Using SecureFileX

As data security is a critical focus, Safe Associates, Inc. wants to make sure clients are submitting sensitive information to us in the most secure way. Due to our continued efforts to provide the most secure file exchange capabilities, we have upgraded our portal.

To send a file to Safe Associates, Inc., please access via the link here:

https://safeassociates.plansponsorlink.com

The sample screen shots below are previews of what you will see.

Login Screen

When using the portal for the first time, click on the First Time User hyperlink below the Sign In button, enter your email address and click submit. This will send you a temporary password to log in to the portal. Enter your email as the username and the temporary password to login.
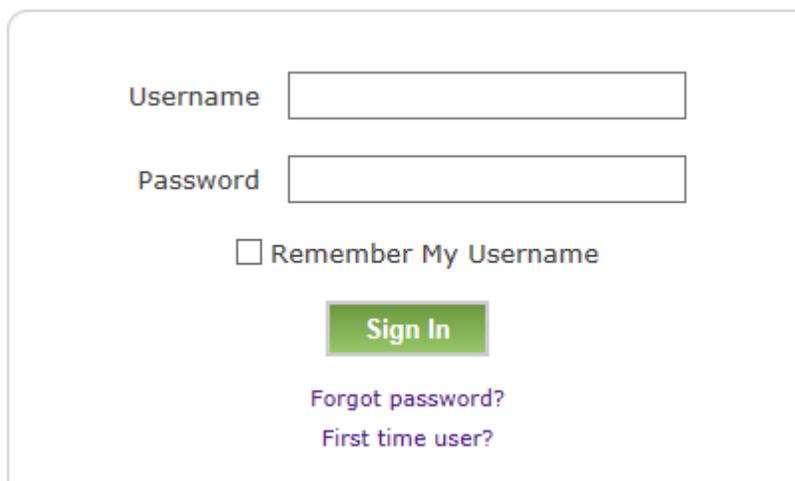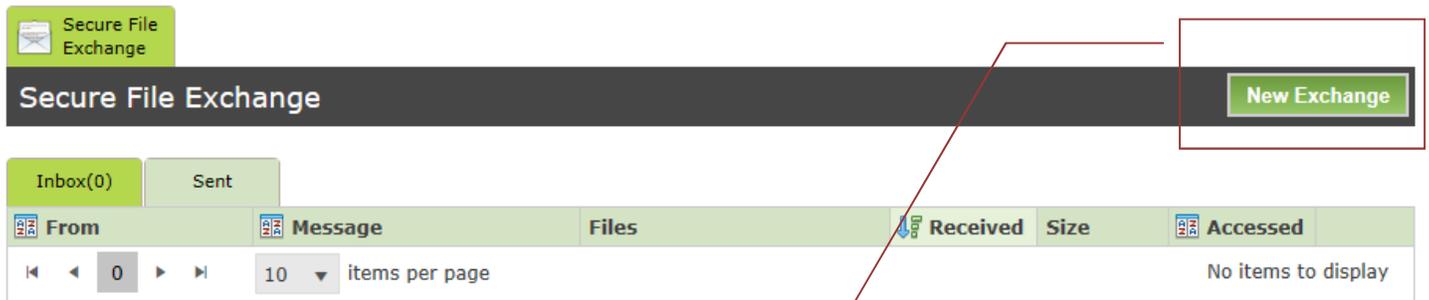

Upon login, the system will prompt you to create a new password to use moving forward. Once you have reset your password, you will be logged in to the portal. Only you know the password. If you forget it, simply select the "forgot password" function to set up a new one. Easy.

Sending A New File

To send a new file, click on the New Exchange button in the upper right. You will be prompted to choose the file from your computer, add a comment if needed and select the employee (Deanna) you wish to send the file to from the dropdown. Once you've fulfilled the requirements, click Send to submit the file to me securely.

We will be notified immediately that your file has been received and will be able to access the file right away. This will ensure that all sensitive information is submitted in a secure way.

Receiving a File

When we send a file to you, you will receive an email notification from admin@plansponsorlink.com with a hyperlink to access the portal. Just log on and click the file name to select it. It will download through your web browser. You can then open or save it as you wish. Please make sure your mail system doesn't mark this notice as spam..

If you have any questions, please let us know.

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