



External

SFTP Access for External Users

August 29, 2024

FINAL

Table of Contents

1.0	Important Information.....	1
2.0	Registration	2
3.0	Sending Files.....	8
4.0	Retrieving Files.....	11
5.0	Changing Your Password.....	12
6.0	CMS SFTP Support.....	14

1.0 Important Information

The SFTP site described within this document is used for securely transferring files between Booz Allen Hamilton project teams and their clients. Accounts created through self-registration are intended to be used only by the individual who registers.

Important Note: Sharing accounts is strictly prohibited and will result in deactivation of the account.

Self-registering guest users will only have access to the ad hoc messaging function of the site. Guest users will only be able to send messages and packages to the associated Booz Allen project team members, and only in specific instances may receive messages and packages from the associated Booz Allen project team members.

If there are any experiences on the site that are not described within the instructions shown within this document, immediately contact your state team (see Section 6.0 for contact details).

Important Note: The Booz Allen administrators reserve the right to restrict and rescind access to the site at anytime.

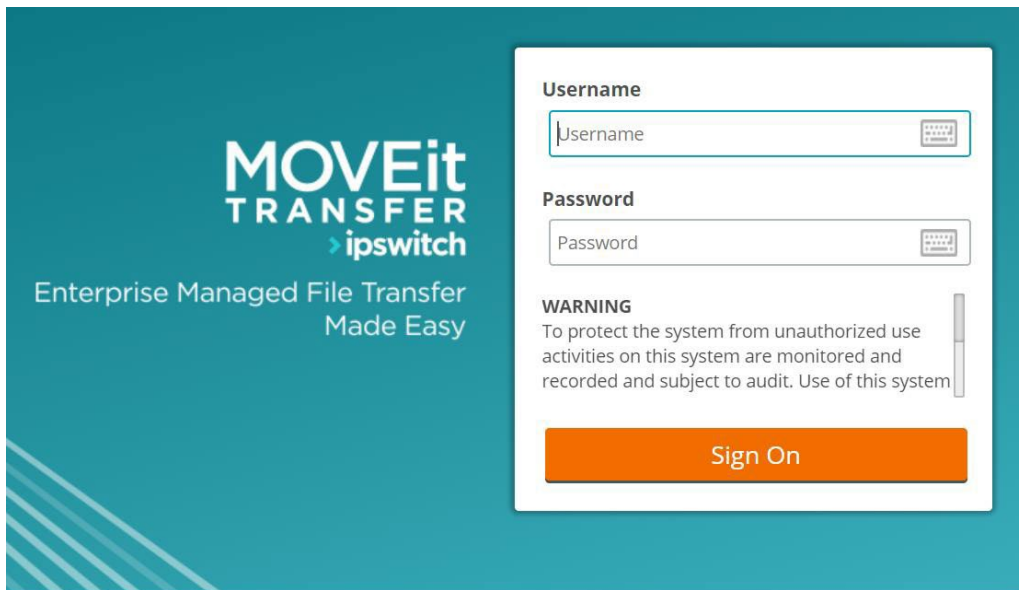
2.0 Registration

1. Go to <https://sftp.permerc.cms.gov>.

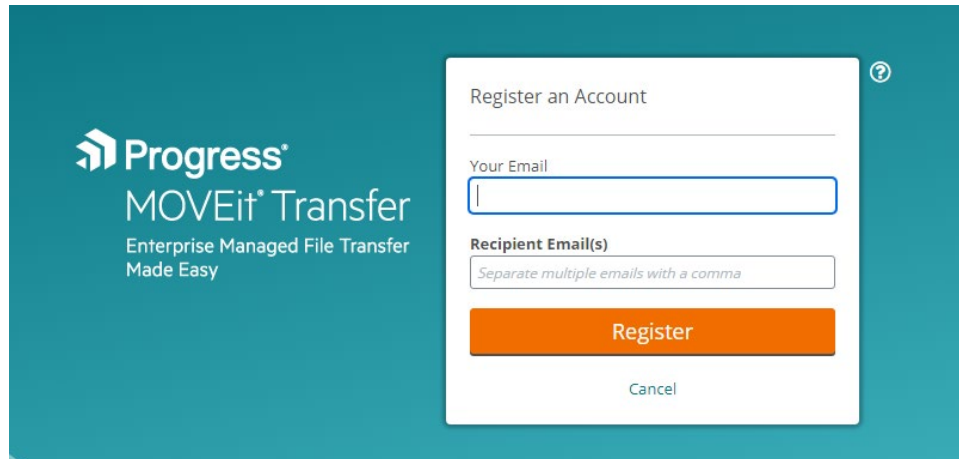
Note: Google Chrome is recommended, but Internet Explorer, Firefox, and Microsoft Edge are comparable alternatives.

2. If you are trying to register for the first time to send files, click the **Register and Send Files** button.

Note: If you have already received an email indicating a package has been sent to you and not registered yet, go to [step 5](#).



3. In the **Your Email** field, enter your work email address where you wish to receive account and package notifications.



The screenshot shows the 'Register an Account' form on the Progress MOVEit Transfer website. The form is white with a teal background. It includes a header with the Progress logo and 'MOVEit Transfer Enterprise Managed File Transfer Made Easy'. The form fields are: 'Your Email' (a text input field), 'Recipient Email(s)' (a text input field with a placeholder 'Separate multiple emails with a comma'), and a 'Register' button (orange) and a 'Cancel' button (teal). A help icon (?) is in the top right corner of the form.

4. In the **Recipient Email(s):** field, enter the email address **PERM.ERC.SFTP@bah.com**.

When successful, you will receive a message instructing you to check your email for further instructions.

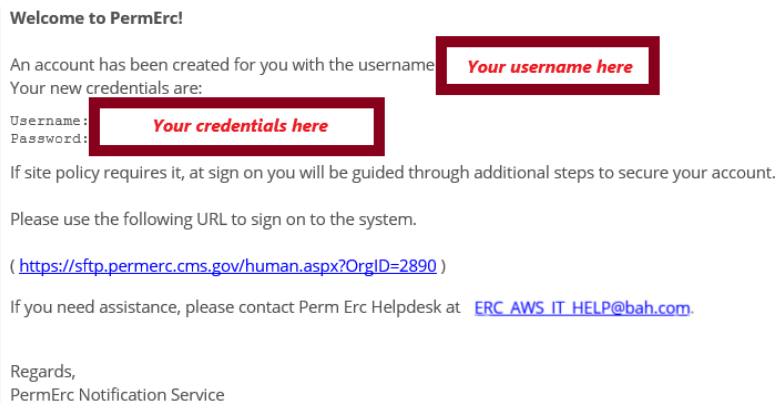


Registration Request Successful

Your Registration Request has been successfully submitted. Please check your email for further instructions on how to access the system.

[Return to the sign on page](#)

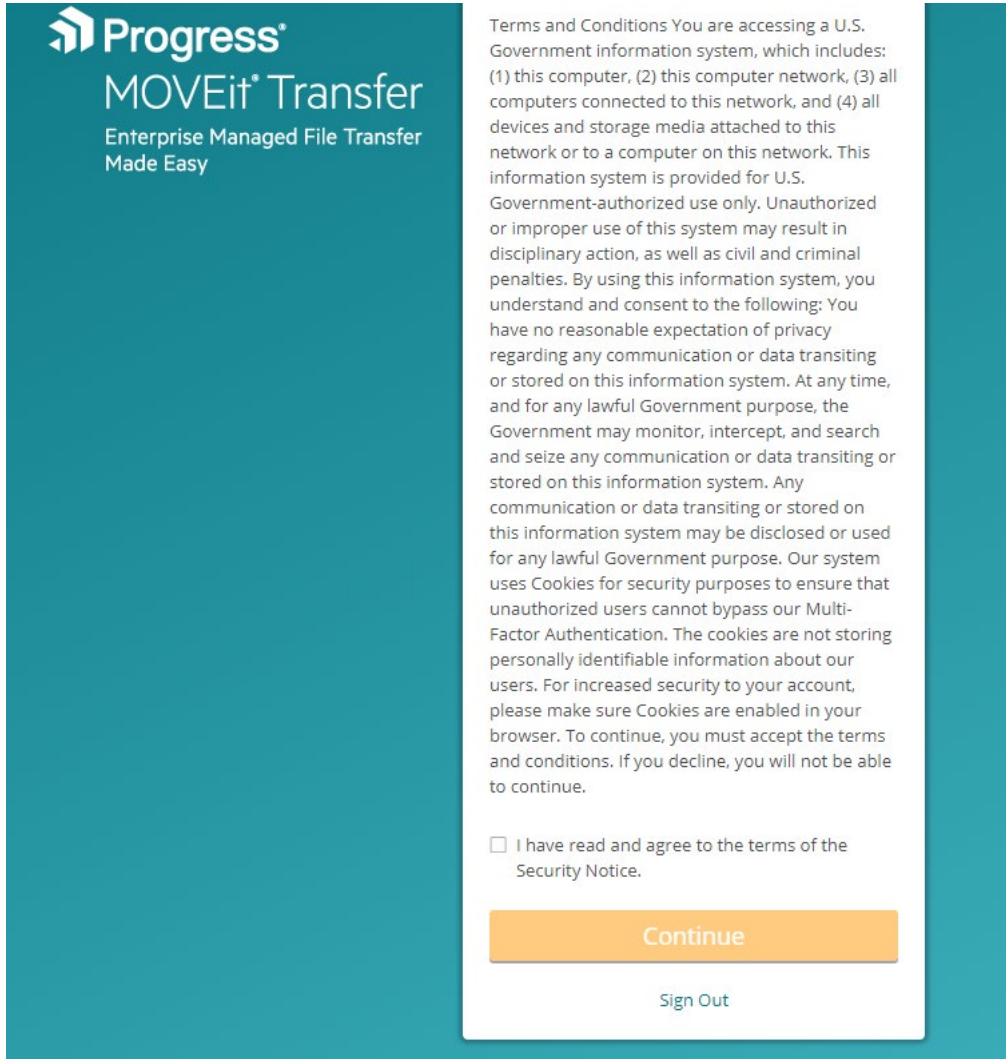
You will receive an email from **PermErc Notification Service** indicating that a temporary account has been created for you with the credentials for access and a link back to the SFTP login page.



The screenshot shows an email from the PermErc Notification Service. The email content is as follows:
Welcome to PermErc!
An account has been created for you with the username **Your username here**
Your new credentials are:
Username: **Your credentials here**
Password: **Your credentials here**
If site policy requires it, at sign on you will be guided through additional steps to secure your account.
Please use the following URL to sign on to the system.
(<https://sftp.permerc.cms.gov/human.aspx?OrgID=2890>)
If you need assistance, please contact Perm Erc Helpdesk at ERC_AWS_IT_HELP@bah.com.
Regards,
PermErc Notification Service

5. Click the link in the email to sign in to the SFTP for the first time, where you will be required to accept the Terms & Conditions and change your password.

6. Select the check box to accept the Terms and Conditions, and then click the **Continue** button.



The screenshot shows a teal background with the Progress MOVEit Transfer logo on the left. The logo consists of a stylized 'P' icon followed by the text 'Progress*', 'MOVEit* Transfer', and 'Enterprise Managed File Transfer Made Easy'. On the right, there is a white box containing the Terms and Conditions text, a checkbox for agreement, and two buttons: 'Continue' (orange) and 'Sign Out' (teal).

Progress*
MOVEit* Transfer
Enterprise Managed File Transfer
Made Easy

Terms and Conditions You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. Our system uses Cookies for security purposes to ensure that unauthorized users cannot bypass our Multi-Factor Authentication. The cookies are not storing personally identifiable information about our users. For increased security to your account, please make sure Cookies are enabled in your browser. To continue, you must accept the terms and conditions. If you decline, you will not be able to continue.

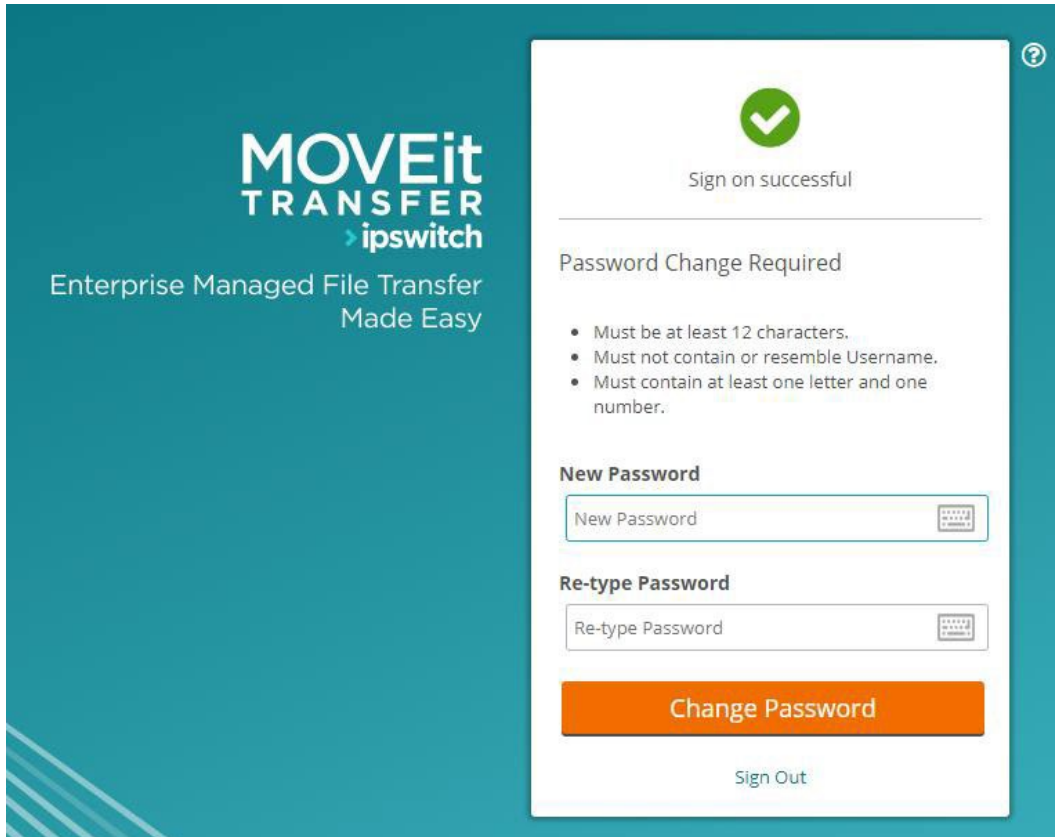
☐ I have read and agree to the terms of the Security Notice.

Continue

[Sign Out](#)

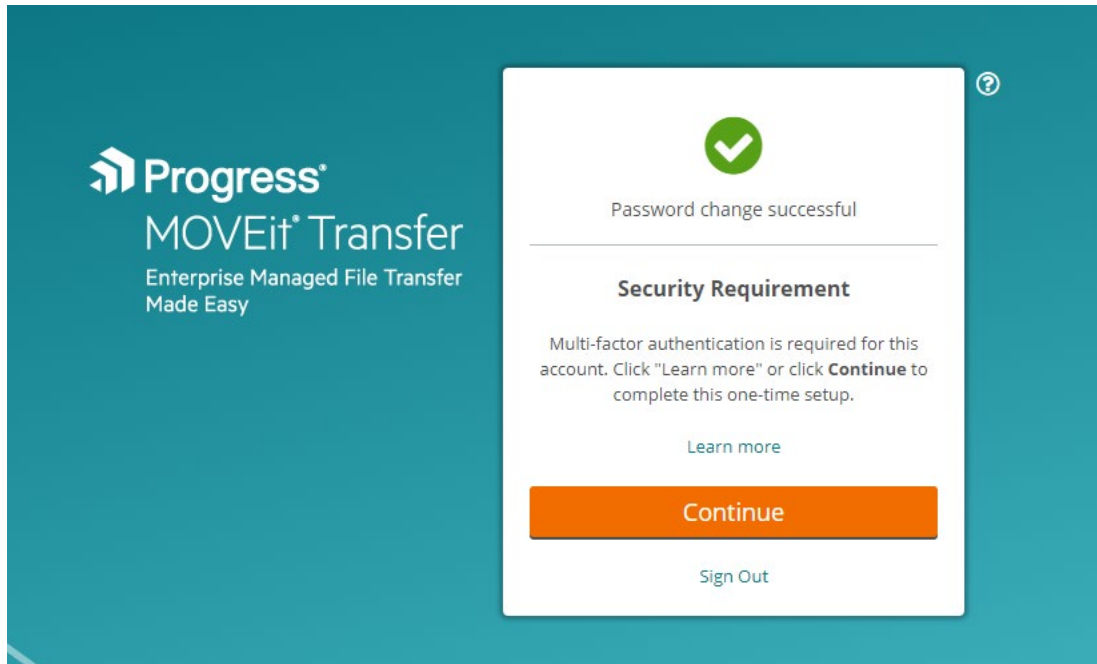
7. In the **New Password** field, enter your new password complying with the password requirements that appear on the screen, and then click the **Change Password** button.

Note: Remember to retain the new password in a safe location as this will be your new password for subsequent logins.

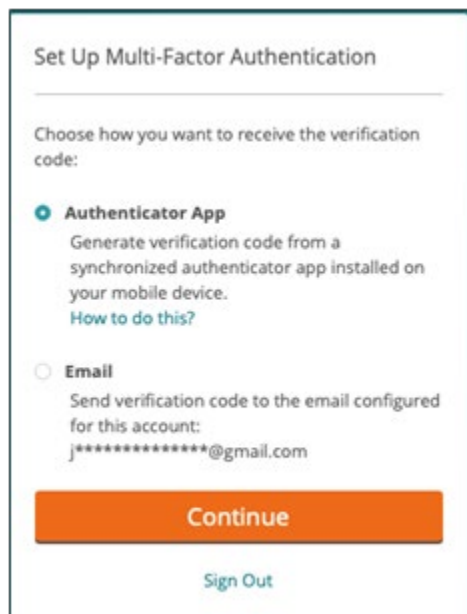


The screenshot shows the MOVEit TRANSFER > ipswitch login interface. On the left, the logo and tagline "Enterprise Managed File Transfer Made Easy" are displayed. On the right, a white panel contains the password change form. At the top of the panel is a green checkmark icon and the text "Sign on successful". Below this is a section titled "Password Change Required" with three bullet points: "Must be at least 12 characters.", "Must not contain or resemble Username.", and "Must contain at least one letter and one number." The form includes two input fields: "New Password" and "Re-type Password", each with a strength indicator icon. A large orange "Change Password" button is positioned below the fields. At the bottom of the panel is a "Sign Out" link. A help icon (?) is located in the top right corner of the panel.

8. You will then be prompted to set up your multi-factor authentication (MFA). Click the **Continue** button.



9. Select either the **Authenticator App** or **Email** radio button, depending on what you prefer. It is recommended that users use Google Authenticator on their mobile device as it is more efficient.
10. Click the **Continue** button.



11. Scan the QR code that appears on the website with your phone, and then enter the received MFA code into the **Enter Verification Code** field.

Before you proceed, you will need an authenticator app on your smart phone or mobile device. [Learn more](#)

Scan QR Code

Launch the authenticator app on your mobile device and scan the following QR code. Can't scan the QR code? [Show key](#).



Enter Verification Code

Enter 6-digit code

Verify

[Cancel](#)

You will now be able to log in to the SFTP site.

3.0 Sending Files

Once you have completed the first log-in process, the next screen will display an email format. The **To:** field will be auto-populated with the email address **PERM.ERC.SFTP@bah.com**.

Note: This is also the same recipient email address used in the registration instructions.

New Package

Send Preview Check Recipients Cancel

To

Show Cc/Bcc


Manage Contacts...


































Subject:

Classification:

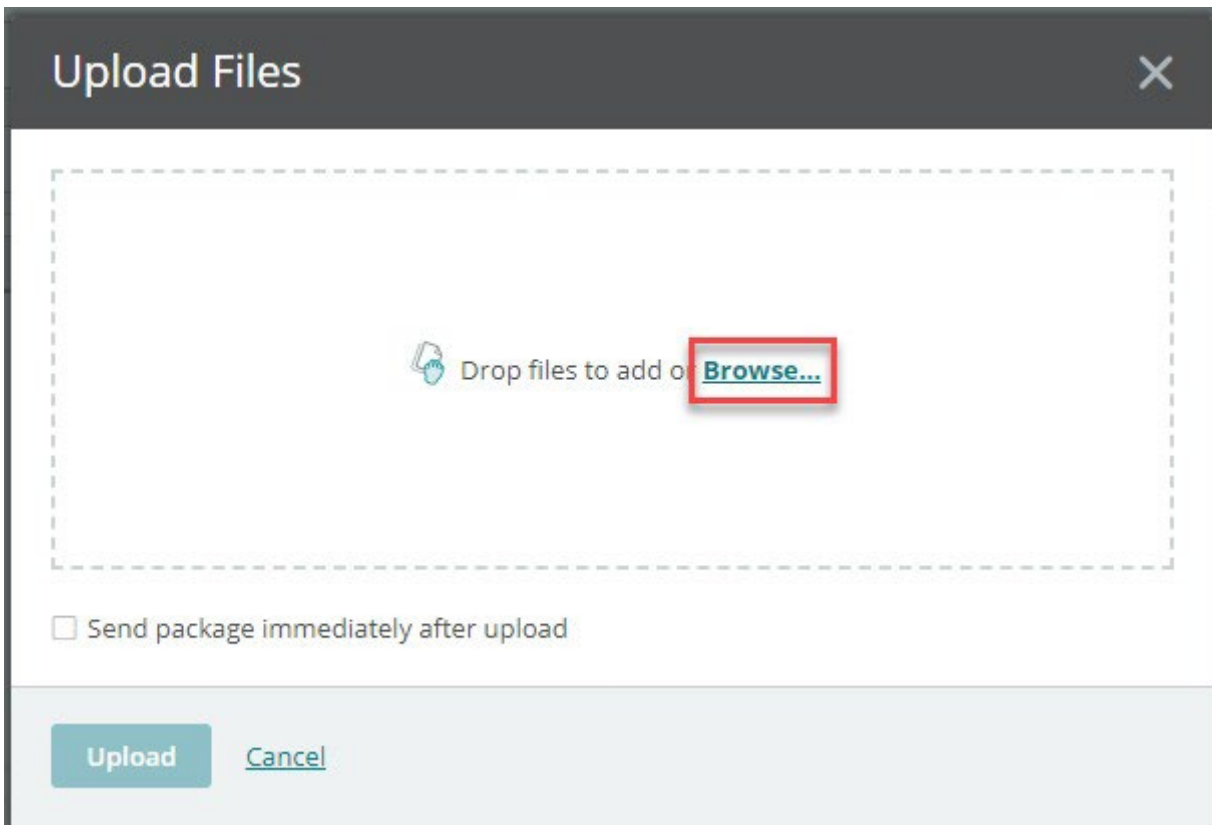
Select a classification label ▾

Note:

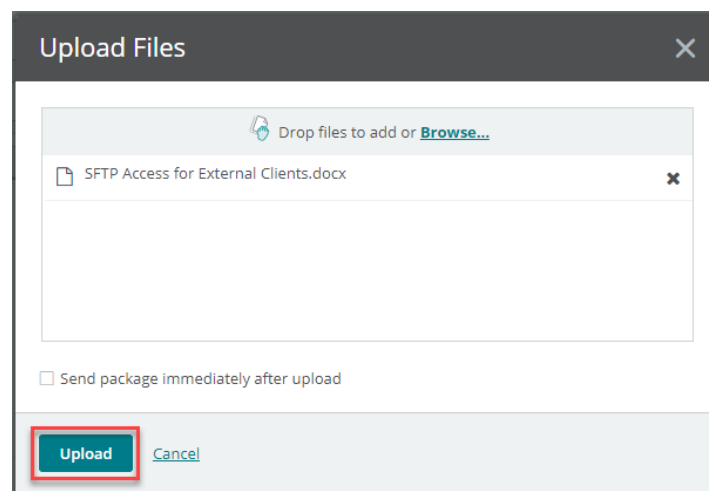


b / u                                 

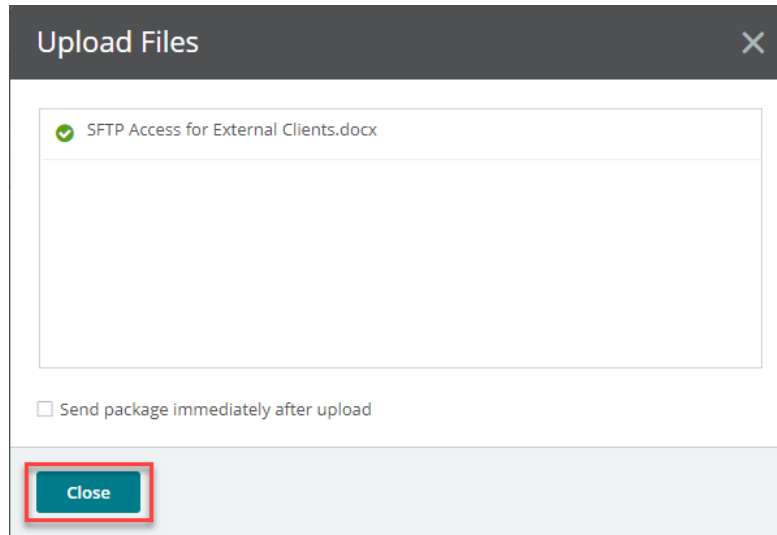
1. To attach files for uploading, drag files from your local computer's file browser to the **Files** section, or click the **Upload Files** link in the **Files** section to open the **Upload Files** pop-up. Click the **Browse** link to navigate your local computer for the file(s) to be uploaded.



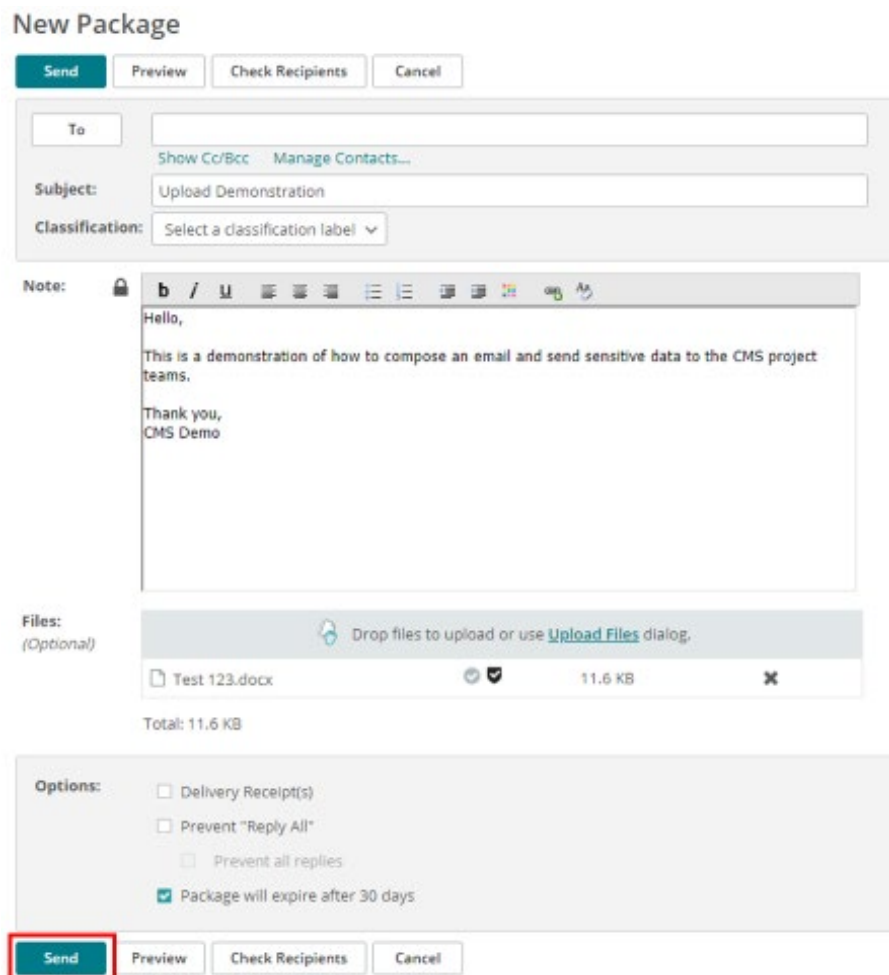
2. After selecting your file, click the **Upload** button.



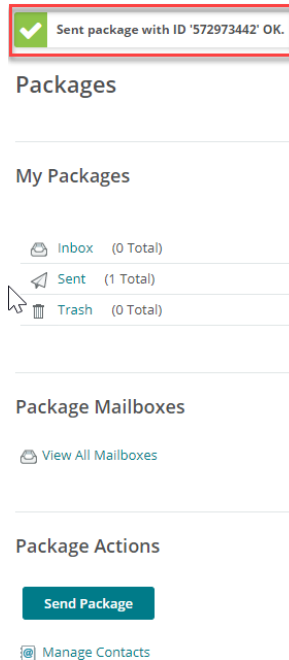
3. Allow the file to complete the upload process and then click the **Close** button.



4. Once your email is complete and your file(s) are attached, click the **Send** button.



5. Once the message has been sent, you will receive a success message. If you wish to compose a new message, then click the **Send Package** button at the bottom of the screen.



4.0 Retrieving Files

1. If files are being sent to you and you have not yet completed registration, go to [step 5 in the Registration section](#) to complete registration prior to being able to retrieve files sent to you.

-OR-

If files are being sent to you and you have already completed [registration](#) via SFTP, you will receive the following email:

New Package Notification

A new package has been posted for you.

Subject: Upload Demonstration

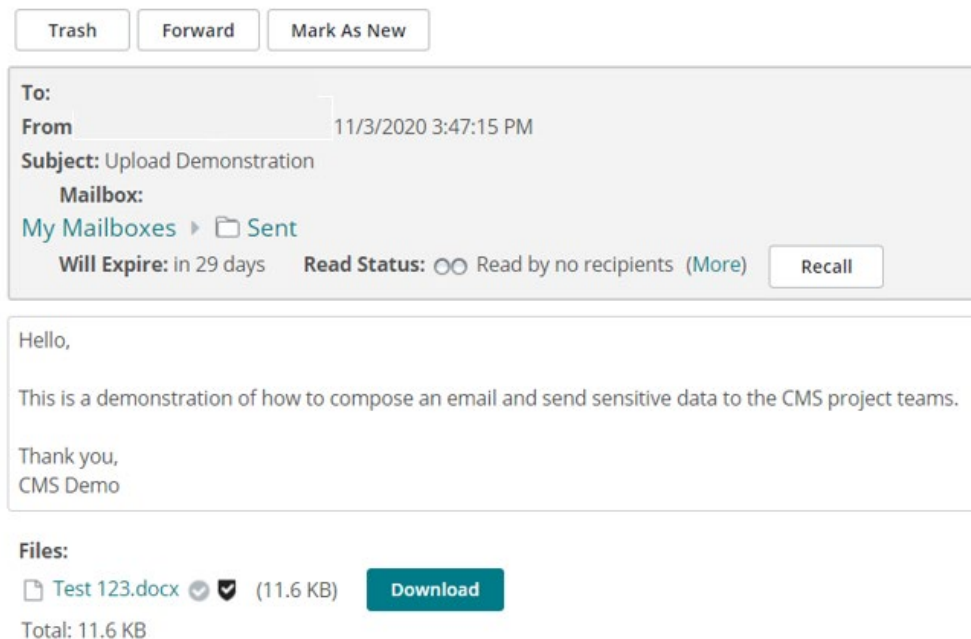
Please use the following URL and your username/password to view this package over a secure connection. After viewing this package, you may also download any associated attachments or compose a reply using your favorite web browser.

(<https://sftp.permerc.cms.gov/human.aspx?OrgID=2890&Arg12=message&Arg06=717061687&Arg08=5rdf047ys8vu397w>)

Regards,
PermErc Notification Service

2. Click the link in the email and log in to SFTP.

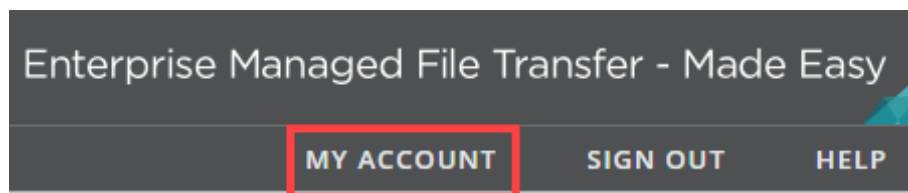
3. Open the message and package that was sent to you and then click the **Download** button to save the files to your computer.



5.0 Changing Your Password

When changing your password, you can select a suggested password or set your own.

1. To change your password, start by clicking the **My Account** link in the upper-right corner next to the **Sign Out** link.




2. On the **My Account** screen, under the **Change Your Password...** section, enter your current password in the **Enter Your Old Password** field.

3. Select either the **Use suggested password** or the **Type Custom Password** radio button.

Change Your Password...

Your password was last changed **today**. You will be asked to change your password in **90 days**.

Enter Your Old Password: 

Suggested Password: qyed5vaudrns

New Password: ☒ Use Suggested Password
☐ Type Custom Password


Change Password

Note: The suggested password is randomly generated and will be different every time you access the **My Account** screen.

If you select the **Type Custom Password** radio button, the password requirements and two fields will appear, requiring you to enter your custom new password twice.

Change Your Password...

Your password was last changed **today**. You will be asked to change your password in **90 days**.


Enter Your Old Password: 


Suggested Password: qyed5vaudrns

New Password: ☐ Use Suggested Password
☒ Type Custom Password

Requirements:

- Must be at least 12 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.

Enter Your New Password: 

Enter Your New Password Again: 

Change Password

4. Once you have made your selection to use the suggested password or typed your own, click the **Change Password** button.

The next time you log on, you will use your new password.

6.0 CMS SFTP Support

For any support or information requests (e.g., [password resets](#)), please contact your state team through the PERM ERC inbox that you are working with. Your state team will contact the Booz Allen Hamilton PERM ERC IT team and will work with them to address any issues or questions.

- Cycle 1: PERM_ERC_RY2025@bah.com
- Cycle 2: PERM_ERC_RY2026@bah.com
- Cycle 3: PERM_ERC_RY2024@bah.com

6.1 Password Resets

For password reset requests, expect the following process:

1. You will receive the first of two automated emails to initiate resetting your password. Click the link and follow the instructions to confirm your username.

New Password

The password has been changed for your _____ account with PermErc. Your account information is as follows:

Username: _____

To reset the password for this account, use the following link. You will be prompted to enter your username, after which you will receive further instructions on how to access the system.

([https://sftp.permerc.cms.gov/human.aspx/?/](https://sftp.permerc.cms.gov/human.aspx?/))

If you need assistance, please contact Perm Erc Helpdesk at / ERC_AWS_IT_HELP@bah.com.

Regards,
PermErc Notification Service

2. Once you have confirmed your username from the first email, you will receive a second automated email. Click the link and follow the instructions to reset your password.

Password Change Request Confirmation

A request has been made to automatically change the password for your _____ account. If this is correct, please use the link below within 30 minutes to enter a new password and then sign on to the system.

([https://sftp.permerc.cms.gov/human.aspx?orgid=/'](https://sftp.permerc.cms.gov/human.aspx?orgid=/))

Regards,
PermErc Notification Service