How to Use BLM's External SFTA Temporary Account File Sharing
Adobe Flash Player *must be installed as a plug-in on your browser for full SFTA functionality.*

The BLM's External SFTA Temporary Account File Sharing allows BLM staff and external partners to share files through the Secure File Transfer Application (SFTA). The BLM staff member must request permissions, establish a folder, and sponsor their external partner's account. Once an account is established, the external partner may upload, download and manage files in the specified temporary folder.

After your BLM Partner has created a Temporary File Sharing Folder account associated with your email address, you will receive two emails. The first email will come from the SFTA Application with the Subject "*SFTA External Temp Account Details: - PROD Env*" and includes a link to the BLM Application Secure System (BASS) authentication system, your External UserId (User name) and the name of your external Get/Put file sharing folder:

Subject: SFTA External Temp Account Details: - PROD Env

Wed 4/15/2015 5:17 AM

blm_sfta_admin@blm.gov

SFTA External Temp Account Details: - PROD Env

To

Following shared folder has been created for the users ▮▮▮▮▮@gmail.com and mweimer@blm.gov
External UserId : JLYYB18W   ⟵
Blm UserId : MWEIMER

External Get/Put temp/Test_5ecedbb8-c79e-4fe6-8bfa-fee4456eccc8

To access the above location you will need to log in to https://www.bass.blm.gov/bass2/
Your BASS password will arrive in a separate email.

Note: this e-mail was sent from a notification-only e-mail address that cannot accept incoming e-mail. Please do not reply to this message.

The second email will come from the BLM Application Secure System (BASS) authentication system with the Subject "*Your Temporary BASS Password*". This email will include your User name and temporary BASS password.

Subject: Your Temporary BASS Password

blm_sfta_admin@blm.gov   2:34 PM (2 minutes ago)
to me

Following shared folder has been created for the users ▮▮▮▮▮▮ and ▮▮▮▮▮▮
To access the above location you will need to log in to https://www.bass.blm.gov/bass2/
External UserId : K9NVB0IG
Blm UserId : ▮▮▮▮▮▮
External Get/Put temp/tdbg_06f39f16-6649-4de7-aaa5-4497664cf2c6

Your BASS password will arrive in a separate email.

To access SFTA, use these credentials to log into the BLM Application Secure System (BASS) located at:

http://www.bass.blm.gov/bass2/

It is recommended that you cut & paste your temporary BASS password from the email message you received into the Password field in the login form. Click the Login button to login to BASS.

On your first login, you will be asked to create a new strong password. Please note the password rules listed on the page. All passwords are case sensitive.
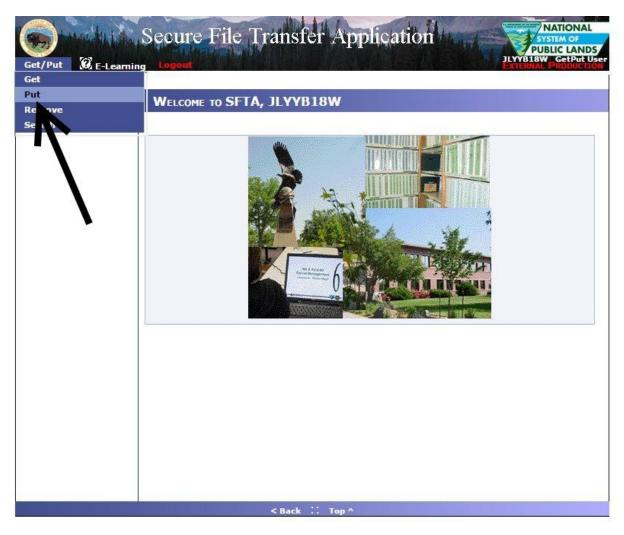
To log into SFTA, please click the "SFTA Production" link listed on the My Applications tab in BASS:

Uploading Files to SFTA

To upload a file to SFTA, select the Put option from the "Get/Put" menu on the horizontal tool bar:
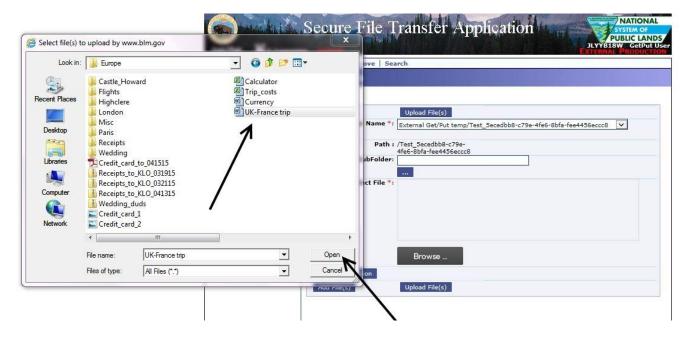
On the Put Files page, select the Server Name reference in your SFTA Production email (identified as "External Get/Put temp") and click the Add Files button.
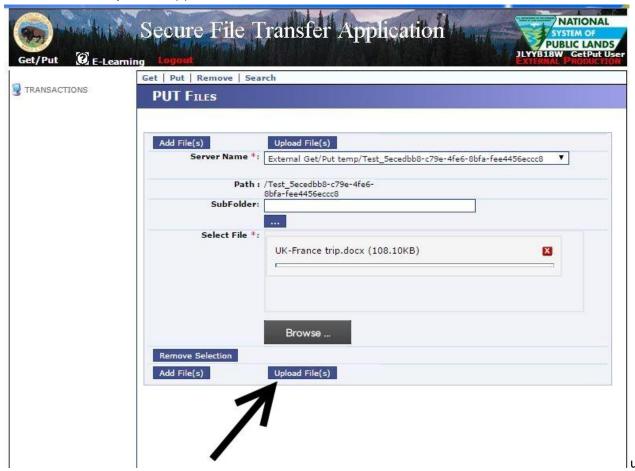

Click the gray "Browse" button to select files from your local computer. *(If you do not see the Browse button, you need to install Adobe Flash browser plug-in on your computer.)*

A Select File(s) window will pop up after your click the Browse button. Select the file(s) to be added from your computer (one at a time or in a group) and click the "Open" button.

You may also create subfolders by typing a folder name in the SubFolder field. Multiple subfolders can be added by clicking the "Add File(s)" button again and typing in a new folder name in the new SubFolder Field. Once all files are added, click the "Upload File(s)" button.
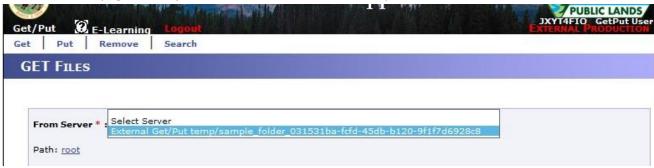

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Once the files have been virus scanned, they will be available for other users with access to the temporary folder to download.   You may add additional files at any time the folder is still active.

Downloading Files to SFTA

To download a file from SFTA, select the Get option from the "Get/Put" menu on the horizontal tool bar:

On the Get Files page, select your server on the From Server drop-down menu:
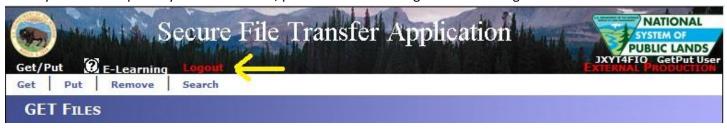

Check the check box next to the file name(s) you wish to download and click the Get Selection(s) button:

This action will open a Save As… dialog on your computer and you can select the location where you wish to download your file(s). Note that multiple files will be download as a ZIP file.

When you have completed your SFTA session, please click the red Logout button to sign out of SFTA.

If you have any questions or comments, please contact BLM_SFTA_Admin@blm.gov.