



# How to submit files using a secure file transfer (SFT) email

When sending files, these are the steps and options available:

1. Click the **Submit using Filedrop** link on the funding page or application you are applying for. The link will start with: <https://sft.gov.nt.ca/filedrop/...>

2. Your email will look the same way as a web-based email system and is automatically set to send to the proper email.

For example, if you are submitting files for a Small or Medium Arts Project Grant, the title of the page will be **CultureFund Filedrop**.

If you are submitting files for to Early Learning and Child Care, the title of the page may be **EarlyLearning Filedrop or ELCC (Region) Filedrop**.

CultureFund Filedrop

**From** user@example.com

**Subject** Subject

**Message**

Drop Files Here

Limitations  
2 GB  
Blocked Extensions

+ Add Files...

Send

3. Enter the following details:

**From:** Your email address

**Subject:** Use the title of the form you are submitting. For example, the Small Arts Project Grant, Medium Arts Project Grant, or New Home-based Learning and Child Care Facility Licence.

**Message:** Please find attached my application form and supporting documentation.

**From** your@email.com

**Subject** Small Arts Project Grant

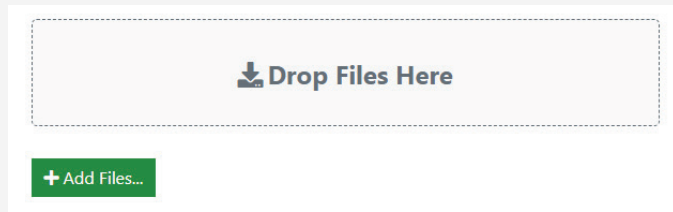
**Message**

Please find attached my application form and supporting documentation.

4. Attach your files using one of the following methods:

**Note:** You can add up to 2 GB.

1. Select your form and support documentation files from your computer (desktop, drive, etc.) and drag and drop them into the **Drop Files Here** section.
2. Select the **+Add Files...** button, this will open a window for you to locate and select your files from your computer (add relevant file/s by double clicking or selecting **Open**).



5. Once your form and supporting documentation have been uploaded, click **Send**.



Attached files

application form.pdf

198.18 KB

6. You will receive an automatic email to your email account that your email has been sent. The email will provide details of the files you sent, and the date and time.

When your form and supporting documentation has been downloaded, you will receive a second automatic email. The email will provide details of the files you sent, and the date and time they were downloaded.