



EONI Secure Data Transfer: Downloading EONI Data

NOTE – you can only follow these instructions AFTER you have been issued with an account username and password by EONI, if you need an account then please click here: [EONI Secure Data Transfer Account Request](#).

After EONI issue with your personal user account details, you can log into the EONI Secure Data Transfer site <https://sftp.eoni.org.uk>

Enter the Username and Password that you were supplied by EONI.

The first time you log in you will be asked to setup two factor authentication, similar to the security for online banking apps. This will require each user to have a mobile device with and an authentication app, EONI are requesting that users install the Microsoft Authenticator app. Some users may already have the app, however, if you don't have the app then please follow the instructions below to download and install the Microsoft Authenticator app

The first time that you log in you will need to open the Microsoft Authenticator app on your mobile device and scan the QR code on the screen. This will set up an Account on your Microsoft Authenticator app.

If you already have the Microsoft Authenticator app then you will need to:

- i) click the “+” sign at the top of the screen to add a new account,
- ii) click on “Work or school account”
- iii) click on “Scan a QR Code” and scan the QR code **or** click “OR ENTER THE CODE MANUALLY” at the bottom of the screen and then enter the secret code.

A new account will be added to Microsoft Authenticator app called “EONI Secure Data Transfer”

Open this account on your mobile device and enter the 6 digit code.

You will now be able to see the data that you can download. Please note that files CANNOT be opened from this screen, you must download the files and then open them.



All files are zipped to reduce the size and to add additional security. You will be issued with the passwords by EONI for the files that you can access. You will ONLY need this password when you are opening the files on your device.

Note: zipped files need software to open them and most operating systems will have the required software. If you have been able to successfully download the files but cannot get them to open then we suggest you contact your IT support and/or download a suitable software package – free options are available for example [7-Zip](#). If you feel there is a problem with the zip file password then please contact EONI.

You will need your mobile device each time you log into the EONI Secure Data Transfer site as it will ask you to enter the code from Microsoft Authenticator from the “EONI Secure Data Transfer” account on your mobile device.

Whenever you have logged in successfully you will see the Areas that you are entitled too.

You can double click on any of the folders to see the relevant files in the folder.

To download files, place a tick beside the file(s) that you want to download and click on “Download”

For example: the user below was entitled to see the Belfast East Constituency and after logging in they double clicked on Belfast East Constituency and then ticked beside the PDF file for 1st June 2023 and then clicked on “Download” to download the file. After downloading the file the user entered the file password as supplied by EONI.

The screenshot shows a file management interface with a toolbar at the top containing buttons for Upload File, New, Bookmarks, Rename, Delete, Cut, Copy, Download, and More Actions. Below the toolbar, the breadcrumb path is "/ Belfast East Constituency includes 12 files & 0 folders". A table lists the files with columns for Name, Size, Type, and Modified.

<input type="checkbox"/>	Name	Size	Type	Modified
<input checked="" type="checkbox"/>	BFE PDF_01-06-23.zip	1.6 MB	zip File	2023-05-24 09:40:48
<input type="checkbox"/>	BFE PDF_01-08-23.zip	2.2 MB	zip File	2023-07-25 15:14:51
<input type="checkbox"/>	BFE PDF_03-07-23.zip	2.2 MB	zip File	2023-06-22 10:09:01
<input type="checkbox"/>	BFE PDF_11-05-23.zip	2.3 MB	zip File	2023-05-11 14:50:30

Installing Microsoft Authenticator App

You can search for the Microsoft Authenticator App in the Goggle Playstore of the Apple App Store OR scan the relevant QR Code below depending on your device.



Microsoft Authenticator 4+

Protects your online identity
Microsoft Corporation

#3 in Productivity
★★★★★ 4.8 • 284.3K Ratings

Free

Get the app on your phone*

Scan the QR code with your Android or IOS mobile device.



Google Play

Get the app



App Store

Get the app



Frequently Asked Questions

What to do if I forget my password?

If you forgot your password then you can click on the “Forgot Password”.

You will be automatically issued with a new password to your registered email address.

What to do if the site isn't opening?

The secure site (<https://sftp.eoni.org.uk>) is only available Monday to Friday from 7am to 7pm. If you are trying to access the site during these hours and cannot see the site then please contact EONI data.services@eoni.org.uk

What to do if I get a new mobile device?

Please contact EONI and we will reset your account and you will be able to follow the steps above to gain access to the data

Can I get access to EONI data without following this process?

No, EONI are following the guidelines from the Information Commissioners Office and industry standards. Anyone wanting access to the data will need to follow these instructions. If you have concerns or issues then please contact EONI at data.services@eoni.org.uk

Can I share my details with colleagues?

No, your account is a personal account with all activity on our site recorded and audited for data protection purposes.