Electronic Data Transfer (EDT): Introductory User's Guide

This guide is an introduction to using the Sempra's Electronic Data Transfer application. EDT enables the secure delivery of files, documents and other sensitive information while providing tracking and reporting capabilities.

EDT secure file transfer involves three simple steps:

1) Create a package of files and deliver it to any email address

2) Recipients are notified of their secure delivery in an email message

3) Recipients sign in to EDT, retrieve the package and download the files

Definitions

Package: A collection of files uploaded to the EDT system.
Delivery: An email that links Recipients to a Package – Packages that are created can be *Delivered*.
Secure Message: A Delivery with content only, no attached files.
Sender: A user who can send Deliveries to one or more recipients.
Limited Sender: A user whose Deliveries are limited to 3 attached files per message, totaling under 100 MB.
Recipient: A user who receives deliveries and can reply to them. If the Recipient is not also a Sender, they cannot send their own files.
Internal User: A Sempra employee or contractor with a Sempra network account; automatically a Sender.
External User: A business partner with an outside email address.   Whether Sender or Limited Sender, they can only send to Sempra email addresses.

Sempra Internal Users
Log in with your domain account(CORP), the same account that you log into your computer with.
Example:
CORP\SSempra

Pre-Registering External Users
IMPORTANT: *Effective November 2018, unsolicited external email accounts must be pre-registered.*
To register you as a Sender, your Sempra contact should open a SempraHelp ticket for SRE-FILE-TRANSFER with the following content:
**Email ID**
First Name
Last Name
Display Name
Company
(An outside email address is automatically registered as a **Recipient** and **Limited Sender** when a Sempra employee sends them an EDT Delivery or Secure Message. If this is sufficient, they do not need to be registered as a Sender.)

First EDT email with link
Your first email from EDT will contain a link:
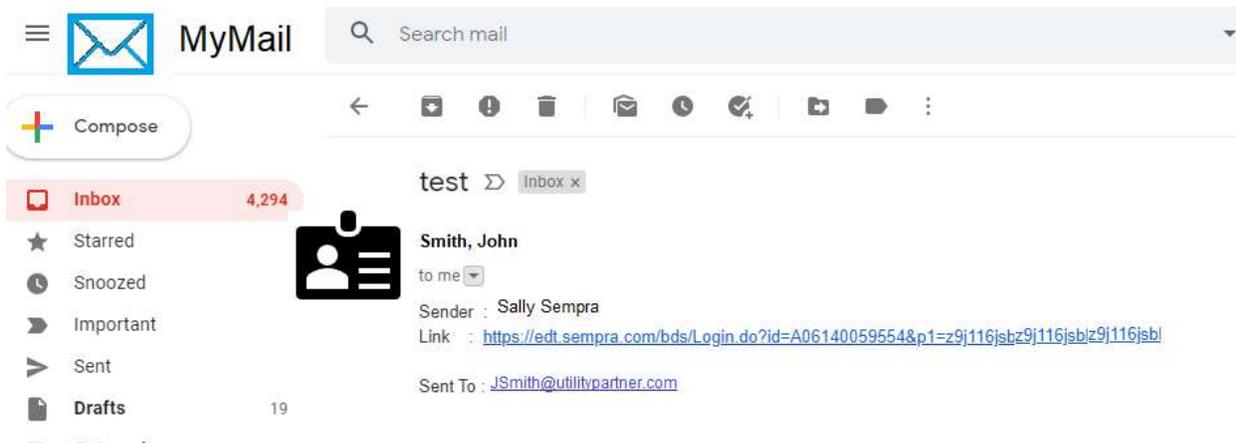
Click this link to be taken to the EDT registration page:

Fill out, create your password, and click Register.

Next you will see the successful Registration page:

Click the link "Click here to sign in".

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If you encounter any logon or file transfer problems, please contact SempraHelp at 858-654-6300 or SempraHelp@sempra.com.

Internal users: DO NOT register, specify domain\username as the username. Example: CORP\JSmith

External users: Specify your email address as the username. Register here if this is your first time.

Username

jsmith@utilitypartner.com

Password

●●●●●●●●●●●●●●●●●

☑ Remember my username

Sign in

Forgot your password?

Learn More about Electronic Data Transfer.

To install Outlook Add-in (For internal users only)

In Sempra Self Help / Software Center, install the BiscomSFT package for your version of Outlook.

This will take you to the Delivery linked from the email you received.

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Sending Files

To send one or more files, you must have the **Sender** or **Limited Sender** role assigned to you. As either kind of Sender, you will see the **Compose Delivery** link in your Inbox menu.

1. Click **Compose Delivery** to open the **Create Delivery** screen.

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✉ Compose Delivery

📥 **Inbox**

✈ Sent Items

❓ Help
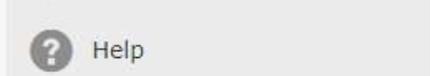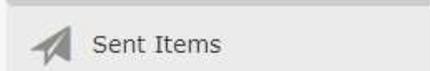
Inbox

☐	✉	From	Subject
☐	✉	Rice, Don	test

Delete

2. Enter the email addresses of your recipients in the *To* field

3. Enter a subject or topic in the **Subject** field.

4. Click the *Attach file* button to open a file chooser dialog.

5. *Optional:* enter a **Secure message**.

6. Click the *Send* button to upload your files and send an email notification message to the recipients.

Create Delivery

Attach files	Send

To *

Subject *

Secure message

[Editor toolbar: Cut, Copy, Paste, Undo, Redo | Link, Unlink, Flag | Table, Horizontal line, Omega, Image | Maximize | Source]

[B, I, U, Iₓ | Numbered list, Bulleted list | Decrease indent, Increase indent | Styles ▾ | Format ▾ | Font ▾ | Size ▾]

[A ▾, A ▾]

* Required fields

Attach files	Send

Replying to a Delivery

Recipients can reply to a secure delivery they've received by clicking on the *Reply* button at the bottom of the delivery.

Electronic Data Transfer

Your Delivery

Delivery Information

Package name	test
To	John Smith
Subject	test
From	Sally Sempra

Secure message	test
Notification message	[No message]

Files

No files found

[Reply]

A secure message and one or more files can be sent back to the original sender of the message.

Retrieving Files

Recipients of secure deliveries receive an EDT email. This email contains a notification message and an embedded hyperlink.

Clicking the hyperlink will bring the recipient to the EDT application sign in page, and once signed in, the recipient can access their delivery. New users will be automatically redirected to a registration page the first time they try to open a secure delivery.

Also, recipients can always sign in to the EDT application and check their Inbox for Deliveries. **Deliveries in EDT are retained for 30 days, then automatically deleted.**

Online Help

At any time, you can click the Help icon at the bottom of the main menu to see a condensed user's guide.