Encrypted File Sharing
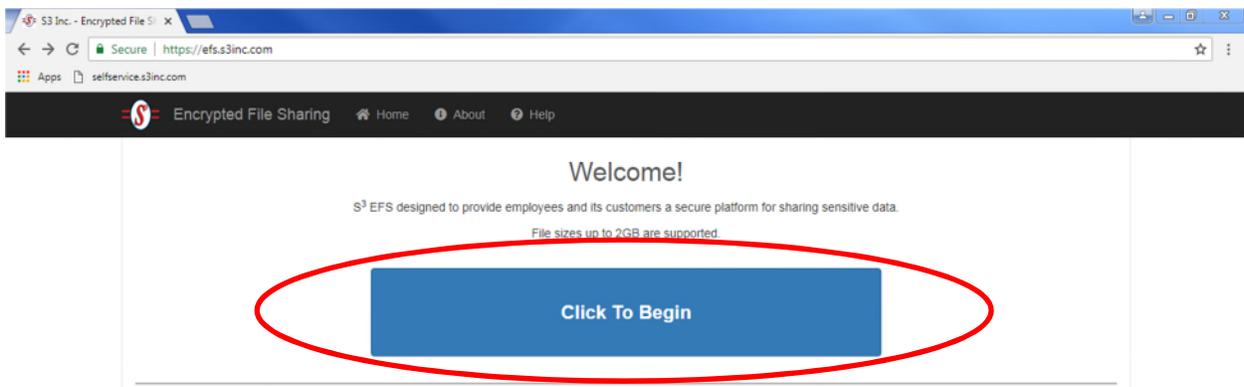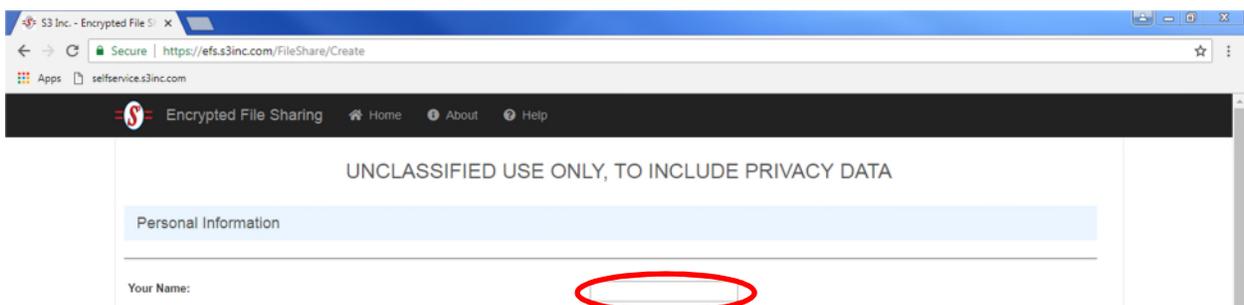# User's Guide

Step 1: Go to https://efs.s3inc.com

Step 2: Click **Ok** for the popup efs.s3inc.com says advisory

Step 3: Click the **Click To Begin** button

Step 4: Enter your name in the corresponding field; **Your Name**:

Step 5: Enter your email address in the corresponding field; **Your Email Address**:

Your Email Address:

Step 6: Enter your email address <u>again</u> in the corresponding field: **Confirm Your Email Address**:

Confirm Your Email Address:
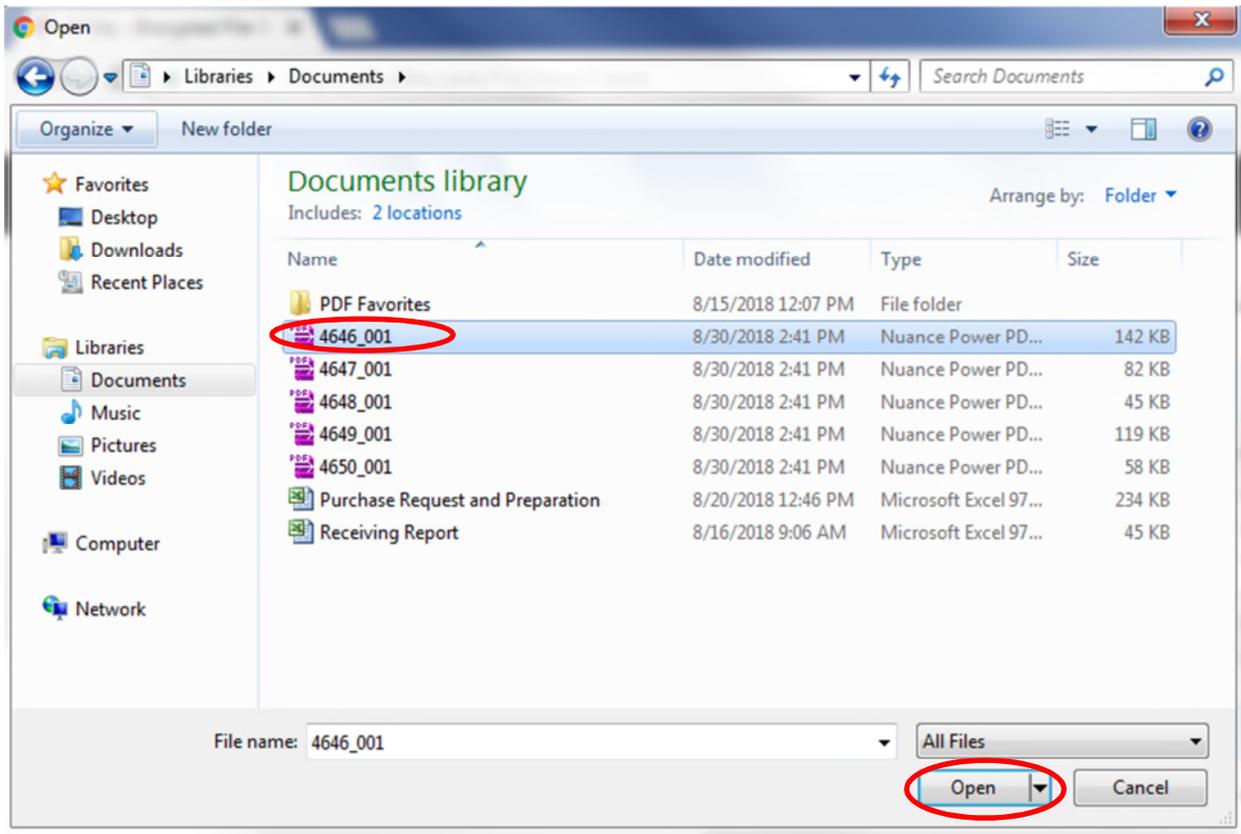
Step 7: Click the **choose files** button:

File Information
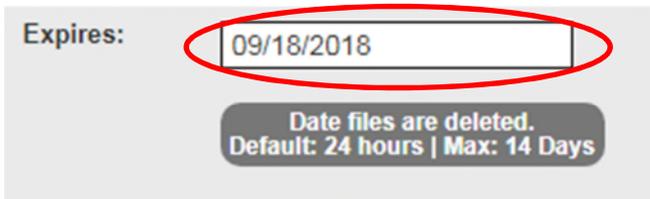
Choose Files | No file chosen

25 Maximum Files (total size cannot exceed 2GB)
File(s):

Step 8: **After** clicking the choose files button, scroll to the appropriate document(s) you wish to send, click it, then click **open**.

Step 9: Click on the **Expires: field** and choose an appropriate date **no more than fourteen (14) days** from the send date. (The default expiration time frame is 24 hours. Meaning that if your recipient has not opened or logged into the system to retrieve the documents you sent them, they will be deleted in the time frame you allotted. It is suggested that you set an expiration time frame not to exceed fourteen (14) days to meet the needs of your recipient(s))

Step 10: Click on the **Description: field** and input a brief description of the document(s) you will be sending.

Description:

Do NOT enter Privacy Act Data (PII) in the description.

Step: 11: Click the **Email: field** under the **Enter Recipient Email Address** heading. (Do NOT send to group email accounts.)

Recipient Information

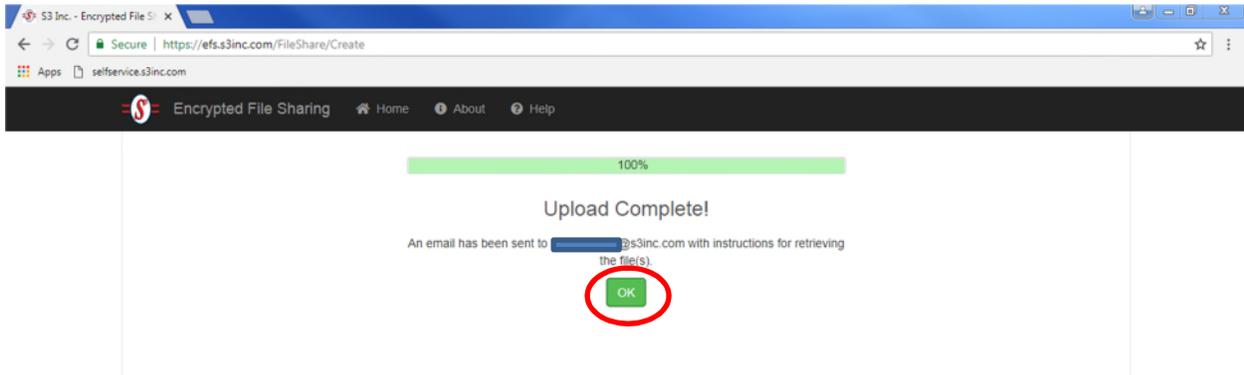Provide an email address to give access to:

Enter Recipient Email Address

Email: _____ Do NOT send to group email accounts.

Step 12: Click the **Upload** button to send your documents or **Reset** button to start over.
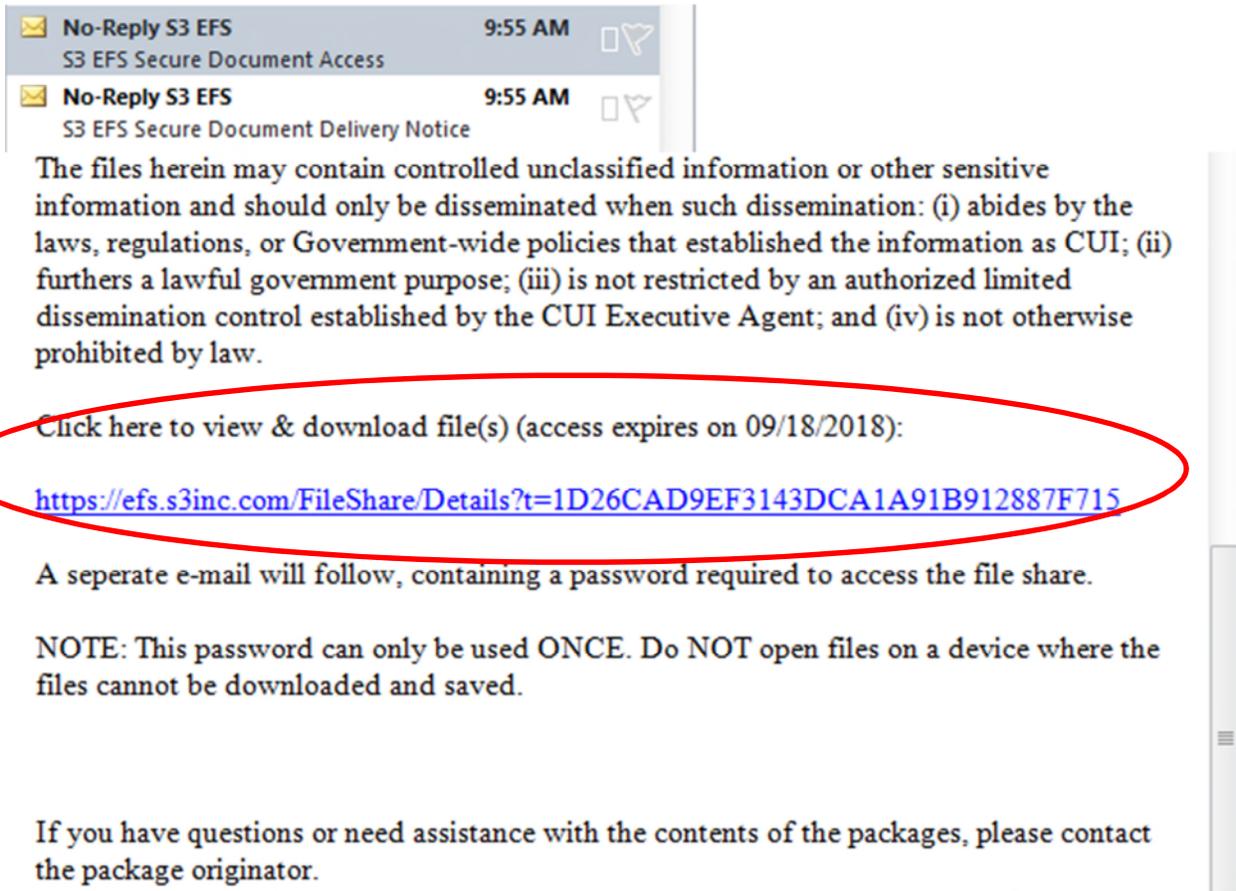
Upload   Reset

Step 13: After successfully completing the above steps you will be directed to an **Upload Complete** screen. This screen details that an email has been sent to the appropriate recipient. Click **Ok** to continue.

Step 14: Advise your recipient that they will receive two emails: one with the link to the documents you sent and the other email with the password to login to view/download the documents. (The links to the documents will be further down within the email)
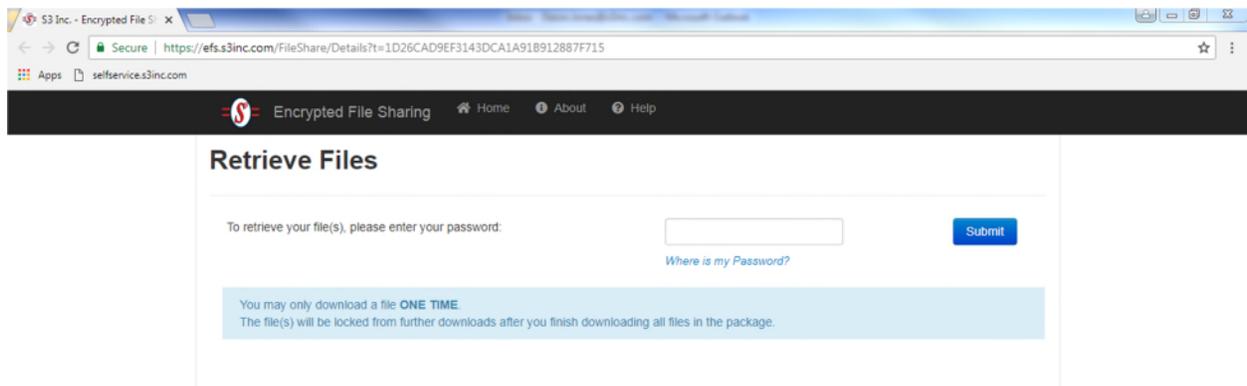
Step 15: For Recipient. The email will come from No-Reply S3 EFS. You will need to scroll down to the statement, "**Click here to view & download file(s) (access expires on MM/DD/YYYY)**:" and **below** that statement will be the link to the document(s).
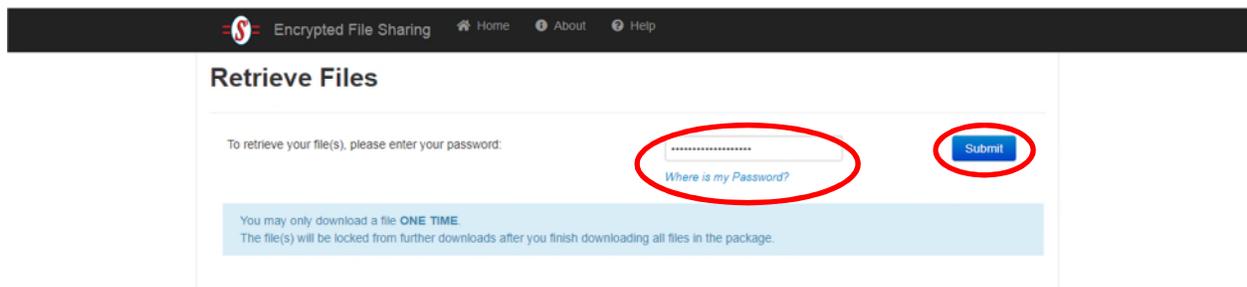
XYX   XYZ@s3inc.com   ) has granted you access to a file(s) uploaded on
9/17/2018 9:54:36 AM Central Time Zone, USA.

Password:

Step 16: For Recipient. After clicking the link you will be directed to a page in your internet browser known as Retrieve Files by S³ Inc.

Step: 17: In the corresponding field of, "**To retrieve your file(s), please enter your password:**" enter the password you received in the **second email** and click the **submit** button. (If you **cannot** find your password, click the, "**Where is my Password?**" button and follow the prompts given to find your password securely.

Step 18: After successfully entering the password, click on the document you would like to download, but keep in mind there is an expiration date for which the documents will be available. (Once you download the document(s) and close or navigate away from your browser/window, you will not be able to retrieve, or use the same password you once used to login before.)

Retrieve Files

File Name	Download	Expires
Essay 1 NCAA Amateurism and Ethics.docx	W	9/18/2018 12:00:00 AM

Download files by clicking on the respective icon for each file in the 'Download' column."