

## **WELCOME TO THE GRIC SECURE FTP (SFTP) SITE for PROPERTY AND SUPPLY.**

You have been authorized with the following account information in the attached e-mail. This site uses the secure (https) protocol for transferring files between the Gila River Indian Community and your organization.

When you have established a connection to the Secure FTP site the “Left Panel” is your directory on your local computer. This directory is only shown to you and GRIC has no access to any of your files on your local computer. The “Right Panel” is the directory of the SFTP site that you have been assigned. You will be given specific permissions to the directory on the “Right Panel”.

SFTP uses a Java client. In some cases you will be prompted to install a Java client.

Instructions: Secure FTP Transfer.

- From your Web Browser, input the site address above into your address bar and select “enter”.

<https://gricsftp.gric.nsn.us>

- At the Security Certificate select “Continue to this Website or Proceed anyway”.
- Logon with username and password as provided.
  - Logon: **Anonymous P&S** (there is a space between)
  - Password: **bidding!**
- If everything goes correctly, you will be presented with an Enhanced File Transfer Window with two panes.
  - The Left Pane is your local computer’s directory (available only to you)
  - The Right Pane is the SFTP Property & Supply directory.
    - This is your “root” directory. You are able to download the bid files to your files.
    - Use the arrows in the center to download documents.
    - The Transfer Queue will give you the file progress information on the bottom of the screen.
  - Logout when you are finished.

Please call GRIC Contract Management 520-796-3950, (Attn: Buyer or Contracts Specialist) if there are any problems.