

Welcome to Your ...

Secure Client Portal – SCP™

What does it mean?

We designed the SCP™ for our clients use to insure the highest degree of security and convenience. Here are some of the benefits for your sensitive information and data.

- Top level file encryption (256-AES) and HIPAA compliant
- Encryption is in effect during transit as well as when stored
- Secure email attachments, but downloading/uploading to your SCP™ eliminates need for email attachments
- Unlimited file versioning thus allowing access to previous versions
- Identifies person who downloaded file with date/time stamp

How do I use it?

Once your portal has been set up by your Advisor at NW-NJSBDC, you can use your “space” to share/exchange documents as necessary for your advisory sessions.

- Your Advisor will set up a SCP™ for your use. Only you and your SBDC Advisors will have access to the data/information stored in the portal.
- When your SCP™ is established, you may access it with your e-mail and password from any computer.
- When you upload a file, your Advisor will be notified. When you download a file, your Advisor will also be notified.
- Your portal will contain a minimum of 3 folders,
 - Current year folder – labelled “2018” for this year, “2017” for last year, etc.; we automatically set up a folder for next year “2019”
 - A past year folder, e.g., “Pre-2017 if you were an NW-NJSBDC client prior to 2017
- You may file your PAR (Pre-Appointment Reports) here rather than sending them by e-mail; your Advisor will be automatically notified.
 - Because of the versioning feature of SCP™, if you forget to rename your file, don't worry, your prior and current versions of the data are maintained.
- You can use your SCP™ as you would any other file folders, except that you will need to use your e-mail and password to gain access.
- You set up your own password to make sure you can remember it. Here's how it needs to be constructed:
 - A minimum of 8 characters containing at least 1 number

Who can see the information stored on my SCP™?

Only **you** and **your NW-NJSBDC Advisors** can see the information stored on your SCP™. That's the great advantage of using your SCP™. As noted earlier, we have insured your cyber security by choosing a vendor with an outstanding reputation that meets the highest level of encryption standards required by both financial and medical institutions.

What if I have problems?

We don't anticipate any since NW-NJSBDC chose this solution because of its tight security and ease of use. So don't worry if any problems arise, just contact your Advisor and they will be able to troubleshoot with/for you.