SIGBOX User Guide

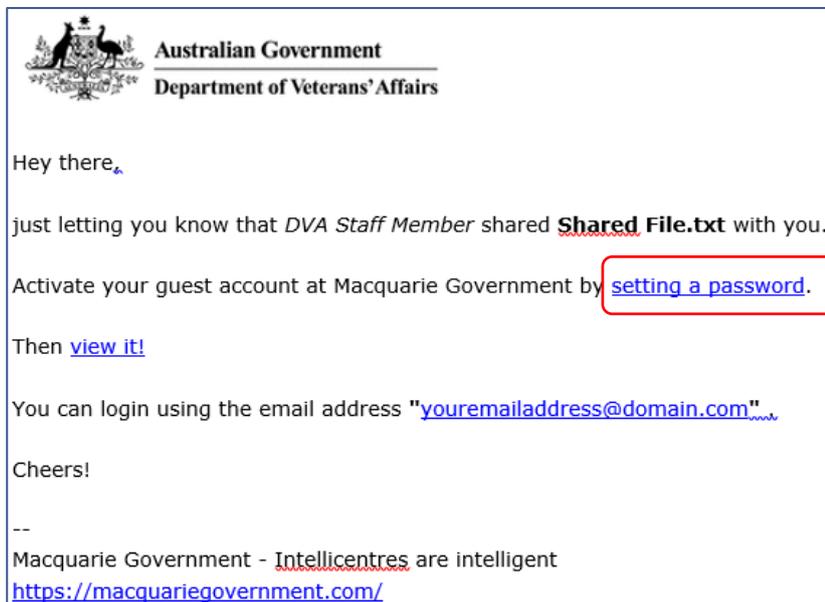## Secure File Transfers to the Department of Veterans' Affairs

SIGBOX

SIGBOX is a secure file sharing solution. We use this to share large files with external clients and providers where email is not practical. User accounts are temporary and will be removed after three months of inactivity.

How to set up an account

When a file has been shared with you and you have not previously setup an account, you will receive an email notification from "dva-sigbox@secureintellicentre.net.au" advising you to activate your account by setting a password:

1. Click "setting a password"
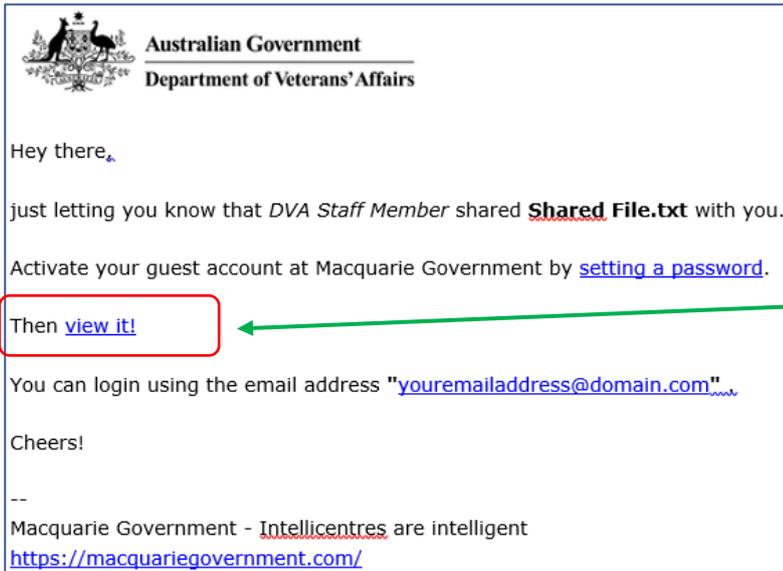2. Enter your new password in the "Password" field
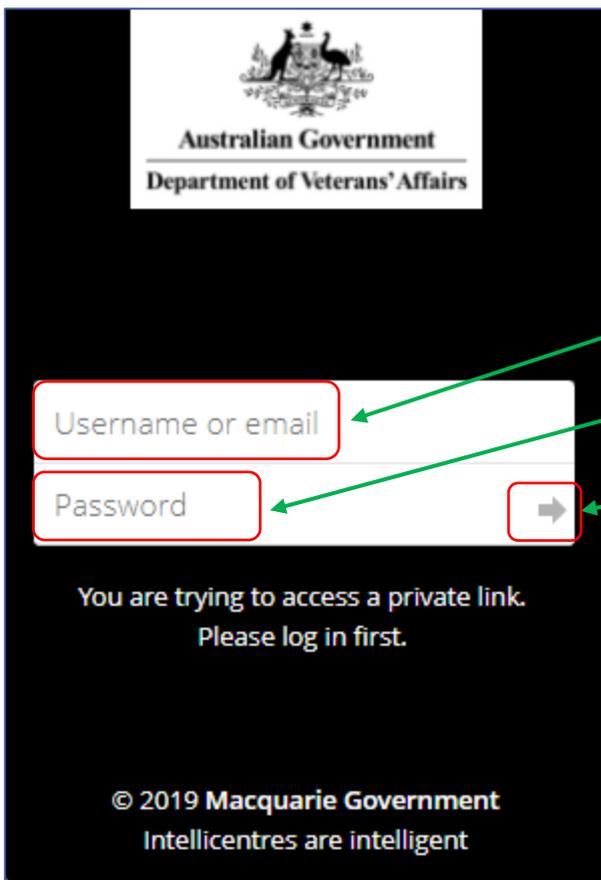3. Click "Set password"

How to sign in

In the email notification from "dva-sigbox@secureintellicentre.net.au":

1. Click "View It!"
2. In the "Username or email" field, enter the email address used to setup your account
   E.g. youremailaddress@domain.com
3. In the "Password" field, enter the password used when you setup your account
4. Click the 'arrow' to sign in

Hey there,

just letting you know that *DVA Staff Member* shared **Shared File.txt** with you.

Activate your guest account at Macquarie Government by setting a password.

Then view it!   Step 1

You can login using the email address "youremailaddress@domain.com"

Cheers!

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Macquarie Government - Intellicentres are intelligent
https://macquariegovernment.com/

Step 2

Step 3

Step 4

Username or email

Password

You are trying to access a private link.
Please log in first.

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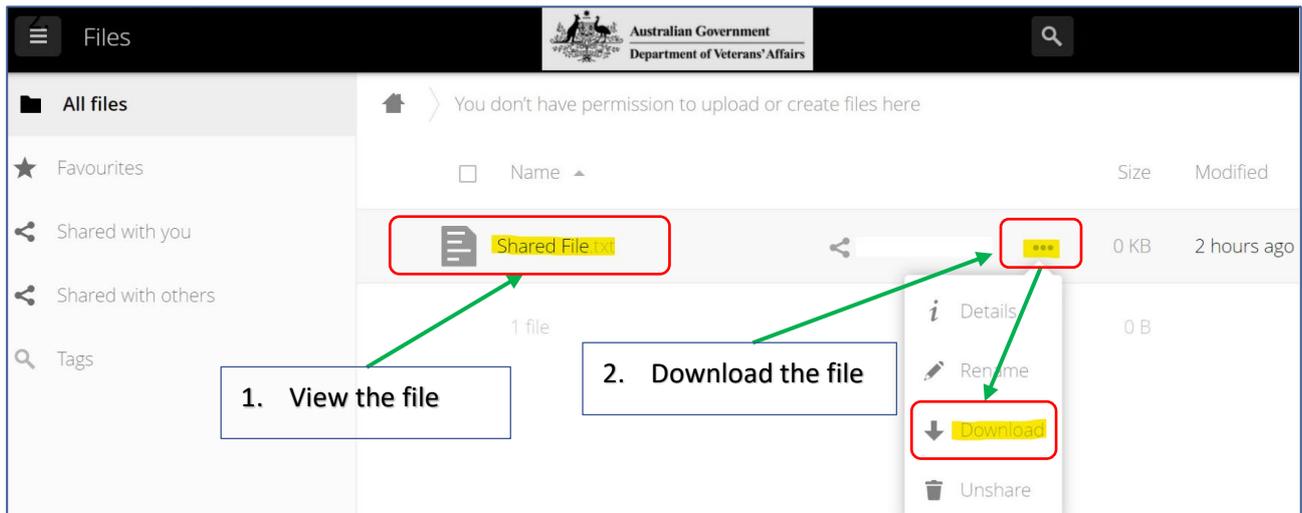SIGBOX Secure File Transfer for Department of Veterans' Affairs User Guide

How to open a file

1. To view the file - Click the filename

2. To download the file - Click the overflow [···] menu and select 'Download'

1. View the file

2. Download the file

How to reset your password

Attempt to sign in with the incorrect password. You will then have the option to reset your password by clicking "Wrong password. Reset it?"

Click here to reset your password

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An email notification will then be sent to you with a link to reset your password.

Who to contact if you have a problem

If the information contained in this user guide is unable to assist you and the problem or question is technical in nature, you can send an email to secure.services@dva.gov.au. Please include in your email how DVA can contact you regarding your query.

Do not disclose your password in this email. DVA will not ask you for your password.