

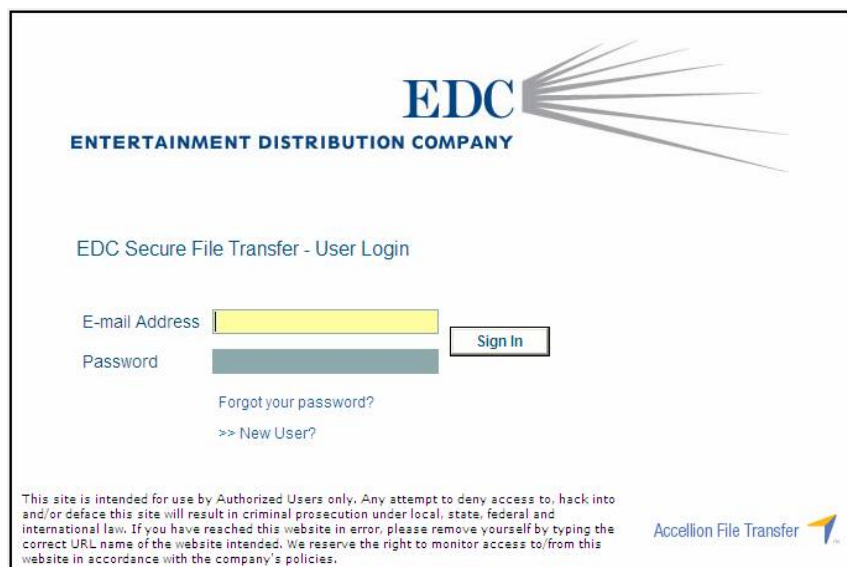
Userguide „Secure File Transfer Appliance“ (SFTA) for EDC Customers

Description of workflow:

The Accellion Secure File Transfer Appliance delivers a complementary option to the FTP server for EDC customers to send large files or folders to EDC recipients. The transmission is similar to web based mail services but the data will be transmitted separately from the status emails. This will prevent from typical mail limitations in terms of the type of attachments and their size. The transmission will be encrypted and supports file sizes up to DVD images.

There are two main categories of users, EDC customers and EDC employees. Accounts for EDC employees will be administered by EDC-IT. EDC customers can use the self registration feature of the appliance. This will be described briefly in the following section.

The Internet address of the appliance is **sfta1.edcllc.com**. The user interface is dependent to the web browser respectively the internet access of the user and supports German, English and French. This is the Login screen:



The screenshot shows the login interface for the EDC Secure File Transfer appliance. At the top, the EDC logo and company name are displayed. Below this, the title "EDC Secure File Transfer - User Login" is centered. The form contains two input fields: "E-mail Address" (highlighted in yellow) and "Password" (highlighted in grey). A "Sign In" button is positioned to the right of the password field. Below the password field, there are two links: "Forgot your password?" and ">> New User?". At the bottom left, a disclaimer states: "This site is intended for use by Authorized Users only. Any attempt to deny access to, hack into and/or deface this site will result in criminal prosecution under local, state, federal and international law. If you have reached this website in error, please remove yourself by typing the correct URL name of the website intended. We reserve the right to monitor access to/from this website in accordance with the company's policies." At the bottom right, the "Accellion File Transfer" logo is visible.

If you want to become a user just click on **New user?**

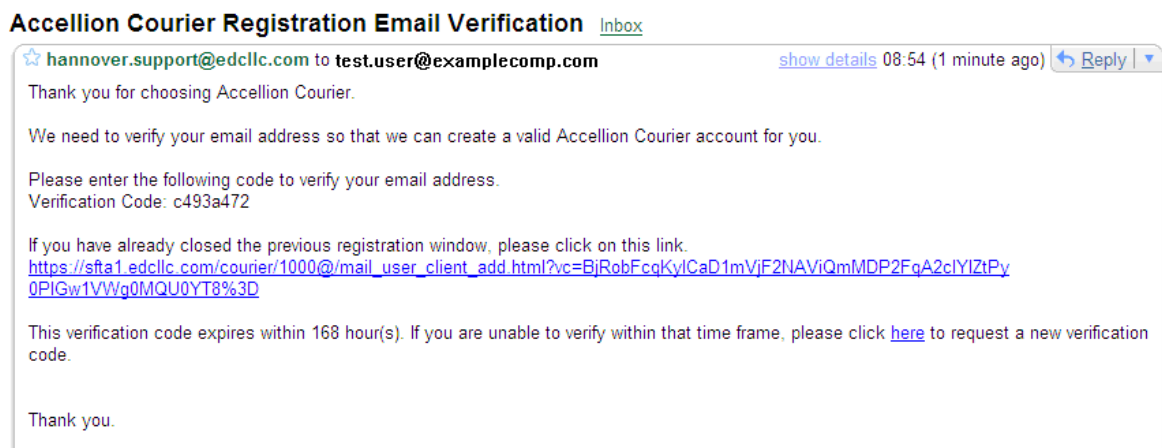
Type your email address and click on **Register**



The screenshot shows the EDC Secure File Transfer registration page. At the top, the EDC logo and 'ENTERTAINMENT DISTRIBUTION COMPANY' are on the left, and 'Secure File Transfer' is on the right. Below the logo is a blue navigation bar with 'Home' and 'Register New User'. The main content area has the heading 'Register New User' and the instruction 'To register, please enter your e-mail address in the field below.' There is a text input field containing 'test.user@examplecomp.com' and a 'Register' button below it.

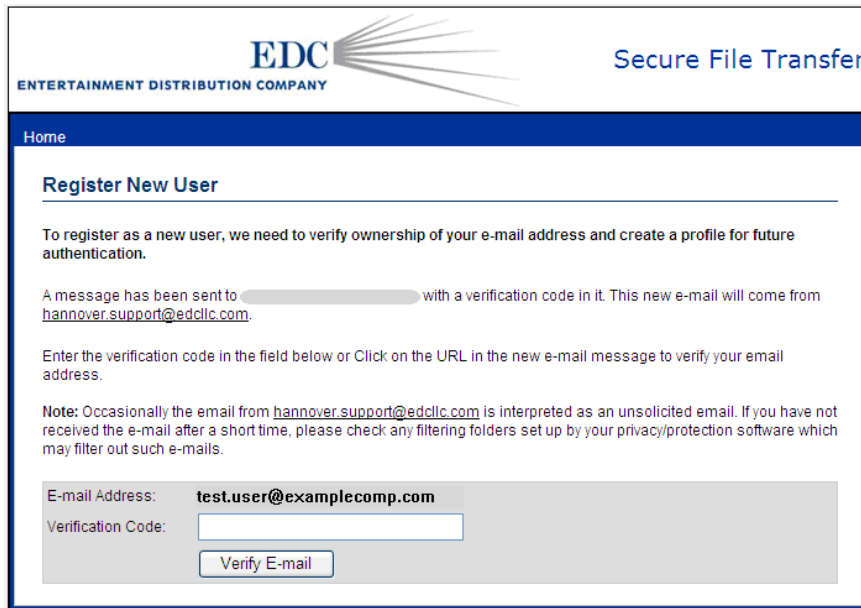
You should get now the screen shown on the next page.

Please check with your email program whether you received your verification code in the meanwhile.



Please copy the code into the clipboard.

Please go back to this screen and copy the code into the field (Windows short key Ctrl + V), press now **Verify E-mail**



The screenshot shows the 'Secure File Transfer' interface with the 'Register New User' section. It contains instructions for verifying an email address and a form with the following fields:

- E-mail Address: **test.user@examplecomp.com**
- Verification Code:
- Verify E-mail button

You will now be prompted to choose a password for your account. Please note the password rules:



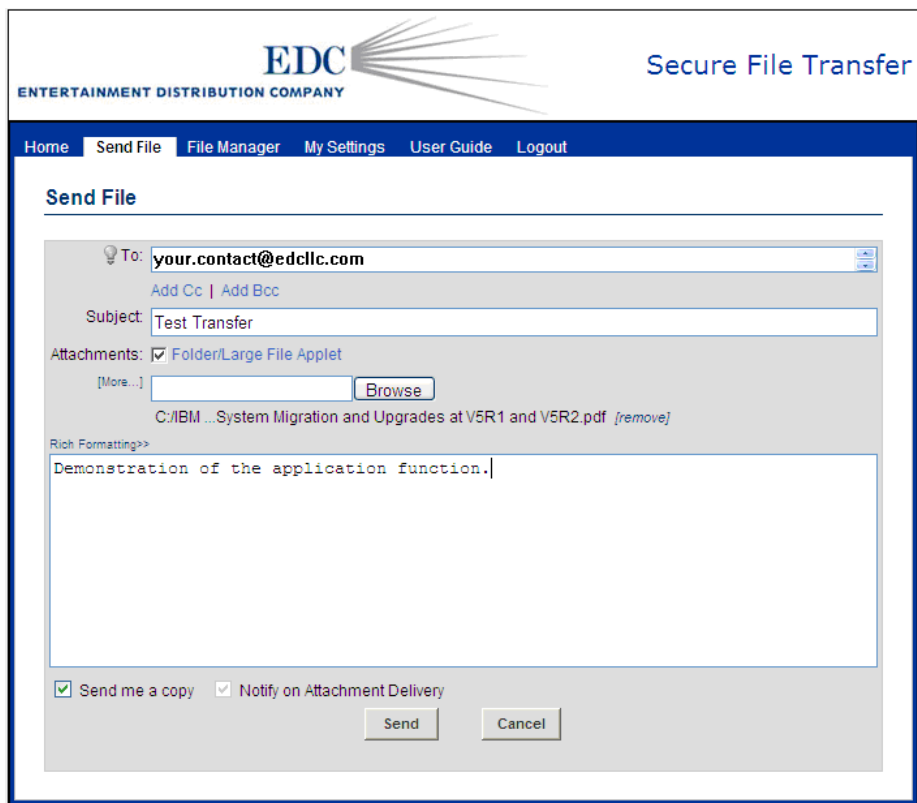
The screenshot shows the 'Secure File Transfer' interface with the 'Register New User' section. It contains instructions for choosing a password and a form with the following fields:

- E-mail Address: **test.user@examplecomp.com**
- Choose a password:
- Re-type Password:
- Register button

Now you can login and use the appliance for data transmission. To do so press **OK**.



Please type in your email address, your password and press **LOGIN**. The following screen appears:



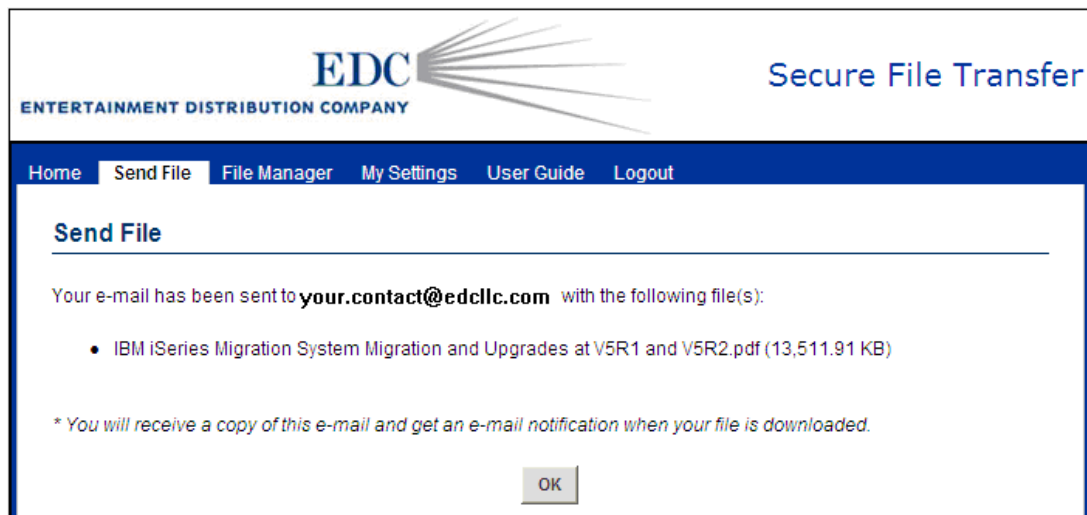
Type the email adress of the recipient at EDC into the **to:** field

Type the subject and body text if desired

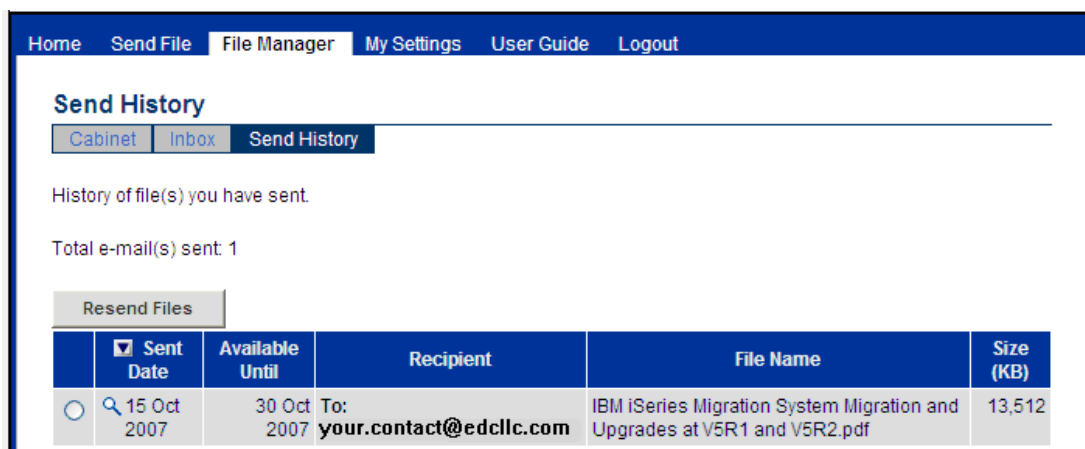
Now pick the files to be sent:

- To send one or more distinct files uncheck the checkbox for *Applet for folder/large files*. Press the **Browse** Button and pick the desired file. Add files with pressing the **[more...]** link
- To send files larger than 2Gbyte or complete folders check the Applet checkbox. To use the applet you need an up to date Java Runtime. You may need to contact your PC support. A complete folder will be zipped automatically by the applet.

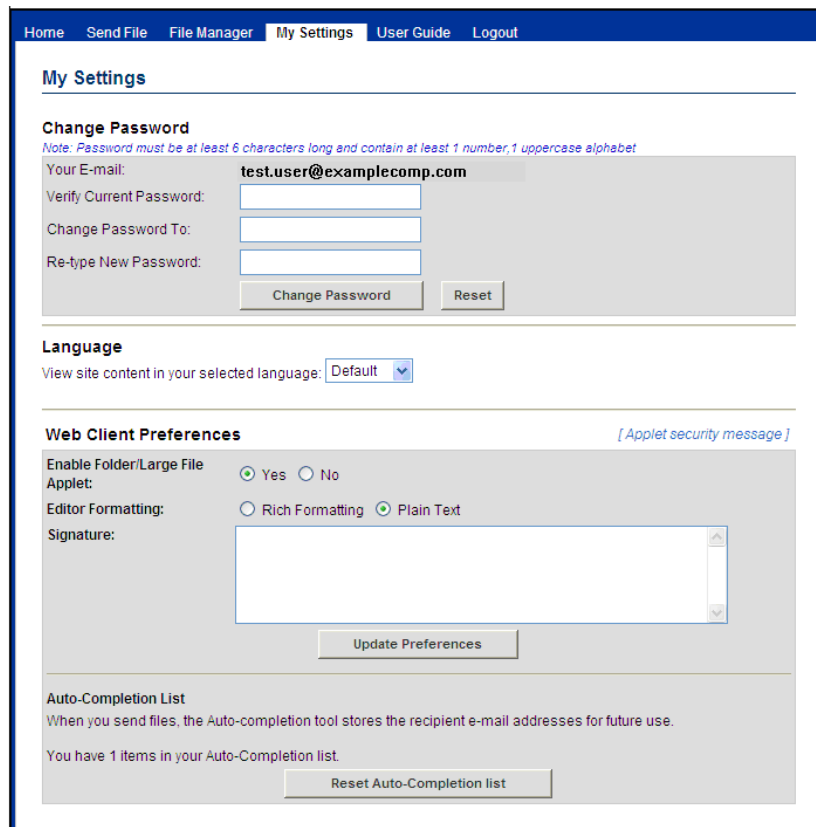
Now press the **SEND** button. The transmission of the files to the appliance will last minutes to hours dependent to the speed of your internet connection. The recipient will be notified once the upload is complete. Upon download of the recipient you will be notified.



If you require to resend a file just go to the file manager/sending history:



To change your password or some additional settings, please go to personal settings:



The screenshot shows a web application interface with a blue navigation bar at the top containing links for Home, Send File, File Manager, My Settings (which is highlighted), User Guide, and Logout. Below the navigation bar, the page title is 'My Settings'. The main content area is divided into several sections:

- Change Password:** This section includes a note: "Note: Password must be at least 6 characters long and contain at least 1 number, 1 uppercase alphabet". It features a text input field for 'Your E-mail' containing 'test.user@examplecomp.com', and three password input fields labeled 'Verify Current Password', 'Change Password To', and 'Re-type New Password'. At the bottom of this section are two buttons: 'Change Password' and 'Reset'.
- Language:** This section has a label 'View site content in your selected language:' followed by a dropdown menu currently set to 'Default'.
- Web Client Preferences:** This section includes a link for '[Applet security message]'. It contains three settings: 'Enable Folder/Large File Applet:' with radio buttons for 'Yes' (selected) and 'No'; 'Editor Formatting:' with radio buttons for 'Rich Formatting' and 'Plain Text' (selected); and a 'Signature:' field with a large text area and a vertical scrollbar. An 'Update Preferences' button is located below these settings.
- Auto-Completion List:** This section contains the text 'When you send files, the Auto-completion tool stores the recipient e-mail addresses for future use.' and 'You have 1 items in your Auto-Completion list.' Below this is a 'Reset Auto-Completion list' button.

A detailed user manual is available under the menu item **User Guide**