

# SECURE FTP ACCESS REQUEST



**To obtain access, both parties must provide the following information.**

	INTERNAL CONTACT	EXTERNAL CONTACT
<b>Company:</b>	PacificSource Health Plans	
<b>Primary contact:</b>		
<b>Local phone number:</b>		
<b>Local e-mail address:</b>		
<b>Transaction date (type/size):</b>		
<b>Frequency of use:</b>		
<b>External IP address/Hostname:</b>		

**Please note:**

- All FTP external customers must have a unique ID and Password. Upon approval, each client will be assigned a unique username and password by PacificSource. This registration information will be kept in a secure file directory.
- FTP users, both internal and external, should not solicit nor participate in uploading illicit or sensitive material that would adversely impact the network.
- The maintenance of the FTP directories is the responsibility of each applicant, unless otherwise noted.
- By signing below, you understand that any files transmitted via FTP are confidential, subject to applicable state and federal laws and regulations regarding confidentiality of personal information, including without limitation the Health Insurance Portability and Accountability Act of 1996, as amended. Such files are intended solely for the use of the individual to whom they are directed. If you receive files from PacificSource and you are not the intended recipient, you understand and agree that any use, disclosure, dissemination, forwarding, printing or copying of the files is strictly prohibited. You also agree to immediately advise PacificSource if any data or files are received or delivered in error.

Name (please print)

Signature

Date