Boulay Portal Access

Welcome to the Boulay Portal for secure file transfers. Below is the link and instructions for accessing the portal.

Link to Boulay Portal
> **https://portal.boulaygroup.com**

Password creation/reset (not needed each time)
1. Enter *your email address*, then select "**Next**"
2. Select "**Forgot Password?**"
3. Enter *your email address* again, then select "**Send**"
4. Check your email for a new message (if it is not in your inbox, check your "Junk" or "Spam" folders)
5. In the "*Reset your kiteworks password*" email, select "**Reset Password**"
6. Create and confirm your new password, then select "**Set password**"
7. Select "**Return to sign in**"

Sign In with Verification (needed each time)
1. Enter your *email address*, then select "**Next**"
2. Enter your *password*, then select "**Sign in**"
3. When prompted for *Two factor authentication*, check your email for a one-time password message, (DO NOT select *Regenerate OTP*)
4. Return to the *Two factor authentication* page and enter the *one-time passcode (OTP)*, then select "**Sign In**"

   Important: *The OTP code is valid for only 10 minutes*

Receiving and Creating Secure Emails
1. The landing page for the Boulay Portal is your secure email Inbox, if you are looking for a secure email sent to you, it will be right here
2. To create a secure email…
   a. Click "**Compose**" or "**Compose a new message**"
   b. Enter the email address of the person to which you want it sent
   c. Add a Subject and message
   d. *To attach files…*
      i. Click the button **Add Files**, then select **Upload local files**
      ii. Navigate to file(s) in question on your computer, click on each one to highlight it, then select **Open**
      iii. You will see uploading percentage bars behind each file
      iv. Once they are done uploading move to the next step
   e. Click "**Send**"

Navigating to folders (not all accounts have folders)
1. In the left column, click "**All Files**" (you may need to maximize your browser to see this column)
2. Click on the folder you are interested in
3. *To Upload files*
   - Click "**Upload**", select "**Upload Files**"
   - Navigate to the files on your computer, select them, then click "**Open**"
4. *To Download files*
   - Check the box in front of the files you want, then click "**Download**"

For additional technical assistance or questions, please email Boulay IT at support@boulaygroup.com.