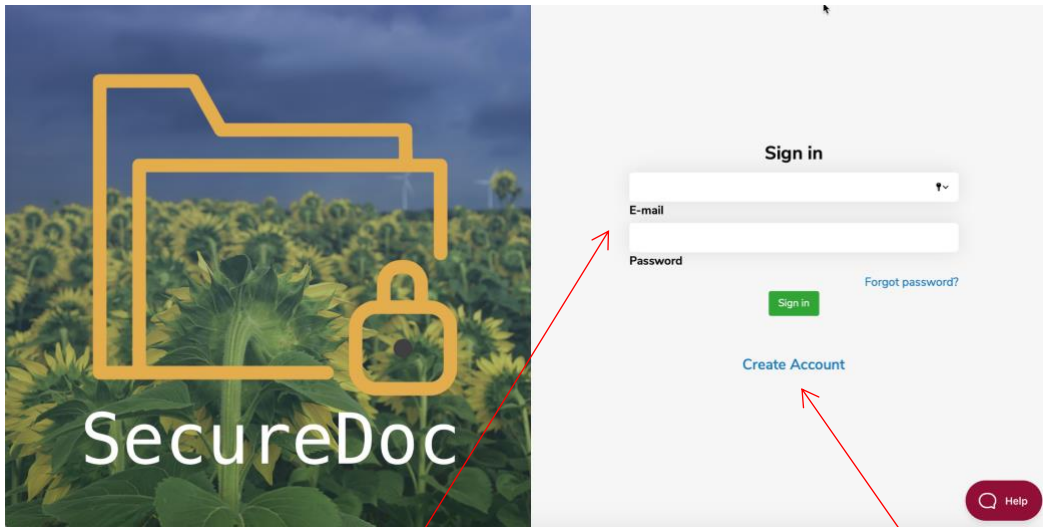


SecureDoc User Procedures

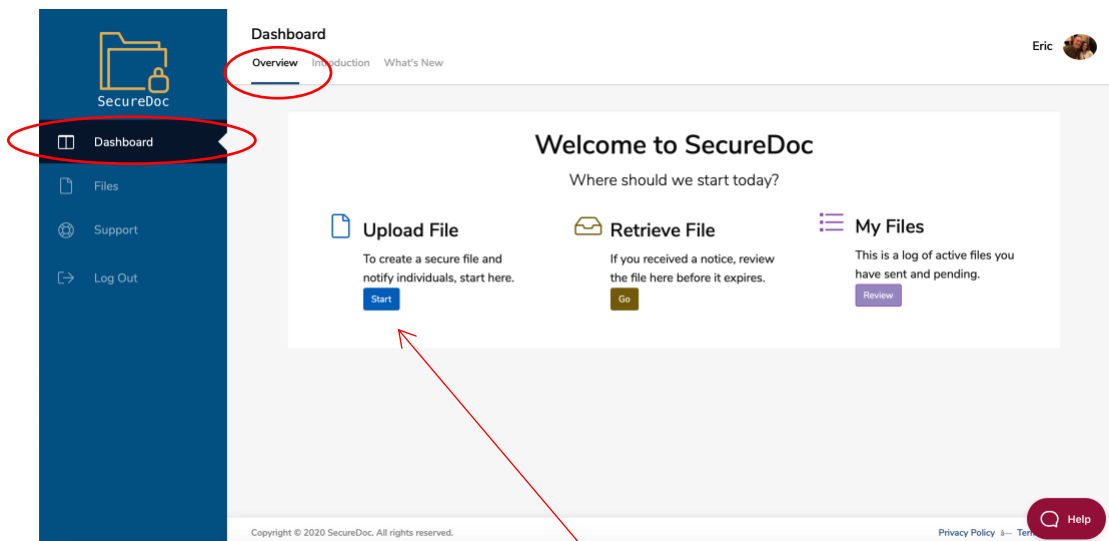
1. Sign-in to SecureDoc:



Returning users should enter their e-mail and password to sign-in.

First time users should select “create account” and enter their contact information when prompted.

2. Initiate the file upload process:



Select “Start” to upload files and establish security parameters for the file(s).

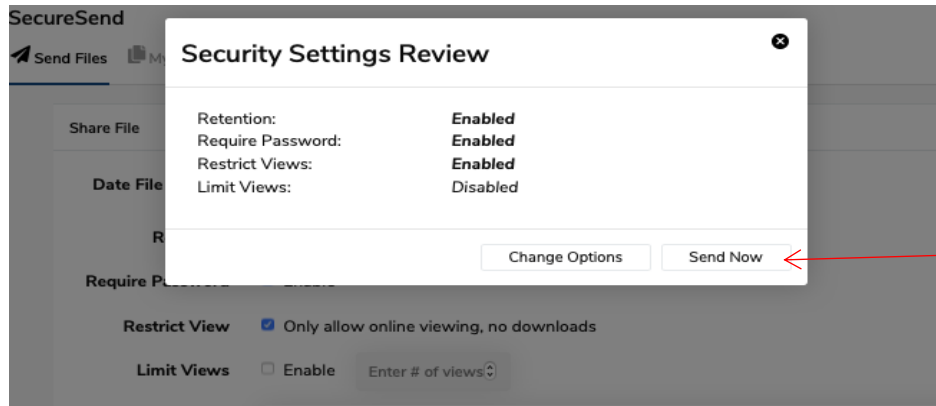
3. Set Security Settings and Transmit Authorization:

The screenshot shows the 'Share File' interface in SecureSend. The interface includes a left sidebar with 'Files' selected, a main content area with various settings, and a bottom section for file selection and email sending. Red callout boxes with arrows point to specific elements:

- Enter date file expires:** Points to the 'Date File Expires' field, which is set to 05/22/2021.
- Check the retention check-box:** Points to the 'Retention' section, where the 'Remove file after expiration' checkbox is checked.
- Check the require password check-box if password is desired:** Points to the 'Require Password' section, where the 'Enable' checkbox is checked.
- Restrict view check-box is automatically checked. Uncheck only if downloading of the file will be allowed.** Points to the 'Restrict View' section, where the 'Only allow online viewing, no downloads' checkbox is checked.
- Optional: check limit views check-box & enter number of views allowed** Points to the 'Limit Views' section, where the 'Enable' checkbox is checked and the number of views is set to 1.
- Enter e-mail address(es) of authorized reviewers** Points to the 'Email Addresses' field.
- Enter e-mail transmittal message** Points to the 'Email Message' text area.
- Select file(s) to be uploaded and associated with the security settings just established** Points to the 'Files' section, which includes a 'Select files' button and a 'Drop files here' area.
- Select send e-mail** Points to the 'Send Email' button.

Additional interface elements include the 'SecureSend' logo, 'Send Files', 'My Files', and 'File Pick-Up' buttons in the top navigation bar. The footer contains 'Log Out', 'Copyright © 2020 SecureDoc. All rights reserved.', and 'Privacy Policy' and 'Terms & Conditions' links.

4. Once the user has selected “Send Email”, a pop-up box with the selected security settings will appear. Review the security settings selected. If changes are desired, select the “Change Options” button, and upon returning to the Send Files screen, make the necessary adjustments to the security settings. If the security settings are correct, select the “Send Now” button to dispatch the email and file link.



Last Step:
Select “Send
Now”

5. Transmit a separate e-mail or text (outside of the SecureDoc application) to the individual(s) that you authorized to access the file with the auto-generated password that was established in Step 3 above.