

Procedure: Hightail File Share Uplink

Diversified's Client File Share Uplink Procedure: the procedure for Diversified clients to send files and documents to Diversified's Hightail Secure Uplink site.

Standard Procedure

- Client procedure
 - Click the Uplink link: <https://www.hightail.com/u/secureexchange>
 - This link can be bookmarked for expedited future file transfers
 - Drag the files/documents to the Diversified Secure Exchange Uplink site. Multiple files/documents can be dragged and dropped on the site prior to sending.
 - Complete the information:
 - Your Name
 - Your Email address
 - Subject
 - Message **IMPORTANT: DO NOT INCLUDE PHI IN THIS MESSAGE**
 - Click on the Send button
 - Your file/document has been securely uploaded to the Diversified Secure Exchange Uplink and will be delivered to the appropriate person.

Hightail and HIPAA Compliance

<https://hightail.zendesk.com/hc/en-us/articles/203295924-Hightail-and-HIPAA-Compliance>

If you are unsure about the Hightail Uplink procedure, contact Mike Beaty (michael.beaty@dchcmak.com or 907.770.2302) for further guidance and clarification.