SECURE FILE TRANSFER PROTOCOL (SFTP) GUIDE
FOR FILING RULE 4 APPEAL FILES AND EXHIBITS

Parties may now submit Rule 4 appeal file exhibits to the Civilian Board of Contract Appeals (CBCA) via a secure file transfer protocol (SFTP). This new method of submission does not replace the other options for submitting the Rule 4 appeal file exhibits, such as efiling (preferred if the filing meets CBCA Rules of Procedure efiling requirements and the Clerk gives permission to efile) or by in-person, courier, or mail (USPS/FedEx/UPS) delivery on a CD, DVD or flash drive.

SFTP FILE TRANSFER STEPS

1. **REQUEST PERMISSION**: Request permission from the Office of the Clerk to submit documents via SFTP file transfer. Requests must include the case number and should be emailed to the Clerk at cbcaclerk@cbca.gov

2. **OBTAIN USERNAME, PASSWORD AND PRIVATE KEY:** The Clerk will send a username, password, and private key in response to the filing party's email request to submit documents via SFTP file transfer. The filing party must save the private key on their computer and retain the file path location of the private key for reference during the application setup.

3. **DOWNLOAD**: Windows users will need to download and install WinSCP (www.winscp.net).   Mac users will need to download and install Cyberduck (https://cyberduck.io/)

4. **ONLY PDF DOCUMENTS ACCEPTED**: Only PDF documents will be accepted via SFTP file transfer. There can be no folder structure. The index and each exhibit must be a separate PDF file (do not merge exhibits into 1 PDF).

5. **FILENAME FORMAT**: Format the file names for each exhibit as follows: (CASE#_Exhibit_XXX) - For example: 6982_Index or 6982_Exhibit_09 or 6982_Tab_5A

6. **SEND EMAIL**: After the upload is completed, an email must be sent to the Clerk at cbcaclerk@cbca.gov to let the CBCA know that the Rule 4 submission is ready to be retrieved from the server.

WinSCP Application Set Up and Login (Windows Users)

WinSCP is a commonly used free SFTP client for Windows computers. After downloading and installing the program, follow the instructions below:

- Launch WinSCP
- If a Login window does not automatically come up, click "New Session"
- Enter the following information in the Session Login window:
  - Select File Protocol: SFTP
  - Enter Host Name: sfts.gsa.gov
  - Enter port number: 20022
  - Enter User name: Will be provided by the Clerk upon request
  - Click Advanced drop-down and select "Advanced" under session
  - In left menu bar, select "Authentication" under SSH
  - In the "Private key file" box, enter the path where the CBCA Private key file is stored. (This is the file that will be provided by the Clerk.)
  - Click "Ok"
  - Click "Save"
  - Click "Ok"
  - Click "Login" (Click "Continue" if any banners come up)
  - When prompted for further authentication, enter the password provided by the Clerk upon request

WinSCP Application File Transfer

The left half of the application screen is the filers local drive and file paths. The right half of the application screen is the CBCA's server you are connected to.

- On the CBCA's server side (right side), ensure that you have selected the "inbound" folder. (NOT "inbox")
- On the left half of the application screen, navigate to the folder that contains the files that you wish to upload to the CBCA's server.
- Select the PDF files that you want to upload to the CBCA's server.
- Click "Upload" to upload the selected documents to the CBCA's server.
- In the confirmation screen, confirm that the files will upload to the following remote directory: /inbound/*.*
- Click "Ok" to initiate the upload.
- Once the upload has completed, draft an email to the Clerk at cbcaclerk@cbca.gov to inform the CBCA that the Rule 4 file is ready to be retrieved from the server.
- The Clerk will reply with a confirmation of successful retrieval or inform the filer if there were any problems with the submission.

Cyberduck Application Set Up and Login (MAC Users)

Cyberduck is a commonly used free SFTP client for Macintosh or Windows computers. After downloading and installing the program, follow the instructions below:

- Launch Cyberduck
- Click "Open Connection"
- In the Open Connection Box, enter the following information:
  - Select File Protocol. Change the drop-down box to "SFTP (SSH File Transfer Protocol)"
  - Server: Enter Host Name: sfts.gsa.gov
  - Enter port number: 20022
  - Enter Username: Will be provided by the Clerk upon request
  - Enter Password: Will be provided by the Clerk upon request
  - For the "SSH Private Key" box, click "Choose" and navigate to the path where the CBCA Private key file is stored and select the CBCA Private Key File. (This is the file that will be provided by the Clerk.)
  - Click Connect.

Cyberduck Application File Transfer

- Select the "inbound" folder. (NOT "inbox")
- Drag the PDF files to be uploaded to the CBCA's server to the "inbound" folder to initiate the file upload.
- Once the upload has completed, draft an email to the Clerk at cbcaclerk@cbca.gov to inform the CBCA that the Rule 4 file is ready to be retrieved from the server.
- The Clerk will reply with a confirmation of successful retrieval or inform the filer if there were any problems with the submission.