

The **Purpose** of the AmerisourceBergen Corporation Secure File Download Web Site is to provide a temporary storage facility for sharing large files of confidential information or data between ABC and its business partners. Note the following disclaimers:

- ABC is not responsible for shared information on the Secure File Download Web Site.
- ABC reserves the right to monitor the confidentiality of the files.

**ABC associates:** For more information, refer to the FTP (File Transfer Protocol) Acceptable Use Policy found at [http://cf.myabc/InfoSecurity/Policy\\_Information.htm](http://cf.myabc/InfoSecurity/Policy_Information.htm) on the Info Security Intranet site in the Policy Information section.

### To LOG IN to the ABC Secure File Download Web Site

- 1 Start your Internet browser.
- 2 In the Address box of your browser window, type **https://secure.amerisourcebergen.com**
- 3 Press **ENTER**.
- 4 On the Secure File Download home page:
  - a In the Login box, type **your Login ID**.
  - b In the Password box, type **your password**.
- 5 Click **Log In Now** or press **ENTER**.  
The list of files available for download displays on the Download File window.

### To LOG OUT of the ABC Secure File Download Web Site

At the top of any Secure File Download Web Site window, click **Log Out**.

### To Change Your PASSWORD

If you are an **AmerisourceBergen Customer** (Level 1):

- 1 At the top of the screen, click **Edit Profile**.
- 2 On the Edit User window in the Password box, type **your new password**.
- 3 Click **Update Password**.  
Your password is changed, and the Download File window displays.

If you are an **AmerisourceBergen Associate** (Level 2 or higher):

- 1 At the top of the screen, click **Edit Profile**.
- 2 Under Find User, select **All** or the **first letter of the last name, first name, or User ID** of the person whose password you are changing.
- 3 On the list that displays, click the **User ID**.
- 4 On the Edit User window in the Password box, type the **new password**.
- 5 Click **Update Password**.  
The password is changed, and the Download File window displays.

### To DOWNLOAD a File from the ABC Secure File Download Web Site

- 1 From the list of files on the **Download File** window, select the file you want to download.
- 2 Under Download File Format:
  - To download the file as is, select **Uncompressed File (Normal)**.
  - To compress the file and download it as a self-extracting executable (.exe) file, select **Self-Extracting File**.
- 3 Click **Download Now**.
- 4 On the Download File window, select **Save this file to disk** and click **OK**.
- 5 On the Save As window, select a **drive, directory, and folder**.
- 6 Click **Save** to save your file in the specified location.
- 7 If you selected the Self-Extracting File download option:
  - Go to the specified location.
  - Double-click the filename to automatically decompress the file into the directory where the **.exe** file is located.

### ONLY WHEN AUTHORIZED: To UPLOAD a File to the ABC Secure File Download Web Site

- 1 On the Download File window, click **Click here to UPLOAD Files**.
- 2 On the Upload File window, from the Upload File for Customer menu, select the **customer** for whom you are uploading the file.
- 3 Beside the File to Upload box, click **Browse** to locate the file.
- 4 On the Choose File window, select a **drive, directory, and file**, then click **Open**.  
If the file you want is not in the Choose File window, click **Cancel**, then click **Display Files** at the top of the Upload File window.
- 5 On the **Upload File** window, verify the file path in the Filename box.
- 6 Under **Notify Users**, select the name of the person for whom the file is intended. If the name is not listed, call to notify the person that the file is available.
- 7 Click **Upload Document**.  
The Download File window displays with your file listed for the specified customer.

### To DELETE a File

- 1 On the Download File window, click the **Trash Can** icon to the right of the file.
- 1 At the **Are you sure you want to DELETE this file?** prompt, click **OK**.

**Note:** ABC purges files from the Secure File Download Web Site regularly based on the age of the file, or when the server reaches its capacity.