



Sanford Health Plan SFTP Setup Form

Sanford Health Plan (SHP) will provide monthly wellness benefit redemption files via a Secure File Transfer Protocol (SFTP). In order to receive the instructions to access the SFTP, it will be necessary for a contact person to be designated on behalf of your employer group. This contact will be sent SFTP credentials via secure email which will contain instructions on connectivity, username, password, troubleshooting and step-by-step instructions to access the monthly wellness benefit redemption files.

Please complete the Group Contact information section below and return to:

Attn: Steve Webster
Email: Steve.Webster@sanfordhealth.org
Mail: Sanford Health Plan
1749 38th Street S
Fargo ND 58103

SFTP credentials will be distributed by the end of June and will contain the subject line: Wellness Benefit Redemption Files. The files will be uploaded on the 8th day of every month. The Group Contact will receive notice via email when the file has been uploaded and is available.

If you have any questions, please contact Steve Webster at (701) 417-6517.

Sincerely,

Sanford Health Plan

Group Contact Information Update

Group Name* _____

NDPERS Group ID* _____

Contact Person* _____

Contact Address* _____

Contact Phone* _____

Contact Email* _____

*Required Field