

Kiteworks Quick Start Guide

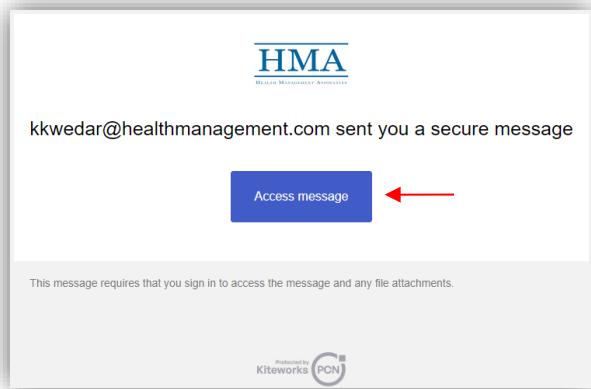
This Quick Start Guide will review how to use the tool Kiteworks for the South Dakota Health Homes Outcome Measures. The default sign-in page can be accessed via this link: [HMA Managed File Transfer Service \(hlthmgt.com\)](http://hlthmgt.com)

The first section covers how health home clinics will be notified, how Health Homes can sign up for an account, and how to download and upload outcome measures. If users have any issues, please contact SDHealthHomeEval@healthmanagement.com.

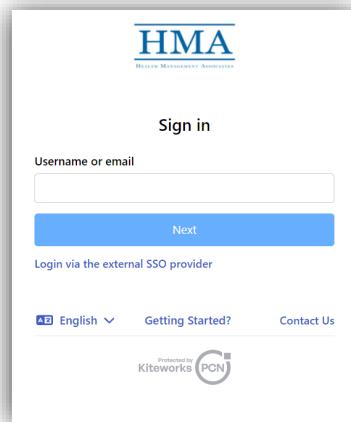
Initial notification, account activation, log-in

Account Activation

1. Open your work email account to review the notification from the South Dakota Team.

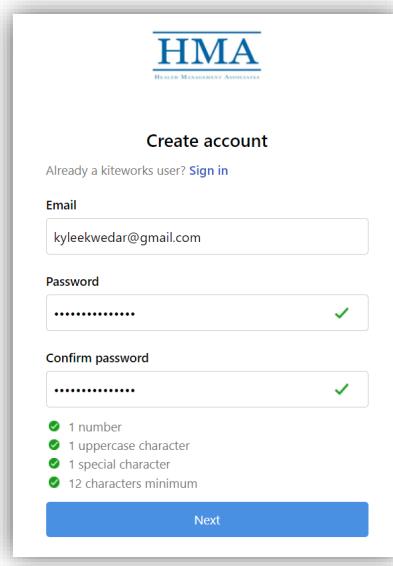


2. Click the access message button.
3. The sign-in page will display.



4. Enter your email address.

5. Click the Next button.
6. The Create Account page will display.



Create account
Already a kiteworks user? [Sign in](#)

Email
kyleekwedar@gmail.com

Password
..... ✓

Confirm password
..... ✓

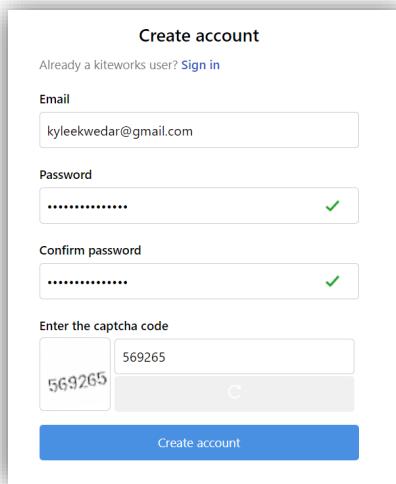
1 number
 1 uppercase character
 1 special character
 12 characters minimum

Next

7. Create a password for the account according to the password restrictions:
 - a. 1 number
 - b. 1 uppercase character
 - c. 1 special character
 - d. 12 characters minimum

NOTE: It is recommended to save your password in a secure password manager.

8. Click the Next button.
9. A captcha code will display to confirm you are a validated user.
10. Enter the captcha code displayed.
11. Click the Create Account button.



Create account
Already a kiteworks user? [Sign in](#)

Email
kyleekwedar@gmail.com

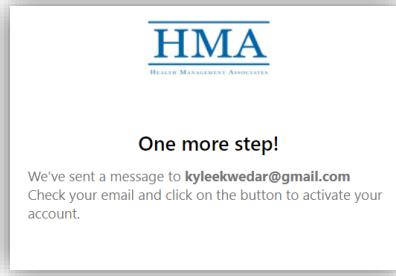
Password
..... ✓

Confirm password
..... ✓

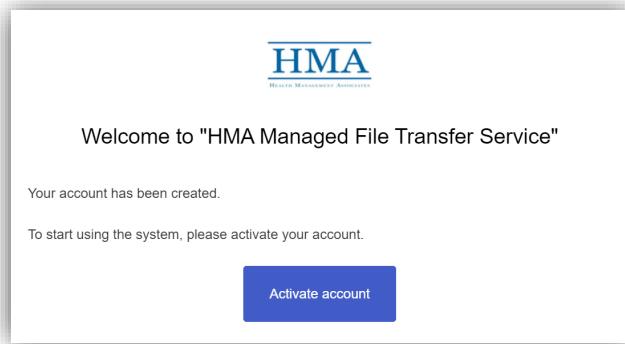
Enter the captcha code
569265 569265 C

Create account

12. A message will display directing you to go back to your email account.



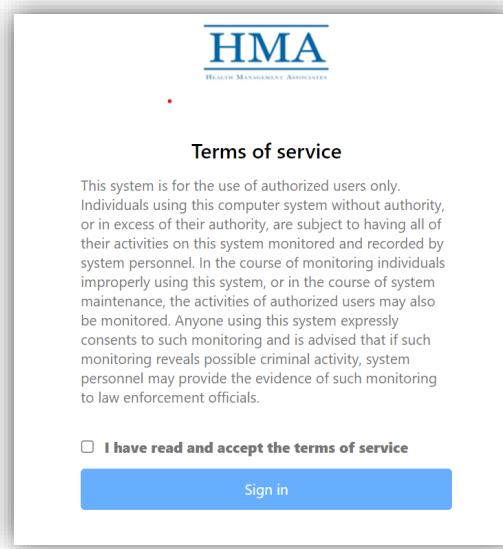
13. The following message will display. Click Activate Account.



14. Kiteworks will prompt you to sign-in using the email and password credentials just created.

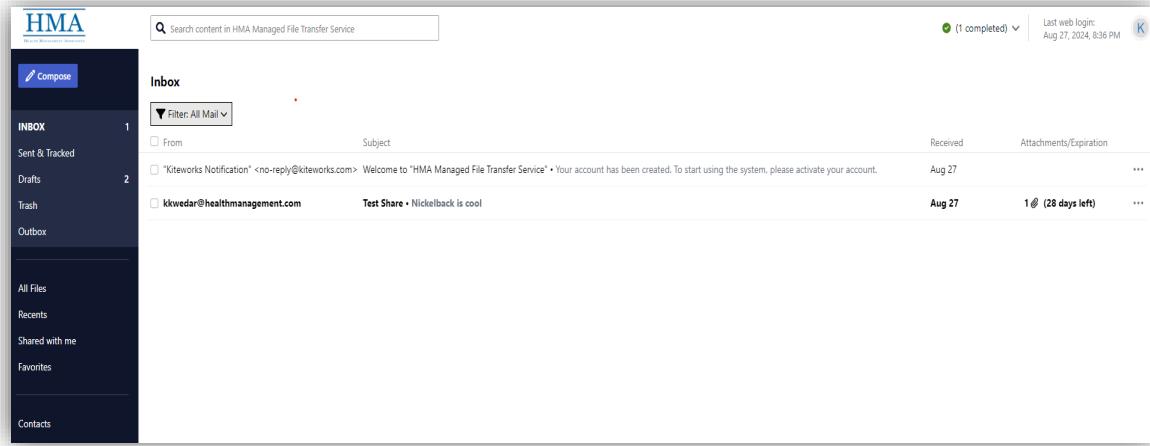
15. A terms of service message will display.

16. Select the check box next to the statement "I have read and accept the terms of service".



Downloading Measures

17. The Kiteworks landing page will open.



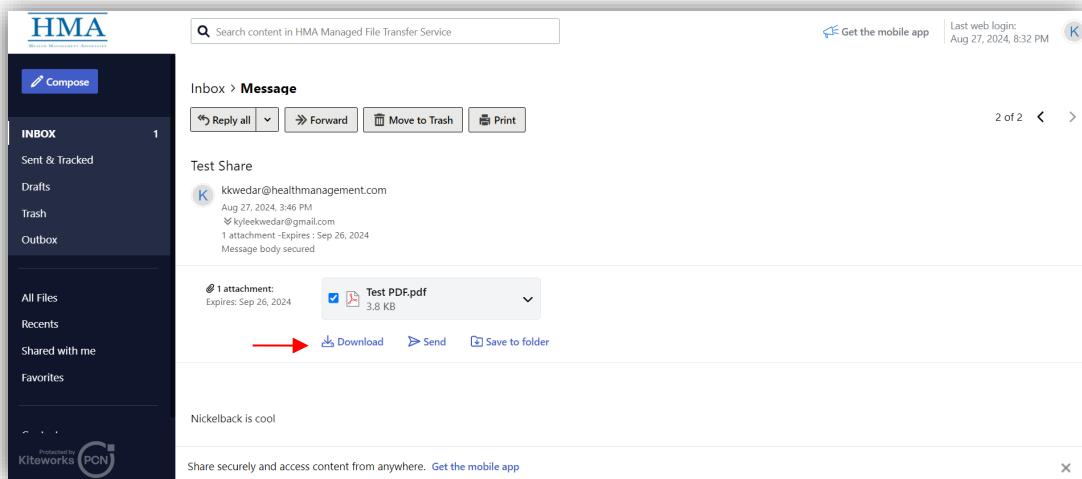
The screenshot shows the HMA Managed File Transfer Service inbox. The left sidebar includes 'Compose', 'INBOX' (1), 'Sent & Tracked', 'Drafts' (2), 'Trash', 'Outbox', and 'All Files', 'Recents', 'Shared with me', 'Favorites', 'Contacts'. The main area shows an unread email from 'Kiteworks Notification' with the subject 'Test Share • Nickelback is cool'. The email has a '180 (28 days left)' expiration notice. The top right shows '1 completed' and 'Last web login: Aug 27, 2024, 8:36 PM'.

18. Select the unread email message with the outcome template attached.

19. The message will display.

20. Click the download button to review the attachment.

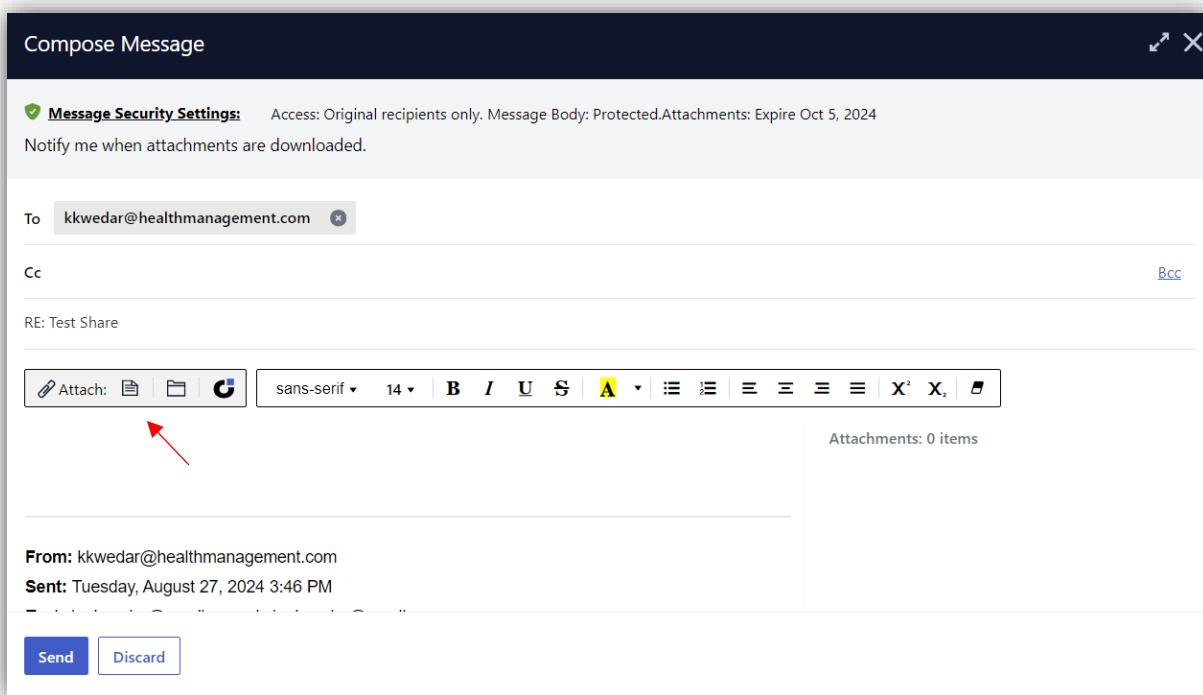
NOTE: Files will expire after 180 days.



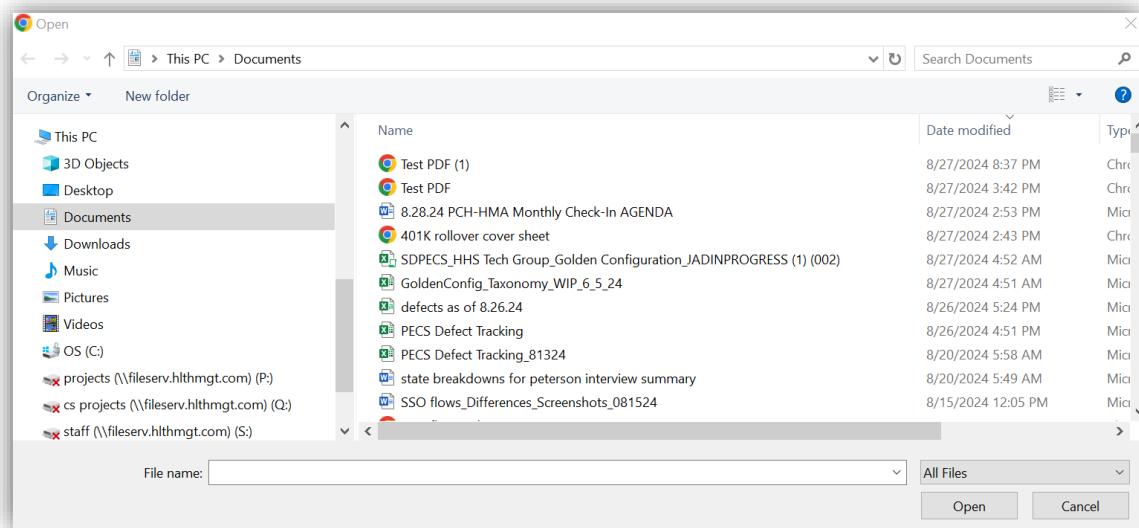
The screenshot shows the HMA Managed File Transfer Service message page for the email 'Test Share'. The message is from 'kkwedor@healthmanagement.com' on 'Aug 27, 2024, 3:46 PM' to 'lylekkwedor@gmail.com'. It has 1 attachment that expires on Sep 26, 2024. The attachment is 'Test PDF.pdf' (3.8 KB). The message body contains the text 'Nickelback is cool'. At the bottom, there is a note: 'Securely and access content from anywhere. Get the mobile app'.

Uploading Measures

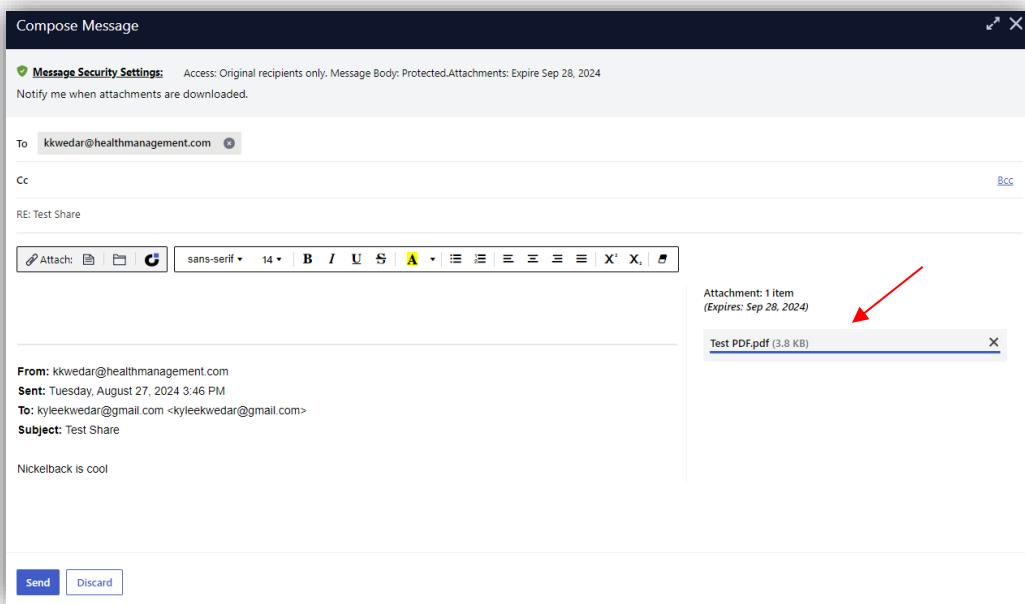
21. When ready to submit your outcome template, come back to [HMA Managed File Transfer Service \(hlthmgt.com\)](#) to log-in, or access your original email message.
22. Go to the secure email message in Kiteworks.
23. Click the reply all button.
24. The message window will display.



25. Click the attach file button.
26. Your internal file management window will display.
27. Select the attachment you would like to submit.
28. Click the Open button.



29. The attachment will save and will display on the right-hand side of the message.



30. Click the Send button.

31. A successful completed message will display at the top of the landing page.

