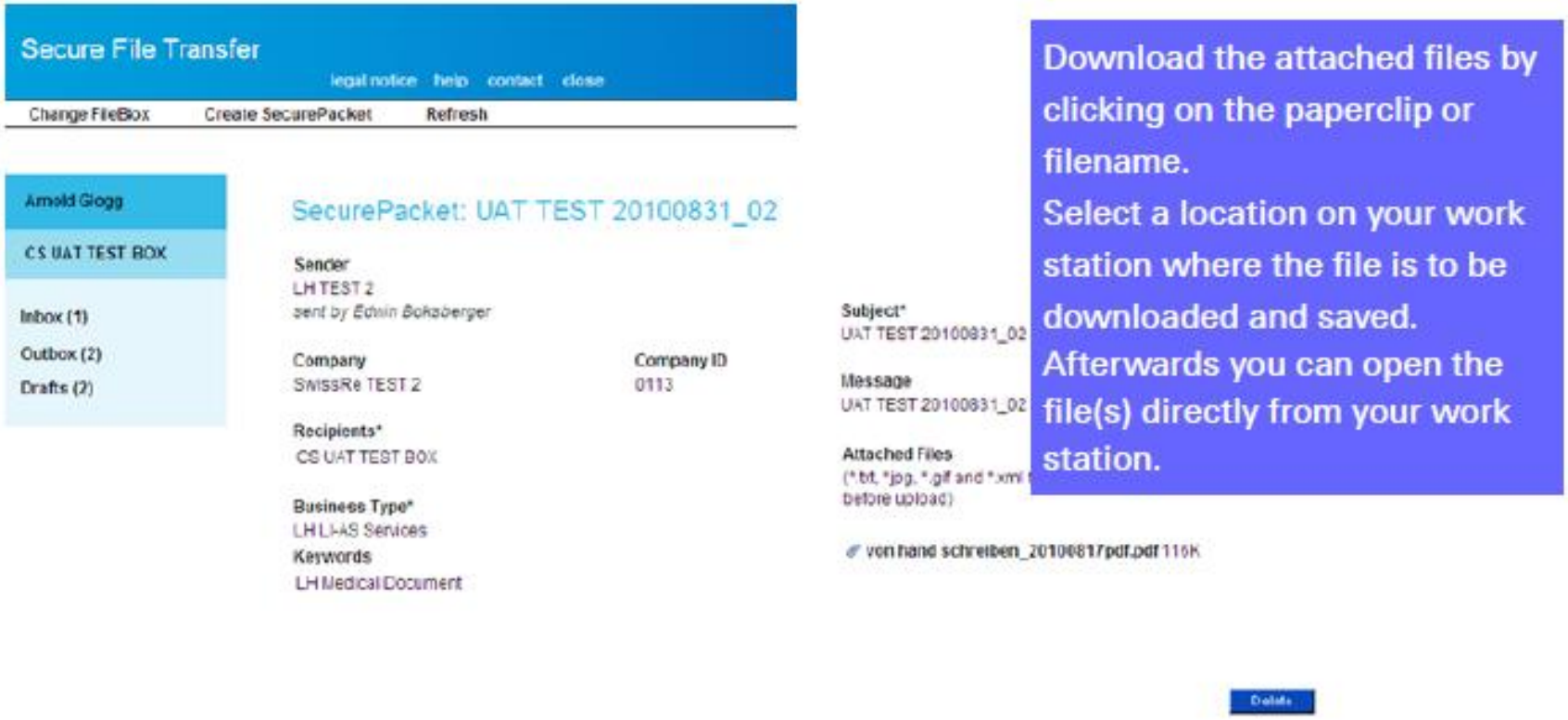
SFT Guided Tour: Open a SecurePacket

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.



SFT Benefits

Security:	**S**ecurID 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
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