

Signing In

1. Open a browser session and type in URL <https://aft.jhahosted.com> to access the Ad-Hoc File Transfer service.
2. From the log in screen, Jack Henry & Associates employees click on the “**Try Single Signon with SAML**” link to log into the Ad-Hoc File Transfer service.

jack henry
& ASSOCIATES INC.

Username

Password

[Forgot Password?](#)

Security Notice
This is a Jack Henry and Associates, Inc. system, which may be accessed and used only for authorized JHA business. Unauthorized access

Sign On

Have an account on another Identity Provider?
>Try Single Signon with SAML

[Help](#)

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3. You will be logged in with your corporate domain credentials. You will be asked to fill out security questions. You must complete the security questions, but you will not use them to reset your password. All password reset/account unlocks will need to go the [JHA Service Center](#) or use the [Reset Me](#) tool on jhaToday.

Sending Packages

Sending a package is like sending an email with attachments. The **Package Actions** section might appear on the **Home** page and/or the **Packages** page:

To send a package:


1. On your **HOME** page, or on the **PACKAGES** page, click **Send Package**. The New Package page opens.
2. Fill in the fields and make selections. See figure and table below for descriptions. Click **Send**. A copy of the package is saved to your Sent mailbox.

The numbers in the figure designate options that are described in the following table.

Depending on how your organization is configured, and the permissions assigned to you, you might not have all these options available.

The screenshot shows the 'New Package' form with the following elements and callouts:

- 1**: Points to the 'To' field.
- 2**: Points to the 'Show Cc/Bcc' link.
- 3**: Points to the 'Subject' field.
- 4**: Points to a padlock icon next to the 'Note' label.
- 5**: Points to the main text area of the note.
- 6**: Points to the rich text editor toolbar.
- 7**: Points to the 'Clear Formatting' button (Aa icon) in the toolbar.
- 8**: Points to the 'Files' section.
- 9**: Points to the 'Launch the Upload Wizard' button.
- 10**: Points to the 'Options' section.
- 11**: Points to the 'Send' button at the bottom.
- 12**: Points to the 'Preview' button at the bottom.
- 13**: Points to the 'Save As Draft' button at the bottom.
- 14**: Points to the 'Save As Template' button at the bottom.

#	Description
1	<p>To:</p> <p>Email addresses of recipients. Separate multiple addresses with a comma. You can add yourself as recipient.</p> <p>If your organization has the Address Book feature configured, click the To, CC, or BCC field and select an address from the contact list.</p>
2	<p>Show CC and BCC adds these fields to the page. Recipients cannot view BCC recipients.</p>
3	<p>Subject</p> <p>Description of the package. Appears in the new package notification email, and identifies the package in package lists.</p>
4	<p>Padlock icon</p> <ul style="list-style-type: none"> Locked. Note content appears in the package, but not in the new package notification email
5	<p>Note</p> <p>Message body.</p>
6	<p>Rich Text Editor</p> <p>An HTML rich text editor is available to users of Internet Explorer, Firefox, and Mozilla browsers with JavaScript enabled. You can change the font, size, alignment, and color of the note content, format lists, and include links.</p>
7	<p> Clear Formatting</p>

Removes HTML formatting, to facilitate copying content from different sources.

8 Files

List the number of attached files that you added. The way you add files depends on whether you have enabled a wizard.

If no wizard is enabled, click **Choose File** or **Browse**, select a file, and click **Upload**.

9 Launch the Upload Wizard

This link is available if you have enabled a wizard. Click to open the wizard. In the wizard, drag and drop files, or click Add File to locate and select files.

10 Options

If an option has been locked by the administrator, the value appears, but you cannot change it.

- **Secure the note.** Enables the note text to be sent securely, only through MOVEit. If unchecked, the note is included in the emailed notification.
 - **Delivery Receipt(s).** You (the sender) receive a notification email when each recipient of your package reads the package for the first time, and when a recipient downloads a file.
 - **Prevent "Reply All"** - Prevents the recipients from replying to all recipients of the package. This can be useful for to send information to a large group, but do not want group members to message each other.
 - **Prevent all replies** - Recipients cannot reply to the package.
 - **Package will expire after 7 days** - Number of days the package is available to recipients.
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11 Preview

Shows what your note will look like to recipients. On the Preview page, click Edit to make changes.

12 Check Recipients

Verifies that the email address you entered are valid.

13 Save as Draft

Saves the package as a draft. You can open it from the Drafts mailbox. Drafts can be edited or sent. After a draft is sent, it is deleted from the Drafts mailbox.

14 Save as Template

Saves the package as a template in the Templates mailbox. You can open a template, edit it, and send it. The original template remains unaltered in the Templates mailbox.

For additional information visit the [User Guide](#). **NOTE:** Not all features mentioned in the user guide have been implemented.