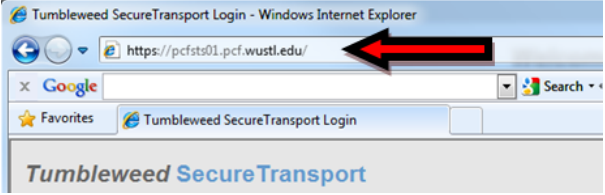
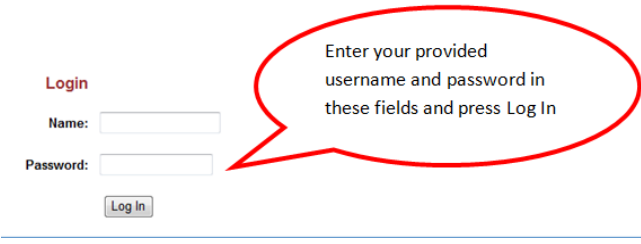
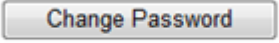




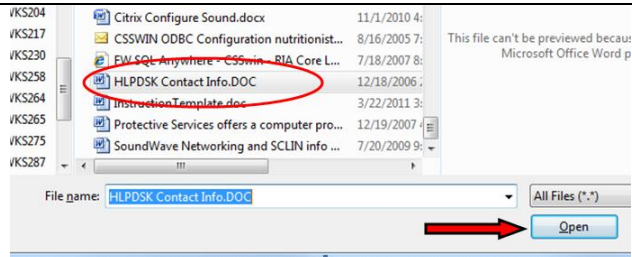
## PCF Secure FTP Instructions

<p><u>User Account Creation</u></p> <p>You must request a user account from the PCF Helpdesk either by calling or emailing them at:</p>	<p>PCF Helpdesk  <a href="mailto:helpdesk@kids.wustl.edu">helpdesk@kids.wustl.edu</a>  (314) 362-9500</p>
<p><u>Accessing PCF Secure FTP</u></p> <p>After you've received your email containing your username and password you can access the PCF Secure FTP site by opening your internet browser and entering the following address in the address field and pressing the Return/Enter key.</p> <p><a href="https://pcfsts01.pcf.wustl.edu/">https://pcfsts01.pcf.wustl.edu/</a></p>	
<p>Once your browser opens the PCF Secure FTP site, you'll enter your provided username into the 'Name' field and your provided password into the 'Password' field and select the 'Log In' button. <b>Note: The username is case sensitive!</b></p>	
<p>After logging in, you may change your password by selecting the Change Password button. Also, you'll have access to upload files needed for access outside of the university. <b>Please note that you are still responsible for PHI under HIPAA guidelines when working with PHI from a remote location.</b></p>	

To upload files to the site select the Browse... button and select the file to be uploaded onto the FTP.



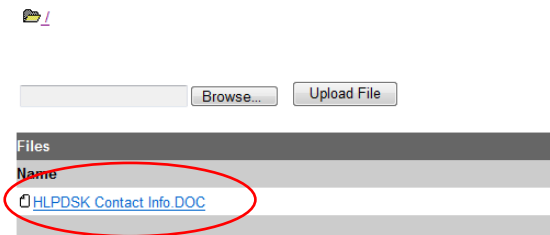
Select the file you'd like to upload and then choose the 'Open' button.



Once selected, the file may be uploaded by selecting the 'Upload File' button.



You will see your file after the uploading has finished.



After your file has been uploaded successfully, you may access it from most secure pc's.