CDE Secure File Transfer Server - External User Instructions

CDE's Secure File Transfer Server provides a means to securely transfer sensitive data files. It meets the needs of CDE staff that send and receive sensitive data to and from external clients and collaborators. To access the server you need access to the Internet and a web browser. You must register and activate your account to receive and send files.

Register and Activate Your Account

You will receive an email containing a delivery notification and a link to the User Registration form. Please follow these instructions:

1. Click on the link to the User Registration form in the email.
2. Complete the User Registration form by entering the required fields. Click Register. You will receive an email containing an activation link along with your user name and an activation code.
3. Click the activation link to activate your account; this will take you to the User sign in screen. You will also receive an email confirming account activation with a link to the User sign in screen.

Download a File

When you receive an email notification of a secure delivery, click the link in the email or go directly to the server and sign in to CDE's Secure File Transfer Server.

1. Sign in to CDE's Secure File Transfer Server (https://transfer.cde.state.co.us/bds) on the User sign in screen. Type your Username and Password. Click Sign in.
2. From the Home page, click View Your Deliveries: Received.
3. On the Your Deliveries: Received screen, click the Subject link.
4. On the Your Delivery screen, click the File name link to download the file to your hard drive. The sender will receive notification that you have viewed the delivery.

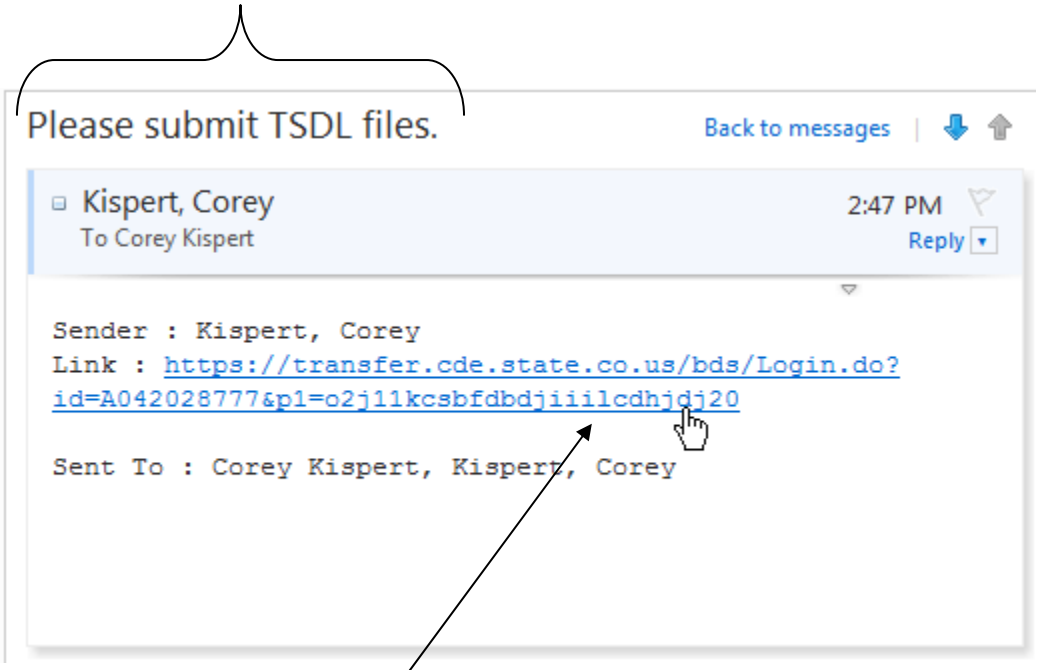
Upload a File

1. Sign in to CDE's Secure File Transfer Server (https://transfer.cde.state.co.us/bds) on the User sign in screen. Type your Username and Password. Click Sign in.
2. From the Home page, click Create an Express Delivery.
3. On the Express Delivery screen:
    - Enter recipient's email address. Separate multiple addresses with commas or semicolons.
    - Enter Subject.
    - Type a brief secure message. This message will not be part of the notification email. It will only be visible when the recipient signs in to view the delivery.
    - Use the Browse button to search your system files and select a file. Click Open. You may upload multiple files.
    - Leave the Date available blank to accept the current date and time as the default. Only enter a date and time (MM/DD/YYYY HH:MM AM|PM) if you want to defer delivery. The delivery will expire within 14 days.
    - Optionally, enter a Delivery Password if you want to add a level of security. You must give this "delivery password" to the recipient by phone. Note: Do not use your login password for the Delivery Password.
    - Click Send. This will securely upload the file to the server and send the recipient an email delivery notification with a link to the file.

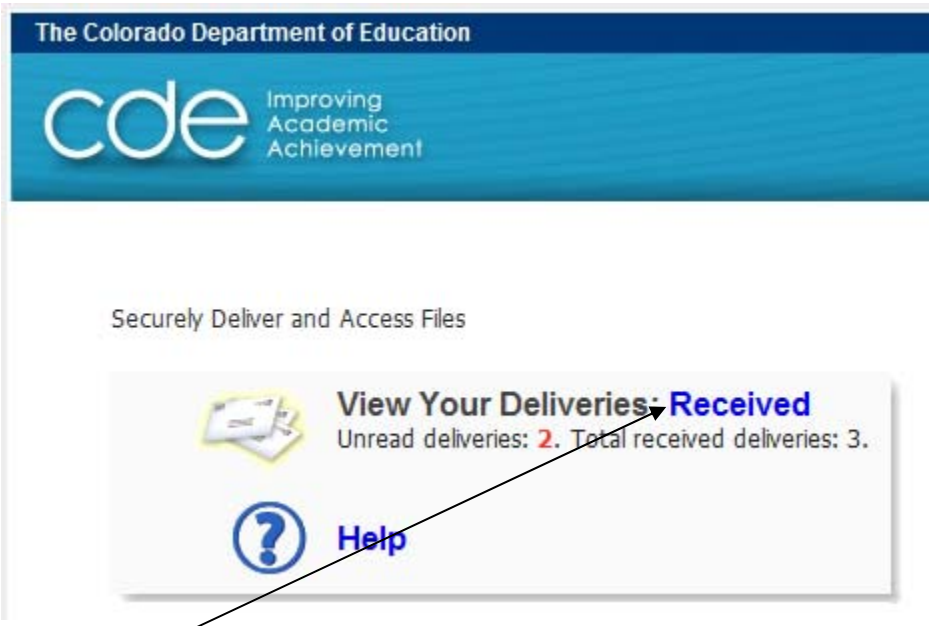
For technical assistance please contact: the CDE Help Desk at 303-866-6833.

Submitting files VIA the CDE secure file transfer site
External Users

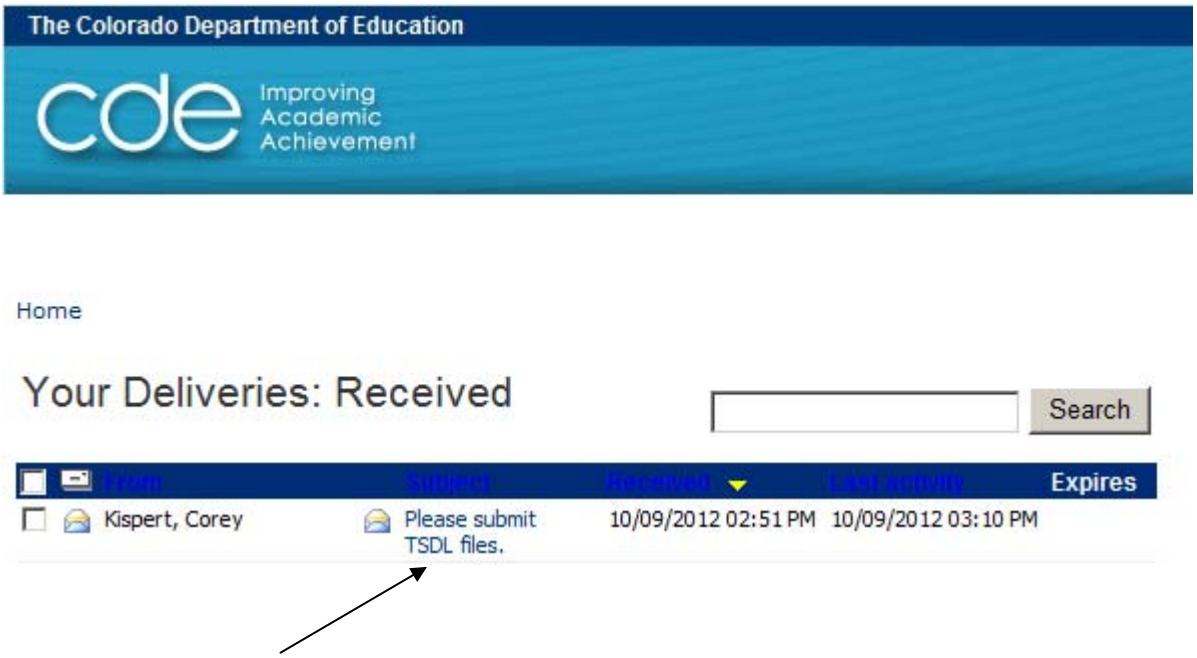
1. When CDE is ready for you to submit your file(s), you will receive an email that similar to this.



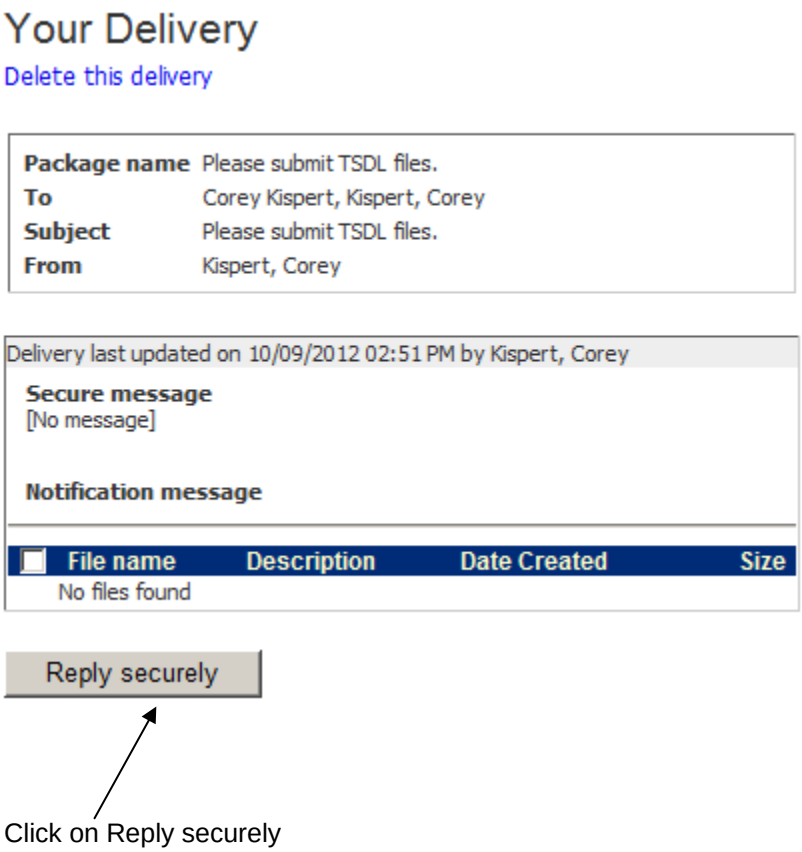
2. Follow the link to CDEs secure file transfer site.



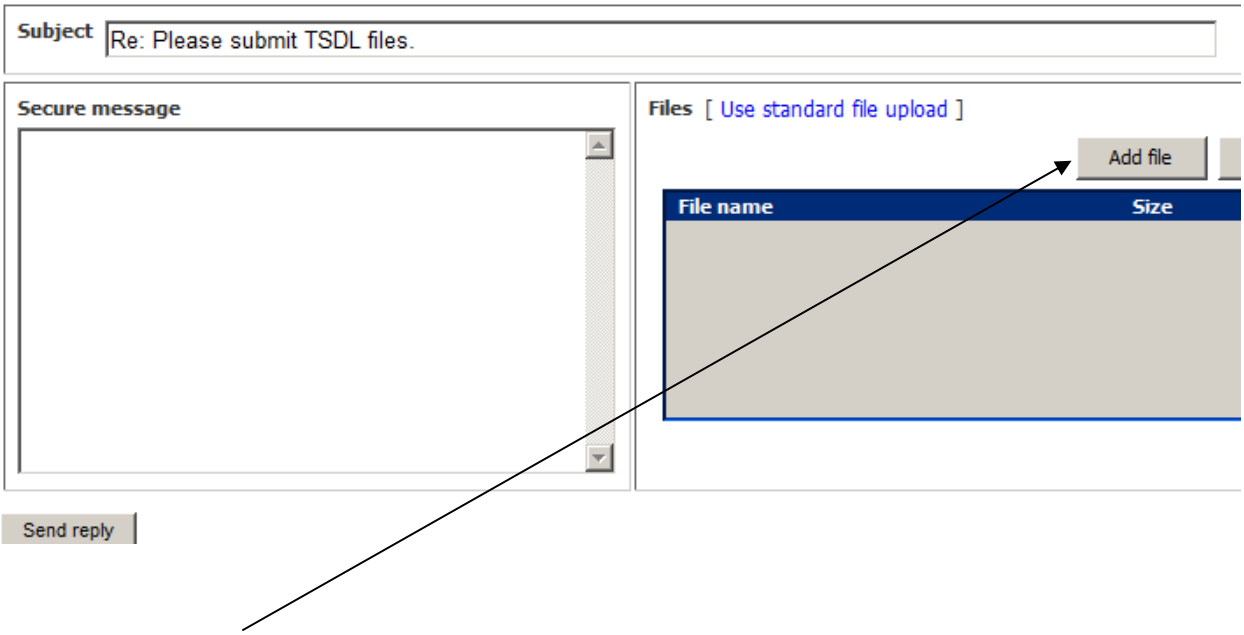
3. Click on Received



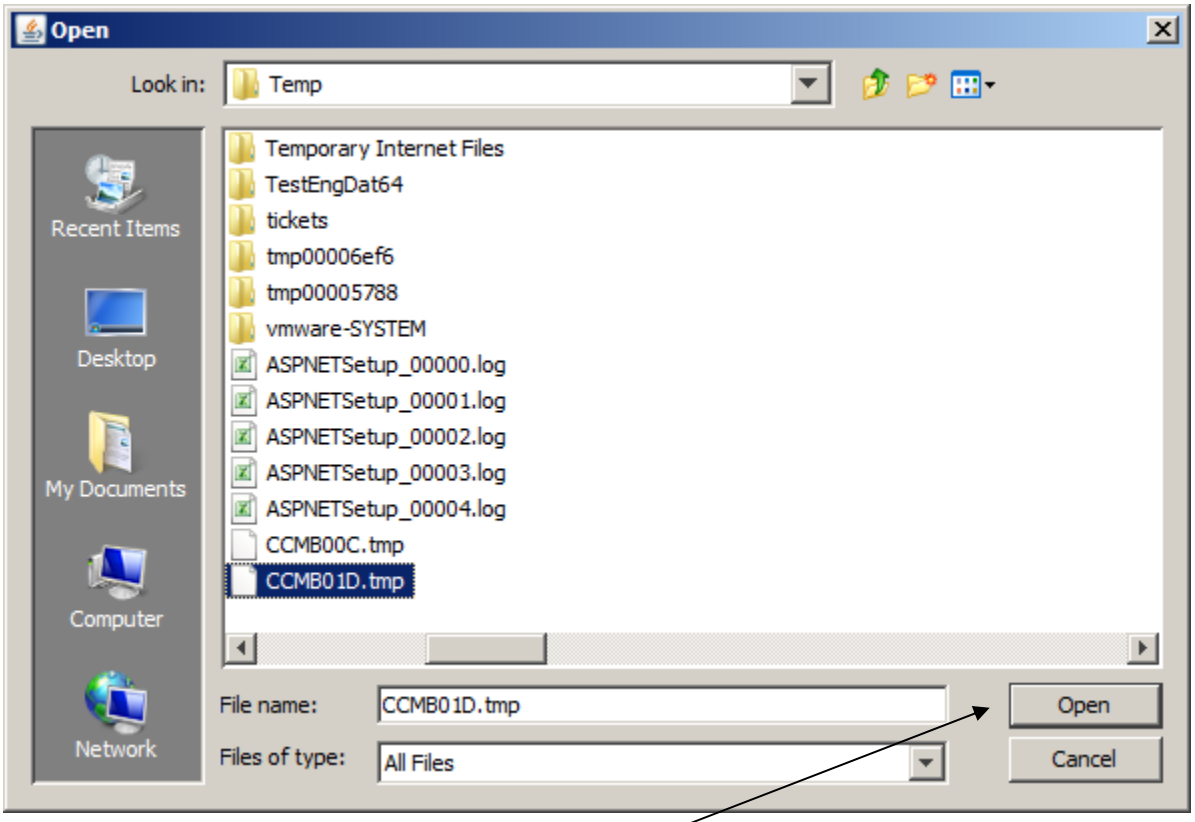
4. Click on the message subject in the inbox



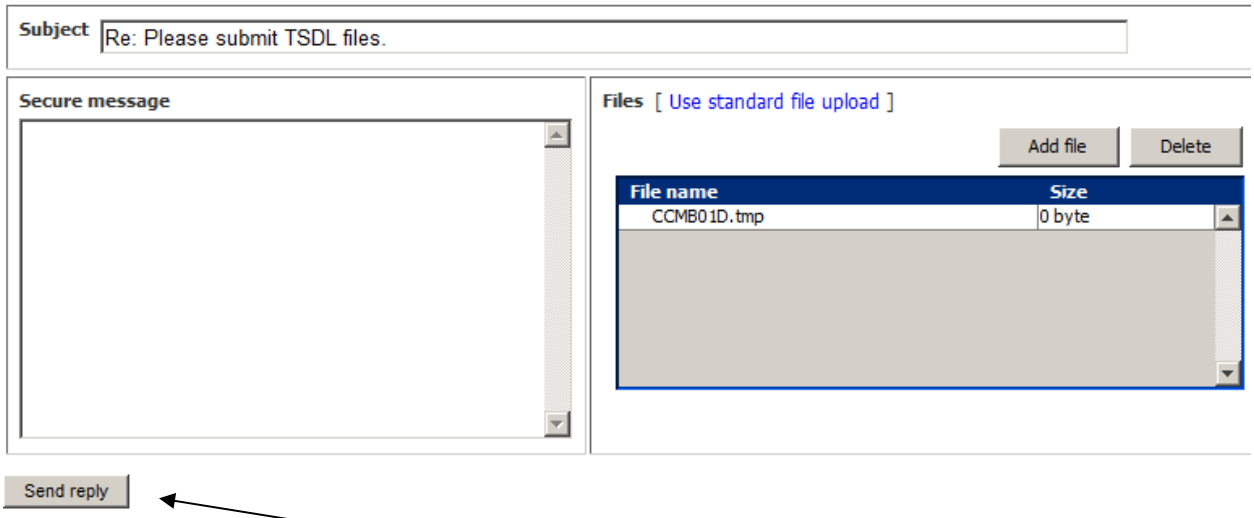
5. Click on Reply securely



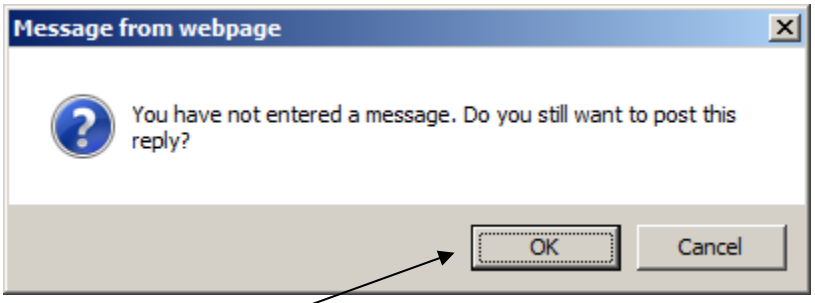
6. Click on Add file



7. Browse to file location and click on open (this is only an example, the filenames are not representative, the actual files to upload)



8. Repeat add file step if there are additional files, otherwise click on Send reply



9. Click on OK.



File sucessfully sent.