

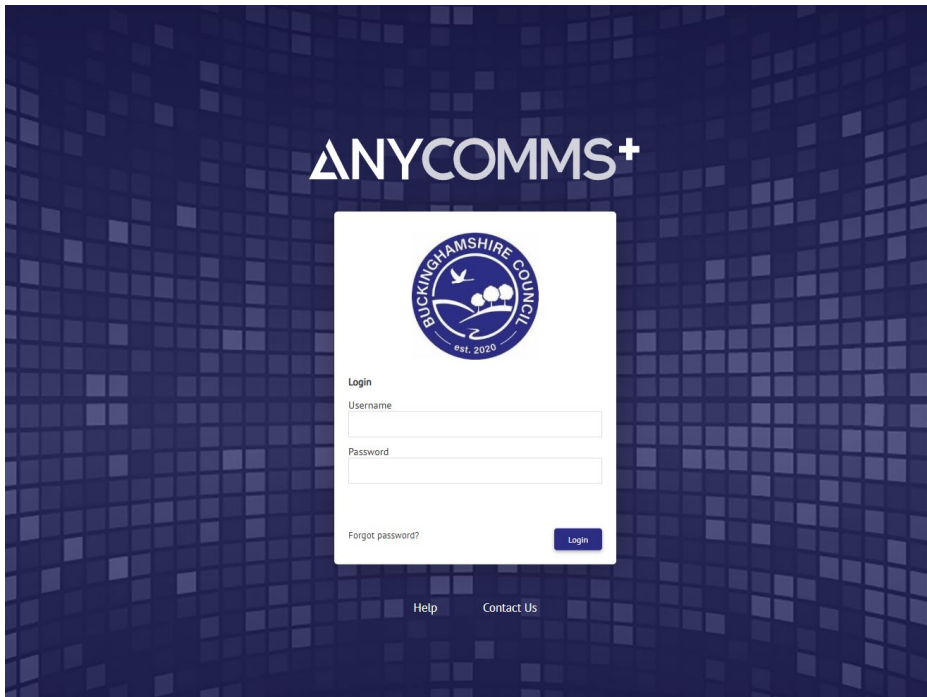
Secure File Transfer User Guide – FFE Providers

Logging In

To access the Secure File Transfer website please click link below

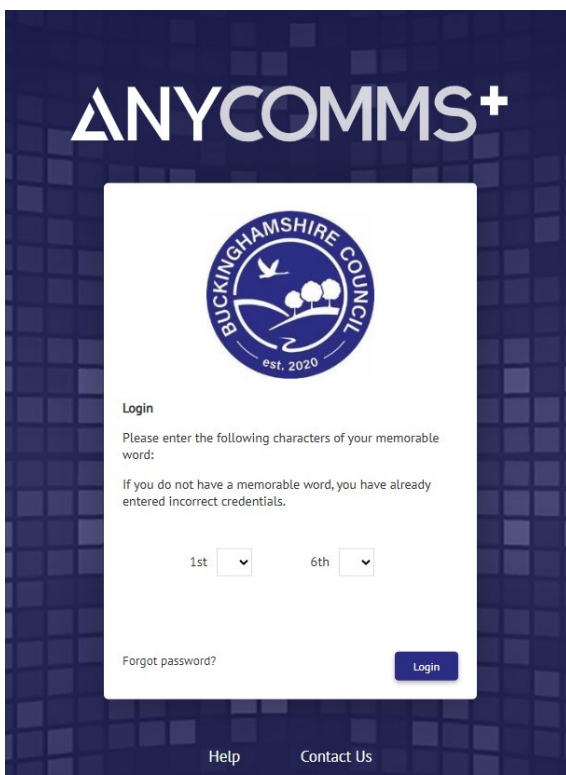
[Secure File Transfer Login \(buckinghamshire.gov.uk\)](https://secure-file-transfer.buckinghamshire.gov.uk)

You should now see this screen



The image shows the initial login screen for ANYCOMMS+. The background is dark blue with a grid pattern. At the top, the text 'ANYCOMMS+' is displayed in white. Below it, there is a white rectangular box containing the Buckinghamshire Council logo (a circular emblem with a bird, trees, and the text 'BUCKINGHAMSHIRE COUNCIL est. 2020'). Under the logo, the word 'Login' is followed by two input fields: 'Username' and 'Password'. Below these fields are links for 'Forgot password?' and a blue 'Login' button. At the bottom of the white box, there are links for 'Help' and 'Contact Us'.

Once you entered your username and password you will be asked to enter letters from a memorable word as below. If you don't get this screen please check your username is correct.



The image shows the second login screen for ANYCOMMS+. The background is dark blue with a grid pattern. At the top, the text 'ANYCOMMS+' is displayed in white. Below it, there is a white rectangular box containing the Buckinghamshire Council logo (a circular emblem with a bird, trees, and the text 'BUCKINGHAMSHIRE COUNCIL est. 2020'). Under the logo, the word 'Login' is followed by the text 'Please enter the following characters of your memorable word:'. Below this text is a note: 'If you do not have a memorable word, you have already entered incorrect credentials.' Below the note are two dropdown menus: '1st' and '6th'. Below these dropdowns are links for 'Forgot password?' and a blue 'Login' button. At the bottom of the white box, there are links for 'Help' and 'Contact Us'.

You should then be taken to the main menu as below

ANYCOMMS⁺

VIRGINIA GRAY
VIRGINIA GRAY (TEST)

↑ Upload to the Local Authority

↑ Upload to Organisation

↓ Download

🕒 Transfer History

📄 Questionnaires

HELP

🔗 Help

🔗 Links

📧 Contact

🕒 What's New

ACCOUNT

👤 My Account

🔒 Change Security Details

🚪 Log Out

Upload to Service

Select Files

Downloading a Form/document

When a file is ready for you to download you will receive an email alerting you to it.

To download the file click on  from the menu on the left hand side

All new files will be displayed under the New Files tab

Downloads

There is 1 new file available for you to download. To download a file tick on the box next to it and then click on Download Selected. Alternatively, click the Download All button.

Search:

Items per page:


New Files

Previously Downloaded Files

| File Name | From | Date/Time Uploaded ▼ | Download | <input type="checkbox"/> |
|------------------------|--------------------|----------------------|----------|--------------------------|
| ▶ Test claim form.xlsm | SMST - Early Years | 16/06/2025 10:38:50 | Download | <input type="checkbox"/> |

Download All

|< < Page: of 1 > >|

Click  next to the file you want to download

Then click “Click here to confirm you wish to download this file”

Confirm Download

YOU HAVE CHOSEN TO DOWNLOAD THE FOLLOWING FILE:

| File Name | Description | Date / Time | Size KB |
|----------------------|-------------|---------------------|---------|
| Test claim form.xlsm | | 16/06/2025 10:38:50 | 468 KB |

Click here to confirm you wish to download this file

You should then be able to find the file you have downloaded in the “Downloads” folder on your device. If the downloaded file is a claim form, depending on your security settings, you may find you need to move/copy the file from your downloads folder another folder on your device in order to open it. The claim forms contain small programs embedded in them to help us process the information when you return it and some security settings may recognise these as a potential threat and disable you from opening. Moving it to another folder you would normally save files in will usually overcome this problem.

Uploading files

To upload a file, such as a completed claim form, click on “Upload to the Local Authority” from the menu on the left hand side of the screen

↑ Upload to the Local Authority

Click on the Select files button

Upload to Service

Select Files

Navigate to the folder where the file you want to upload is saved and select this file.

← → ▾ ↑

« Children's Services - VG Sync Folder » Claim forms

Search Claim forms

Organise ▾ New folder

Children's Services - KPI for Educa

Children's Services - ONE import f

Children's Services - Provider files

Children's Services - Uploaded Pro

Children's Services - VG Sync Fold

| <input type="checkbox"/> | Name | Status | Date modified | Type | Siz |
|-------------------------------------|-----------------|--------|------------------|----------------------|-----|
| <input checked="" type="checkbox"/> | Test claim form | ✓ | 16/06/2025 10:50 | Microsoft Excel M... | |

Your selected file will be displayed.



Upload to Service

Select Files

Copy top type to all

Copy top service to all

Copy top description to all

| File Name | File Type | Service | Description | Remove |
|----------------------|-------------|--------------------|-------------|--------|
| Test claim form.xlsm | FFE Funding | SMST - Early Years | | Remove |

Upload Files

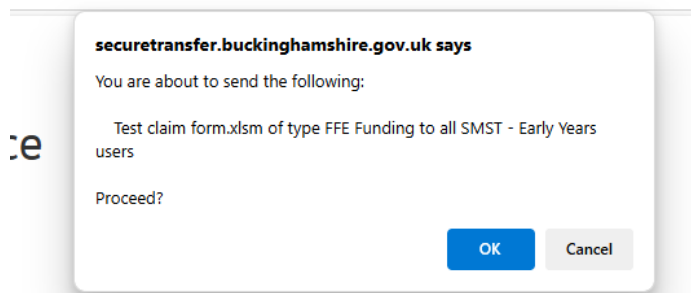
Select File Type “FFE Funding” from the dropdown menu

Select Service “SMST – Early Years” from the dropdown menu

Then click on

Upload Files

You will see the message



Click on “OK”

You should then see the below confirmation page

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

| File Name | File Type | Sent To | Date/Time Sent |
|----------------------|-------------|--------------------|---------------------|
| Test claim form.xlsm | FFE Funding | SMST - Early Years | 16/06/2025 11:01:14 |

Print

For added conformation you will receive an email to say that the files have been sent.