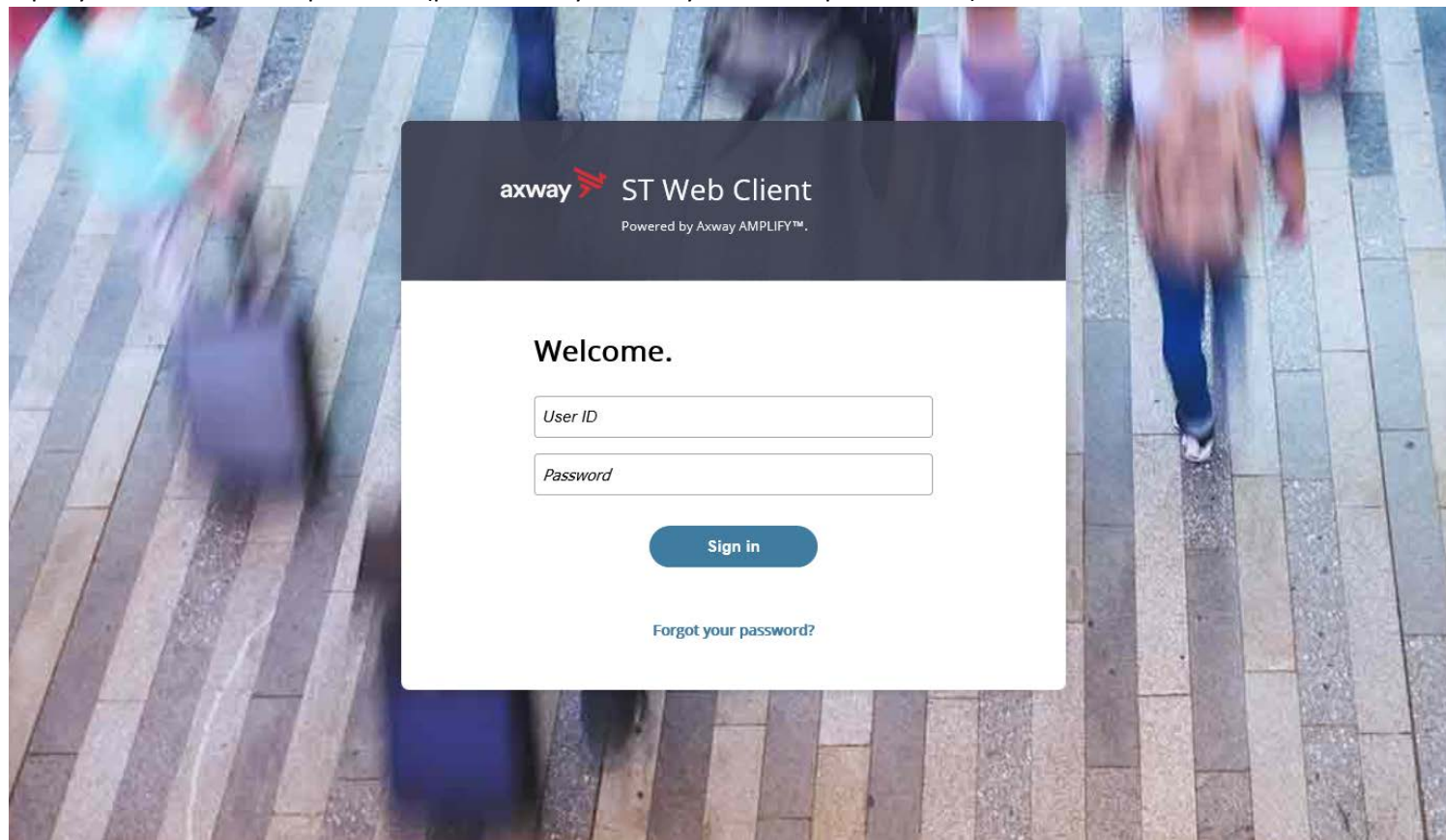


Alameda Alliance for Health SecureTransport Access Guide - Web Access

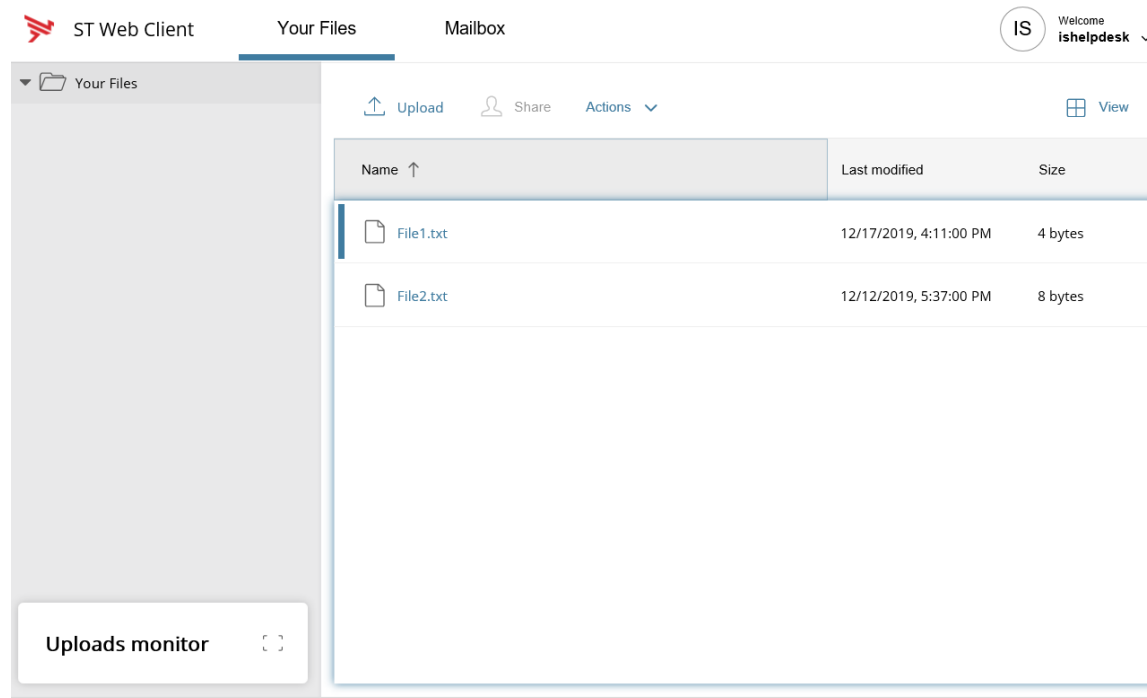
Disclosure Statement: This message is for the sole use of the intended viewer and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited.

This document is intended for use by an authorized affiliate of Alameda Alliance for Health for instructions on how to upload and download files to our FTP site.

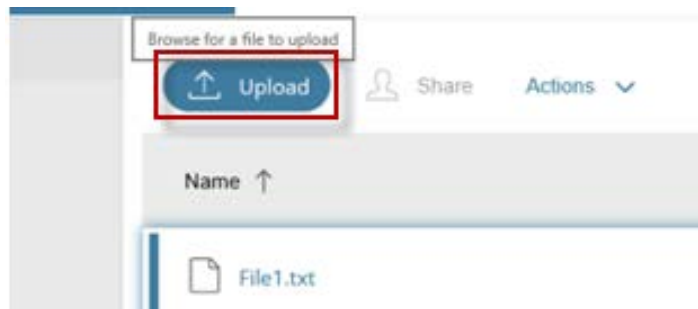
1. Open a web browser and navigate to <https://aah-st-edge.alameda-alliance.com/>
2. Input your username and password (provided to you from your AAH representative):



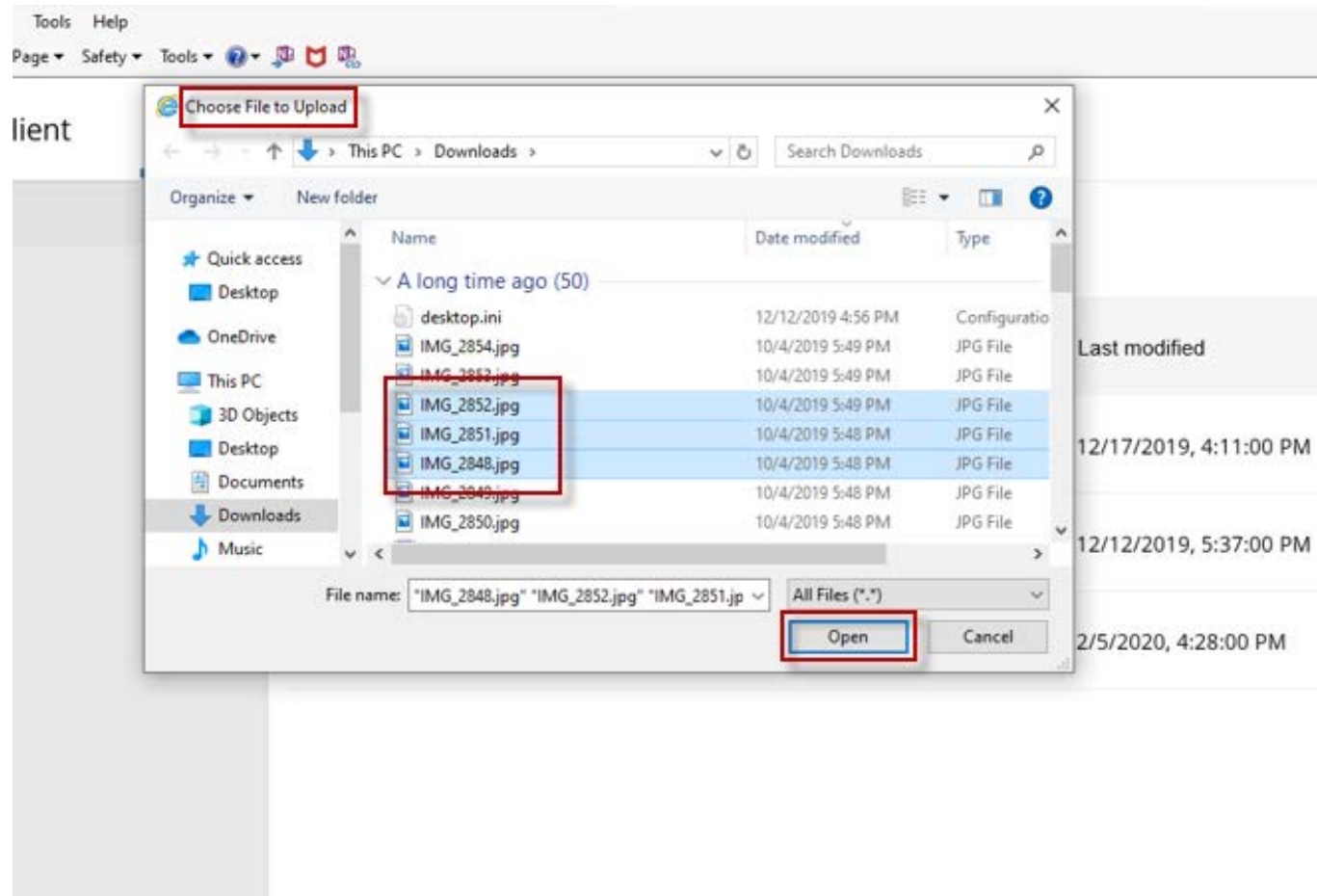
3. The following screen will appear:



4. To upload file, click on the 'upload' button:



5. The 'Choose File to Upload' windows will appear. Select the file(s) you wish to upload and click the 'Open' button:



6. The selected file(s) are now uploaded to our FTP server:

The screenshot shows the ST Web Client interface with the 'Your Files' tab selected. The main content area displays a table of files. A red box highlights the four image files that have been uploaded. The 'Uploads monitor' section at the bottom left is also visible.

Name ↑	Last modified	Size
File1.txt	12/17/2019, 4:11:00 PM	4 bytes
File2.txt	12/12/2019, 5:37:00 PM	8 bytes
IMG_2848.jpg	2/5/2020, 4:29:00 PM	738.25 KB
IMG_2851.jpg	2/5/2020, 4:29:00 PM	862.22 KB
IMG_2852.jpg	2/5/2020, 4:29:00 PM	776.06 KB
IMG_2854.jpg	2/5/2020, 4:28:00 PM	536.32 KB

7. To download files, select the file(s) you wish to download and select 'Download' from the 'Action' Menu:

The screenshot displays the 'Your Files' section of the ST Web Client. At the top, there are navigation tabs for 'ST Web Client', 'Your Files', and 'Mailbox'. A user profile icon labeled 'IS' and 'Welcome ishelpdesk' is visible in the top right. Below the navigation, there are buttons for 'Upload', 'Share', and 'Actions'. The 'Actions' menu is open, showing options: 'Create folder', 'Refresh', 'Download', 'Move', 'Rename', 'View Details', and 'Delete'. The 'Download' option is highlighted with a red box. In the file list, the first two files, 'File1.txt' and 'File2.txt', are selected, indicated by a red box around them. The file list has columns for 'Name', 'Last modified', and 'Size'. An 'Uploads monitor' widget is located at the bottom left.

Name ↑	Last modified	Size
File1.txt	12/17/2019, 4:11:00 PM	4 bytes
File2.txt	12/12/2019, 5:37:00 PM	8 bytes
IMG_2848.jpg	2/5/2020, 4:29:00 PM	738.25 KB
IMG_2851.jpg	2/5/2020, 4:29:00 PM	862.22 KB
IMG_2852.jpg	2/5/2020, 4:29:00 PM	776.06 KB
IMG_2854.jpg	2/5/2020, 4:28:00 PM	536.32 KB

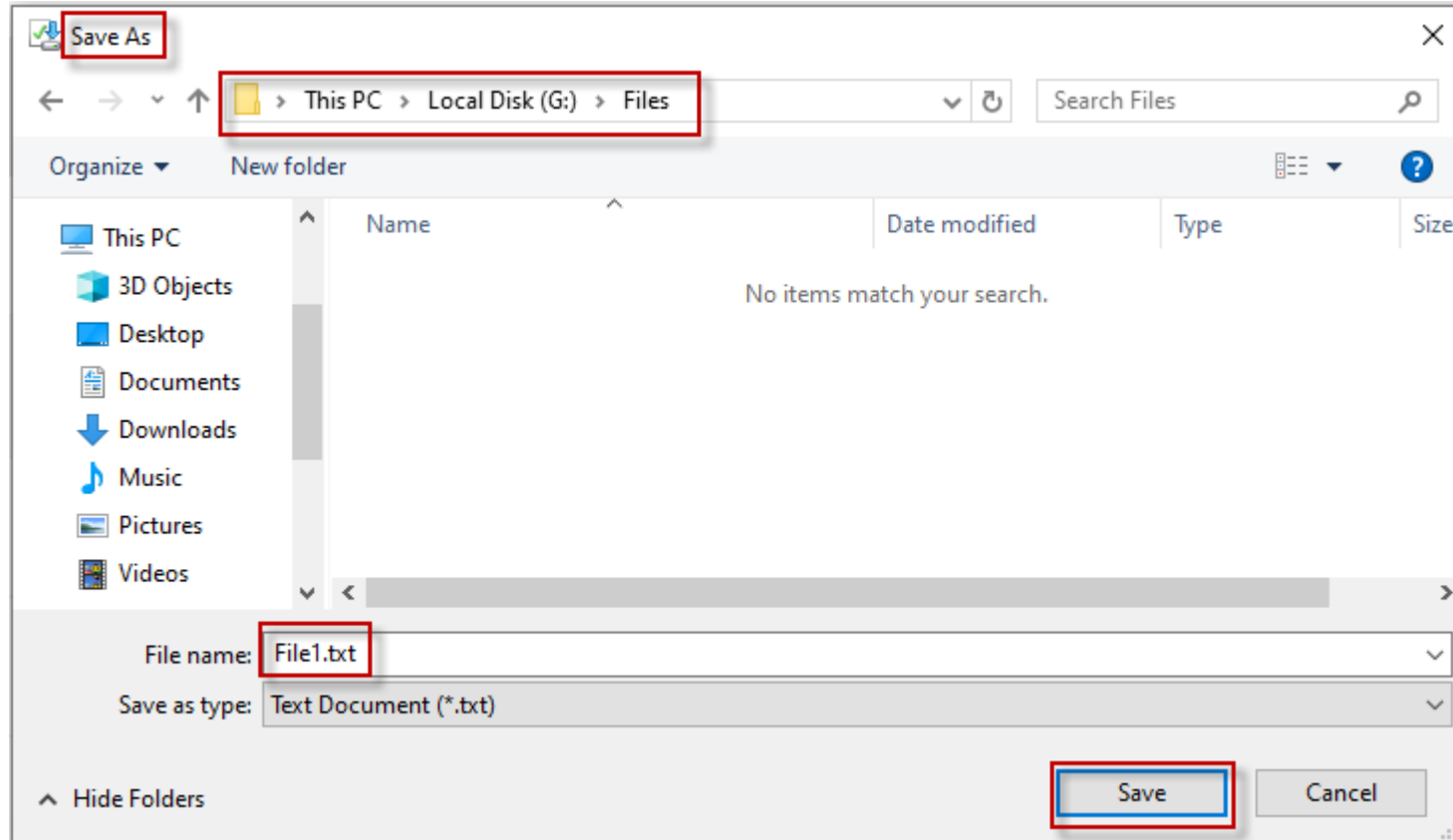
8. At the bottom of the page, a menu will appear asking you to 'Open' or 'Save' the file:

The screenshot displays the ST Web Client interface. At the top, there are navigation tabs for "ST Web Client", "Your Files", and "Mailbox". The "Your Files" tab is active. In the top right corner, there is a user profile icon with the initials "IS" and the text "Welcome ishhelpdesk". Below the navigation, there is a sidebar on the left labeled "Your Files" and a main content area. The main content area has a toolbar with "Upload", "Share", and "Actions" buttons, and a "View" button. Below the toolbar is a table listing files:

Name ↑	Last modified	Size
File1.txt	12/17/2019, 4:11:00 PM	4 bytes
File2.txt	12/12/2019, 5:37:00 PM	8 bytes
IMG_2848.jpg	2/5/2020, 4:29:00 PM	738.25 KB
IMG_2851.jpg	2/5/2020, 4:29:00 PM	862.22 KB
IMG_2852.jpg	2/5/2020, 4:29:00 PM	776.06 KB
IMG_2854.jpg	2/5/2020, 4:28:00 PM	536.32 KB

At the bottom of the page, there is an "Uploads monitor" section. A dialog box is open at the bottom of the screen, asking "Do you want to open or save IMG_2854.jpg (536 KB) from aah-st-edge.alameda-alliance.com?". The dialog box has three buttons: "Open", "Save", and "Cancel". The "Save" button is highlighted with a red box. The dialog box also has a close button (X) and a zoom level indicator (105%).

9. The 'Save as' window will appear. Select the location on your computer you wish to save the file(s) to and click on the 'Save' button:



10. Your files will be downloaded to your computer.

If you require any assistance, please contact the Alameda Alliance Service Desk at 1.510.747.4520