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| Managed File Transfer for VADC:How to register for MFT-Consortium |
| August 2018 v2.0 |

# When will the changes occur

The change to the VADC submission process is scheduled for October 2018. All data from October 2018 must be submitted using Managed File Transfer web portal

# How do I request an account so that I can submit and retrieve my VADC files?

Provide the following details by **COB Tuesday the 14th of August** by emailing vadc\_data@dhhs.vic.gov.au with **VADC MFT Consortium in the subject line:**

\*Consortium name (only):

Staff member one

First name:

Surname:

Day and month of birth:

Email address:

Staff member two
First name:

Surname:

Day and month of birth:

Email address:

**\*Please note a separate email is being sent to Standalone Service Providers for Standalone AOD services MFT registrations.Please provide an individual email address**

Your user account will be created, and your login details will be emailed back to you. You will need to set your password before you can connect to the Managed File Transfer server. Instructions on how to do this will be in the email sent to you with your login details.

# Are there any system requirements?

MFT can be accessed in today's most popular browsers. The following minimum system requirements must be met:

One of the following browsers must be used:

* Firefox - latest and previous version
* Internet Explorer 8, 9, 10 or 11
* Chrome - latest version
* Safari 5 or 7

Please note that Cookies and JavaScript must be enabled in the browser.

# Will support be available?

The VADC data team will be available to assist anyone that experiences difficulties setting up their accounts. Note that any queries relating to your service’s internal network and firewall configuration must be directed to IT support within your organisation.

The VADC data team can be contacted at:

vadc\_data@dhhs.vic.gov.au

**As stated above, please ensure you start the email subject line with VADC MFT for all queries related to the VADC data submission via Managed File Transfer.**

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