

MANAGED FILE TRANSFER - SETUP REVIEW FORM

SECTION 1. CONTACT INFORMATION

1. PARTNER/PROJECT		2. DATE	
PARTNER POINT OF CONTACT (POC)		PARTNER TECHNICAL POC	
3. NAME/TITLE		6. NAME/TITLE	
4. EMAIL ADDRESS	5. PHONE NUMBER	7. EMAIL ADDRESS	8. PHONE NUMBER
MAXIMUS POC		MAXIMUS TECHNICAL POC	
9. NAME/TITLE		12. NAME/TITLE	
10. EMAIL ADDRESS	11. PHONE NUMBER	13. EMAIL ADDRESS	14. PHONE NUMBER
TEST POC TO BE ENGAGED IN TESTING		EXISTING CONNECTION INFO	
15. NAME/TITLE		18. DO YOU USE SECURE FILE TRANSFER PROTOCOL (SFTP) FOR TRANSFERRING FILES? Select Yes if using automated tools like MOVEit Automation Select No if using an alternative connection type like HTTPS (e.g., using web-based uploads or other tools)	
16. EMAIL ADDRESS			
17. PHONE NUMBER		YES MAXIMUS TO PARTNER SERVER PARTNER TO MAXIMUS NO	
		19. IS CONNECTION VIA A SITE-TO-SITE-VPN OR VIA STANDARD INTERNET? VPN (ENCRYPTED DURING TRANSMISSION) STANDARD INTERNET (NOT ENCRYPTED)	

SECTION 2. TRADING PARTNERS EXTERNAL IP

20. IF CONNECTING TO MAXIMUS - PLEASE PROVIDE ALL SOURCE IP ADDRESSES
Examples: Specific IP Address: X.X.X.X or IP Range: X.X.X.X/28

SECTION 3. REVIEW CURRENT JOBS

MAXIMUS POC / TECHNICAL POC - For existing jobs please review the Excel spreadsheet provided with this form with your trading partners and return it with confirmation.

SECTION 4. TRADING PARTNERS ABILITY TO ENCRYPT OR DECRYPT FILES EXCHANGED WITH MAXIMUS

21. FILE ENCRYPTION - PARTNERS PREFERRED METHOD

Use PGP to encrypt or decrypt files.

Use Other encryption method, If Other please provide details:

22. SPECIAL INSTRUCTIONS / ADDITIONAL INFORMATION