First Login / ActiveX Control Install

The first thing we want to do is open up the CPA Secure initial login screen. This can be accomplished one of two ways.

The first method, which is the easiest, can be done by clicking on the link contained in the email you received.

The second way, and the method used in this tutorial, is to open your internet web browser and go to **www.securefiletransferservices.com**.

Once at the initial login screen you will type in the username and password provided to you by your group admin. Then click the sign on button.

It is important to note here that for security purposes a person may only make three attempts to login properly. If the user has forgotten their password they should click the request a password change link and follow the instructions on the following page. Three or more failed login attempts will lock the user out of the system. Technical support will be required to reauthorize access.

Once you have successfully logged in for the first time you will be prompted to change your password. Your password must meet certain complexity requirements. You password must be at least six characters long and cannot resemble the user name. It is recommended to use an easy to remember password while including both numbers and letters.

Once you have entered your password you will need to enter it a second time for verification purposes. Then click the change password button.

The next step involves installing the security Active X Control. Depending on your internet browser the pop-up window to install may vary. Regardless of your internet browser you want to click the install link for the Active X Control.

Step 1.

Step 2.

Windows Internet Explorer

The Wizard was NOT installed on your computer.

OK

Information Bar

Did you notice the Information Bar?

The Information Bar alerts you to security-related conditions (for example, if a potentially unsafe file or pop-up was just blocked). If a webpage does not display properly, look for the Information Bar at the top of the page and click it.

☐ Don't show this message again

Learn about the Information Bar   Close

Step 3.

Hughes Computer Services, Inc.: CPA Secure Support

This website wants to run the following add-on: 'Standard Networks MOVEit Upload/Download Wizard' from 'Standard Networks, Inc.'. If click here...

skip repetitive navigation

ALL DATA EXCHANGED THROUGH THIS SITE IS SECURED USING **256-BIT**

Signed onto **Hughes Computer Services, Inc.** as **CPA Secure Support** (support@cpasecure.com).

Run ActiveX Control
What's the Risk?
More information

Step 4.

Internet Explorer - Security Warning

Do you want to run this ActiveX control?

Name: Standard Networks MOVEit Upload/Download Wizard

Publisher: Standard Networks, Inc.

Run   Don't Run

This ActiveX control was previously added to your computer when you installed another program, or when Windows was installed. You should only run it if you trust the publisher and the website requesting it. What's the risk?

Step 5.

Windows Internet Explorer

The Upload/Download Wizard installed OK.

OK

Once the Active X Control has installed successfully you are ready to begin using your secure file transfer services powered by CPA Secure.