

File download Instructions

There are some files that we need to send you securely. To access these, you need to connect to a secure file transfer system. You will receive an email that looks similar to the one below:

Message from Administrator at Community Data Solutions:

Please download and read the Client Information booklet by Friday 24th May. Your Case Manager will discuss it with you on your next call.

Please click on the Download Files button or on the link below to download these files:

[Download Files](#) <https://securefiles.communityds.com.au/message/>

In order to download these files you will be given a temporary token. This is to ensure that these files can only be received by you. The temporary token will be sent in a separate email when you attempt to download the files by clicking on the Download Files button or link above.

You will be able to download these files until **Thursday, 4 November**.

Files available to download:

- Client Information Form.pdf (14.3 KB)

This email is only intended for the owner of this email account and must not be forwarded to anyone else.

Do not reply to this email as any replies will not be read or responded to.

This email was sent automatically from a Secure File Transfer system run by our trusted software partner Community Data Solutions. If you have any questions about why you received this email, what it is asking you to do or if it is authentic please contact us directly.

Step 1. Click the Download Files link (or copy the securefiles URL and paste into a browser window)

Step 2. Enter your email address in the Verify page

Please verify your email address

Before you can download the files we need you to verify your email address. Please enter your email address below and we will send a temporary password via email.

You must use the email address where you received the original email.

Step 3. Click Submit

Step 4. A token will be sent to your email address, and the following page will be displayed:

Please verify your email address

A temporary token has been sent to your email address.

Please enter the token here to verify your email address or click on the Verify Email link contained in the email.

Step 5. Check your email for the verification email. It will look something like this:

To download the files, please verify your email address by following one of the options below.

Copy the token below and enter the token in your browser:

4328 5418

Alternatively, click on the button or link below:

<https://securefiles.communityds.com.au/session/email/t>

Please note that this token is temporary and unique to your email address. Please do not share this token with anyone.

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Step 6. Either click the Verify email link, or copy the token into your browser window.

If copying the token, click Verify

The message will then be displayed, along with a link to download the file.

Message

To

Subject

File Transfer: Please review this file [d: [redacted].a]

Message

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Files to download

- [Client Information Form.pdf](#) (14 KB)

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Click on the link to download the file.