

How to Upload to Hospital Quality Institute's SFTP (SFTP TO GO)

This document provides instructions for hospitals participating in the Hospital Quality Improvement Platform (HQIP) on how to upload files to [Hospital Quality Institute's SFTP](#).

Before Starting

To request access to the SFTP, please email the HQI team at HQIAnalytics@HQInstitute.org.

After requesting access, an HQI staff will create an account for you. You should receive an email from the SFTP To Go support email <support@sftptogo.com> to verify your email.

Hospital Quality Institute confirmation link

 SFTP To Go <support@sftptogo.com>
To  HQI Analytics

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#)  

Tue 5/20/2025 2:59 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.



Verify your email address

Hi there! 🙌

It looks like someone has requested to associate your email address with a set of credentials for Hospital Quality Institute. To proceed, you'll need to verify your email address by clicking the button below.

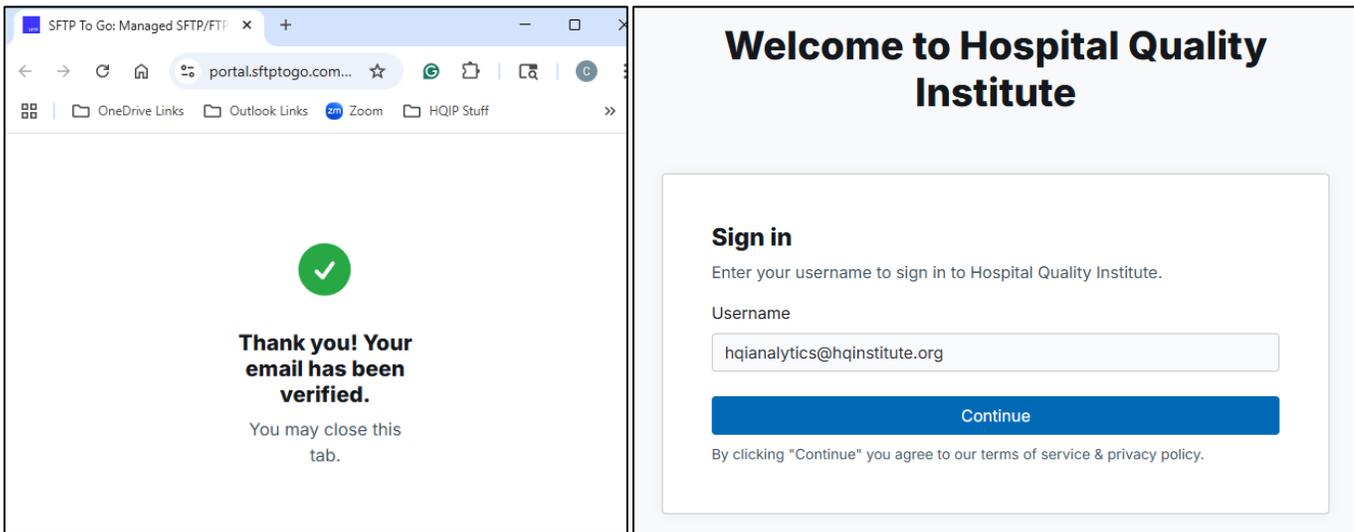
[Verify email address](#)

For security reasons, this link expires in 24 hours. Email sent by SFTP To Go on behalf of Hospital Quality Institute.

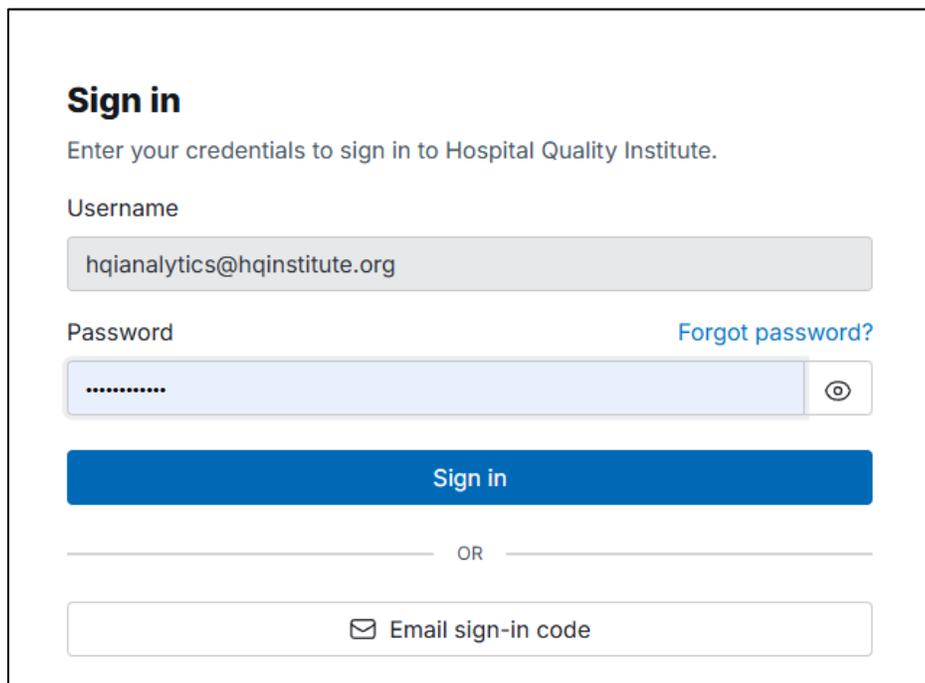
If you don't know why you are seeing this email, there's nothing to worry about, you can safely ignore it.

Regards,
The Hospital Quality Institute team

Once verified, click the link to access the [SFTP Portal](#).

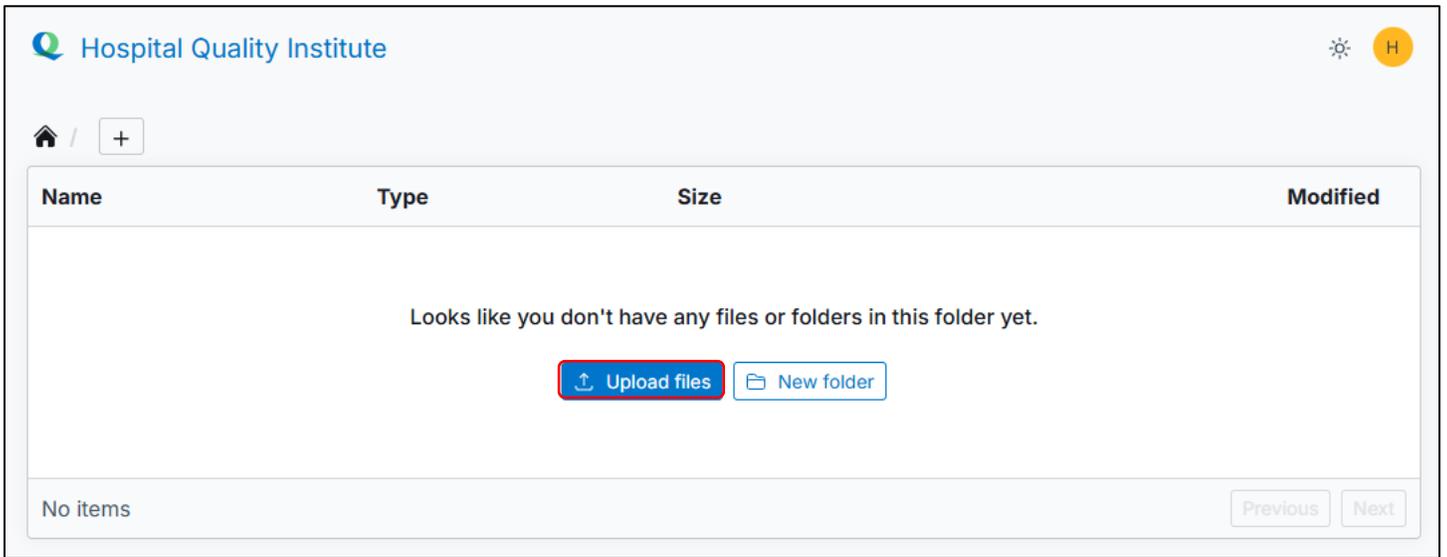


Fill in your email and click continue. For first time logins use the “Forgot password?” option to set your desired password. Otherwise, you can log in.

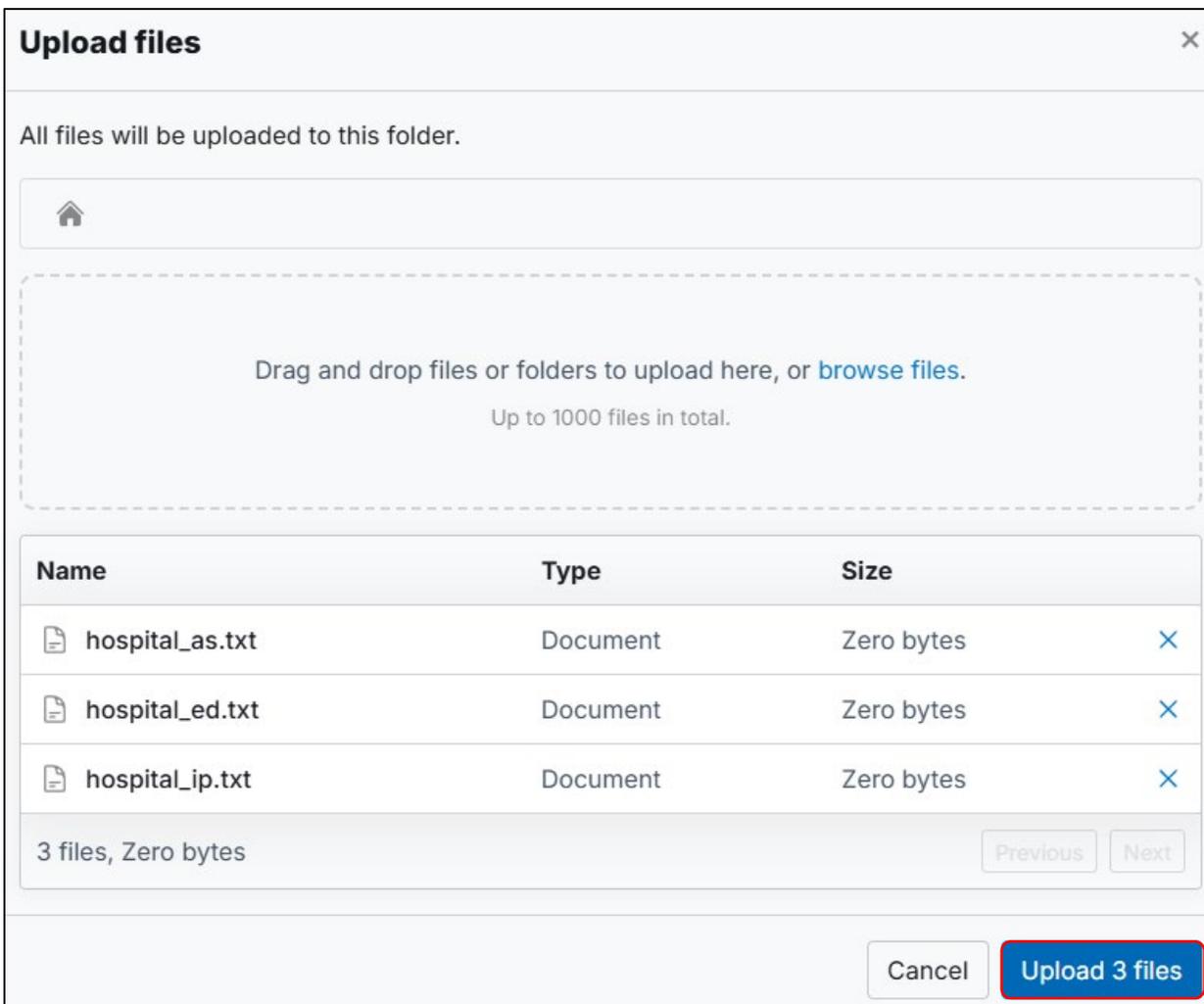


Uploading Files

Upon logging in, you should see a screen like that shown below. From here you can either drag and drop files or click the “Upload Files” button.



Confirm the files to be uploaded by clicking the Upload button.



The window will show progress and status of the files uploaded. Click the close button when finished.

Upload files

All files will be uploaded to this folder.

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✔ Uploaded 3 files.

| Name | Type | Size | Status |
|---|----------|------------|--------|
|  hospital_as.txt | Document | Zero bytes | ✔ |
|  hospital_ed.txt | Document | Zero bytes | ✔ |
|  hospital_ip.txt | Document | Zero bytes | ✔ |

3 files, Zero bytes

Previous Next

Close

The window will refresh and show the documents that have been uploaded. If unsure, you can refresh the page and check that the files are still there.

Hospital Quality Institute

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| <input type="checkbox"/> | Name | Type | Size | Modified |
|--------------------------|---|----------|------------|---------------------------------------|
| <input type="checkbox"/> |  hospital_as.txt | Document | Zero bytes | a few seconds ago ... |
| <input type="checkbox"/> |  hospital_ed.txt | Document | Zero bytes | a few seconds ago ... |
| <input type="checkbox"/> |  hospital_ip.txt | Document | Zero bytes | a few seconds ago ... |

Showing 3 items

Previous Next

To delete any files, you can either click the boxes on the side to bulk select action (shown in red boxes) or select the files individually (shown in blue box)

The screenshot shows the Hospital Quality Institute SFTP interface. At the top, there is a navigation bar with the logo and a user profile icon. Below the navigation bar, there is a breadcrumb trail and a status indicator '1 Selected' with a red-bordered menu icon. The main area contains a table with columns for Name, Type, Size, and Modified. Three files are listed: 'hospital_as.txt', 'hospital_ed.txt', and 'hospital_ip.txt'. The first file is selected, indicated by a blue checkmark in a box. A context menu is open over the first file, showing options like 'Open in new tab', 'Download', 'Rename ...', 'Duplicate ...', 'Copy to ...', 'Move to ...', 'Copy path to clipboard', and 'Delete'. The 'Delete' option is highlighted in red. The footer contains links for Terms, Privacy, and Contact us, along with copyright information and a 'Powered by SFTP To Go' logo.

| Name | Type | Size | Modified |
|---|----------|------------|---------------|
| <input checked="" type="checkbox"/> hospital_as.txt | Document | Zero bytes | 2 minutes ago |
| <input type="checkbox"/> hospital_ed.txt | Document | Zero bytes | 2 minutes ago |
| <input type="checkbox"/> hospital_ip.txt | Document | Zero bytes | 2 minutes ago |

Once the files are on the SFTP, an HQI staff member will process the files for you and delete them upon completion.

If you have any questions or need further assistance, please contact the HQI Analytics Team at: HQIAnalytics@HQInstitute.org