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## Using **SecureFileX**

### **User Instructions**

We are happy to announce that we have implemented an easy, secure way for you to transmit employee census data and other sensitive information to us. We can also utilize this system to send reports to you. This process is as simple as attaching a file to an email. However, unlike email, by utilizing SecureFileX the file is transmitted via a secure server which encrypts this sensitive data and protects the privacy of this information.

SecureFileX is a secure method of transferring files. It is not meant to be a browser for viewing files or for storing files. The most efficient method of utilizing this system is to download the file to your computer after you are notified of its arrival. When you are sure that the download is successful, you should delete the file from the server.

### **Getting Started**

You will soon receive an email message notifying you that your SecureFileX account has been set up and asking you to activate your account by creating your password. For enhanced security, only you will know your password. If you forget it, the log-in page contains a link where you can request a password reset. After you create your password, you will be taken to the log-in page. For easy access, you may want to save this log-in page in your web browser's "Favorites" or on your desk top.

**Spam Filtering Alert:** The new account activation email as well as emails telling you a file is waiting for you to download will be coming from support@SecureFileX.com. If your spam filtering utilizes a "trusted senders" list or "white list," please add this address so this email will not be blocked.

### **Viewing Received/Sent Files and Sending Files**

The "My Files" tab is the area where you can view a list of received and sent file as well as send a file. Whenever someone sends a file to you, you will receive email notification that the file has been uploaded to the secure server.

**Received Files:** Click on the "My Files" tab and the "Received Files" tab will automatically open which shows a list of files currently on the server that were sent to you. Click on the file name to download it. You may delete the files after downloading or reading them. To delete a file from the server, select **X** to delete a single file, or check the boxes next to each file to be deleted and

then click “Delete Selected Files.” Note: All files will automatically be deleted from the server after 7 or 14 days, depending upon the parameter that was selected when the file was originally sent.

**Sent Files:** Click on the “My Files” tab and then the “Sent Files” tab which shows a list of files you have sent to others over the last 90 days. Some of these files may have already been deleted from the server and will appear in grey text with “Deleted” shown under the expiration date.

**Sending Files:** This is where you upload your files to the server for another to download. Click on the “My Files” tab and then the “Send a File” tab. By default, the individual assigned to your account will appear in the “Send To” drop down box. You can check the box below the drop down box to “Show All Contacts” if you need to send a file to another individual.

You may include a short message in the “Message” area. This message will appear in the email that your recipient will receive notifying him of a file waiting to be downloaded from the secure server.

If you have multiple files to upload, place a check in the box that says “I have more than one file to send...” and additional windows will open with space for four additional files. Click on the “Browse” box and select the file from the appropriate folder on your computer.

**Important:** The maximum file size you can transfer is 25MB (to determine a file’s size, on your computer right click on the file name and select “Properties”). Depending on your Internet connection and the file size, it may take several minutes to send very large files (this is in part due to the process of encrypting the file).

Beside “Expiration” choose whether the file should remain on the server 7 or 14 days before automatically being deleted (the default is 7 days). Also, select from the following notification options: “Do not notify me,” “Notify Me the First Time Only” or “Notify Me Every Time” the file is viewed/downloaded (the default is “Notify Me the First Time Only”).

Click on the “Send File” button at the bottom of the page. The file will be uploaded to the secure server and email notification will be sent to the recipient. If you have elected to receive notification when the recipient views/downloads the file, an email will be sent to you in accordance with the option you selected.

## **Changing Your Name or Password**

To change your name or password, click on the “Options” tab and follow the instructions.

## **Logging Out**

Click the “Logout” link at the top right-hand corner of the page. If you do not log out and there is no activity for 20 minutes, you will automatically be logged out of the system.