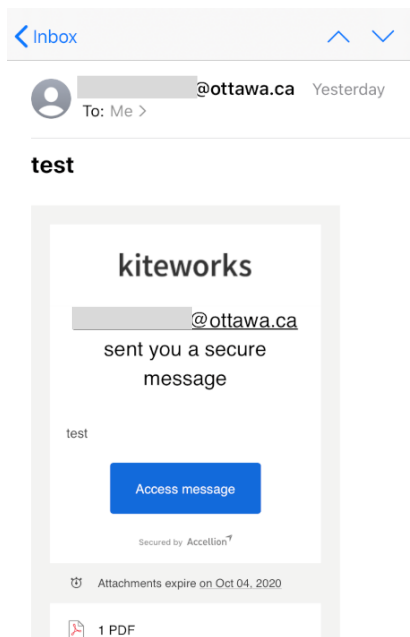




Securely receiving files from Ottawa Public Health via Secure File Transfer Protocol (SFTP)

OPH will be sending you files attached in a message via SFTP. Your message will be similar to the one below.

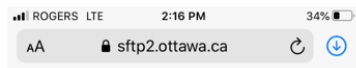
Click 'access message'



The first time accessing this service you will need to register your email account (future messages won't require registration but will prompt for 2-factor authentication for security).

Enter your email account in the field highlighted below and click 'next'.

NOTE: it's important to use the same email address OPH has on file



kiteworks

Sign in

Username or email

Next

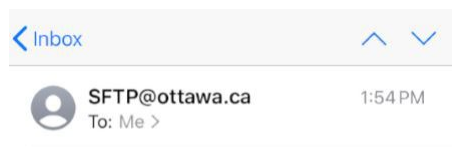
[City of Ottawa Login](#)

[Getting Started?](#)

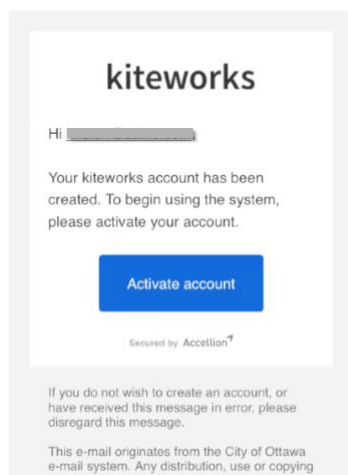
Secured by Accellion



You will be prompted to complete registration. Once completed, you'll receive an email to activate your account. Click 'activate account' to finalize.



Activate your kiteworks account



]

You have now registered and can securely access the file(s) sent in the 'Kiteworks' SFTP message.