

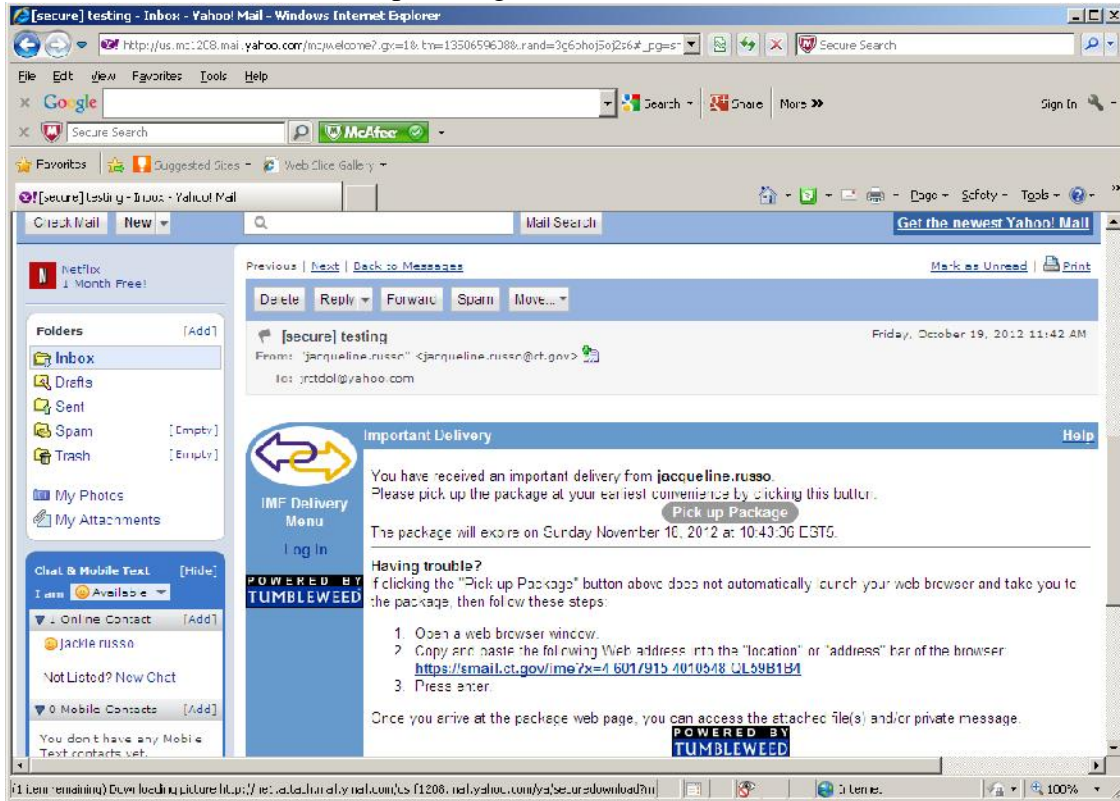
**DEPARTMENT OF LABOR  
INDIVIDUAL DEVELOPMENT ACCOUNT PROGRAM  
TECHNICAL POLICY MANUAL**

# **Appendix F**

**DEPARTMENT OF LABOR  
INDIVIDUAL DEVELOPMENT ACCOUNT PROGRAM  
TECHNICAL POLICY MANUAL**

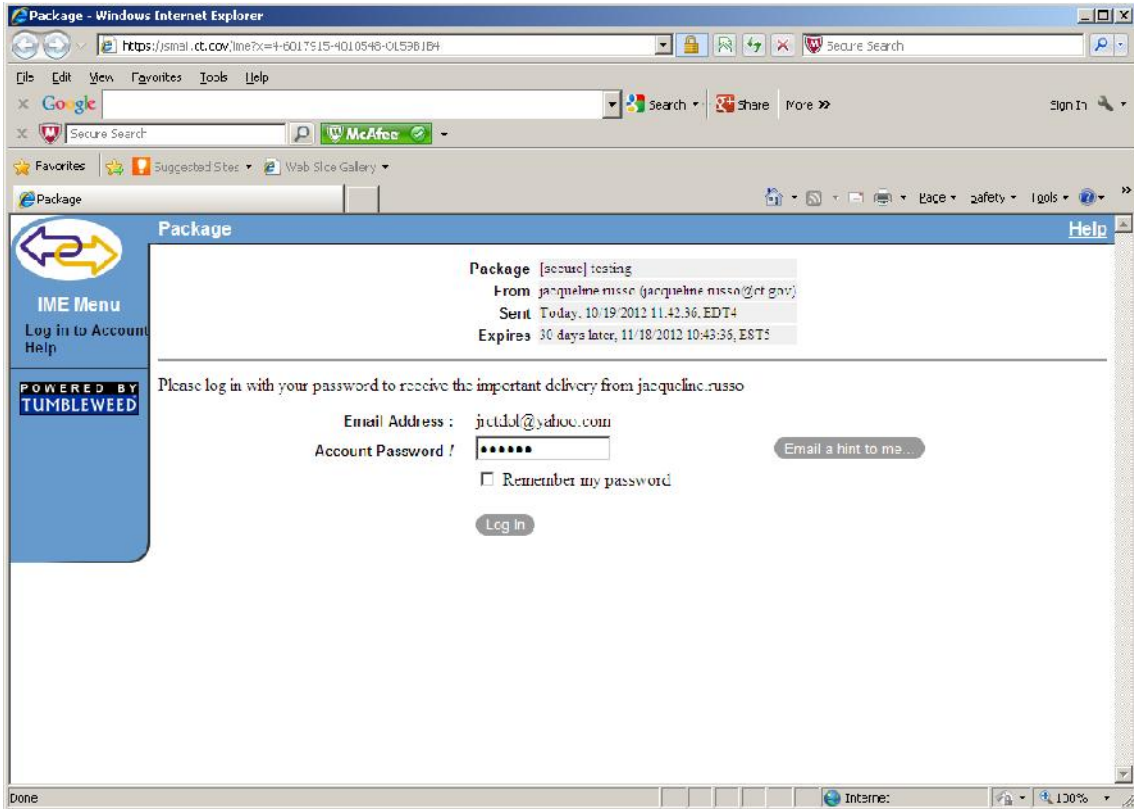
**State of Connecticut Tumbleweed Secure email for IDA data**

1. You will be receiving an email from David Fernandes indicating that a package from the sender (David) is on the Tumbleweed server and ready for pickup. You will need to click on “Pick up Package.”

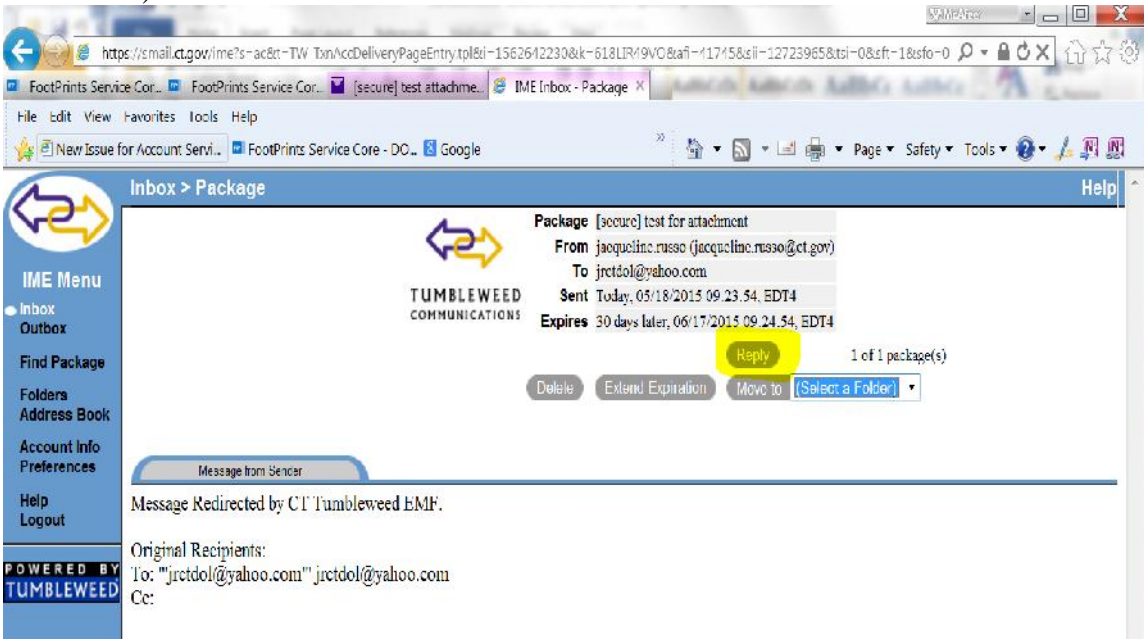


2. You will be prompted for a password. If you have not signed onto the Tumbleweed server with this email account before, you will need to create a password now. Click on “log in”. If you have forgotten your password, a reset can be done by contacting the BEST Helpdesk at [BEST.Helpdesk@ct.gov](mailto:BEST.Helpdesk@ct.gov).

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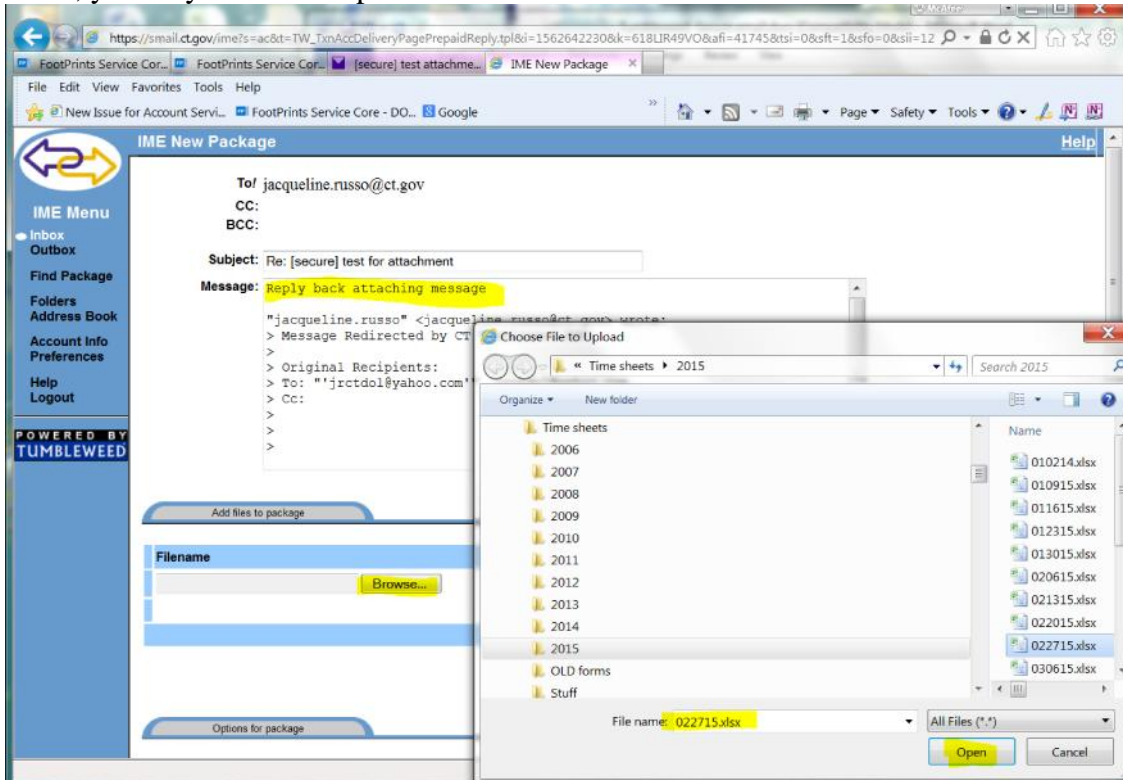


3. The Secure email is now displayed on the Tumbleweed server. In order to send your data through this secure format, click on “Reply” (and “Reply All,” when available) from this email.



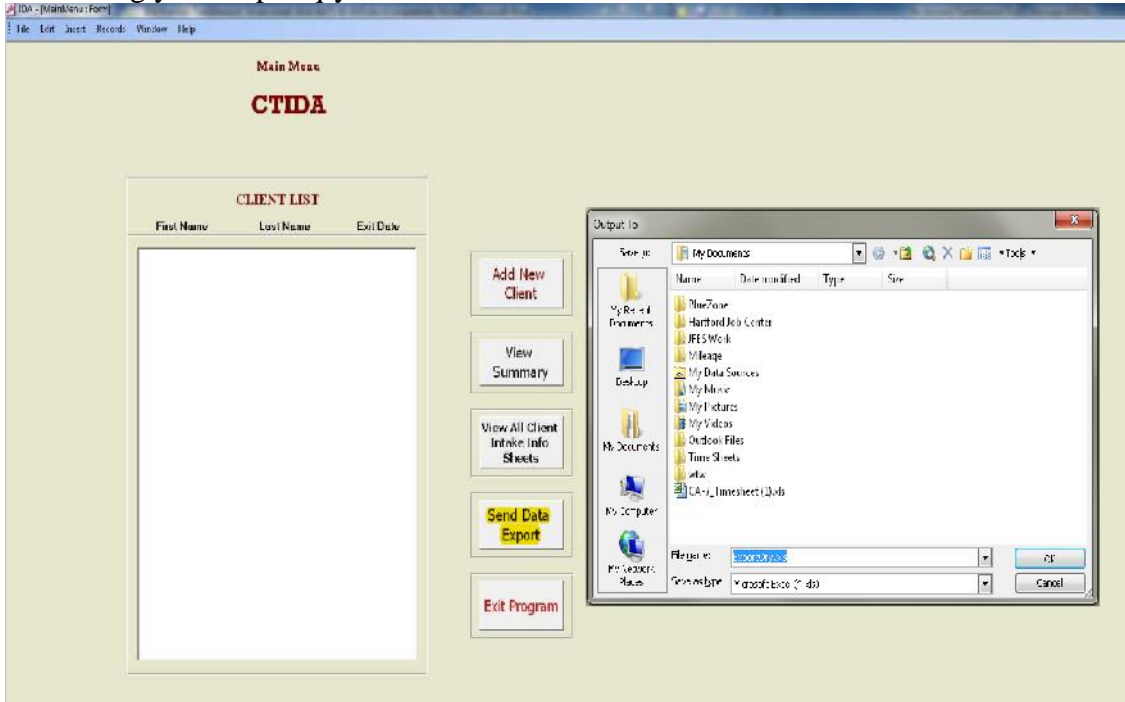
**DEPARTMENT OF LABOR  
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4. To attach your Exportqry.xls file to this secure email, click on the “Browse” or “Choose File” button. Go to where you saved your Exportqry.xls file and select it by clicking on “Open” or “Choose.” If your file has the extension .mdb instead of .xls, you will not be able to send the file due to its size. You must convert the .mdb file to .xls before you can send it. To do that, go to step 5. If the extension ends in .xls, you may move to step 6.

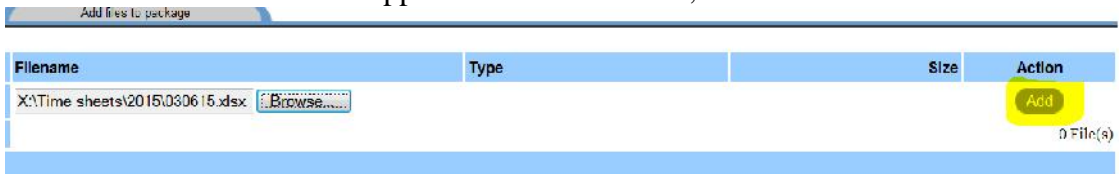


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- Open the IDA database as you would normally do. When you click on the “Send Data Export” button in the database, you will have the opportunity to save the ExportQry file to a different location on your computer. (NOTE: Each time you save your Exportqry file, be sure to name it differently to prevent overwriting your file each time. When saving the file, the extension will be changed automatically to an .xls file.) Afterwards, click “Okay” to save the file and then continue with attaching your Exportqry.xls file to the Tumbleweed email.



- When the name of the file appears under “Filename,” click on the “Add” button.



- Then click on the “send” button.



This Secure Email Expires after 30 days and can be responded up to 5 times.