

**SECURE FTP  
ACCESS  
REQUEST**



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

|                                      | <b>INTERNAL CONTACT</b>    | <b>EXTERNAL CONTACT</b> |
|--------------------------------------|----------------------------|-------------------------|
| <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:</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.
- All files, except for system logs and scripts in their home directory, will be archived once they are older than two weeks. Any files that need a longer retention period will be archived to alternate media (CD, backup tape, etc.).
- The maintenance of the FTP directories is the responsibility of each applicant, unless otherwise noted.