


## SENDING A FILE SECURELY WITH FILE GUARDIAN

To get started, visit AccuPay's secure post office online at <http://accupayinc.myfileguardian.com>. You may access the post office by clicking the link on our home page at [www.accupay.com](http://www.accupay.com).

**STEP 1: Click on “Securely Send Files” to send a document/file to AccuPay. (You may also sign in using your Access Code to send a message or retrieve messages sent by AccuPay.)**

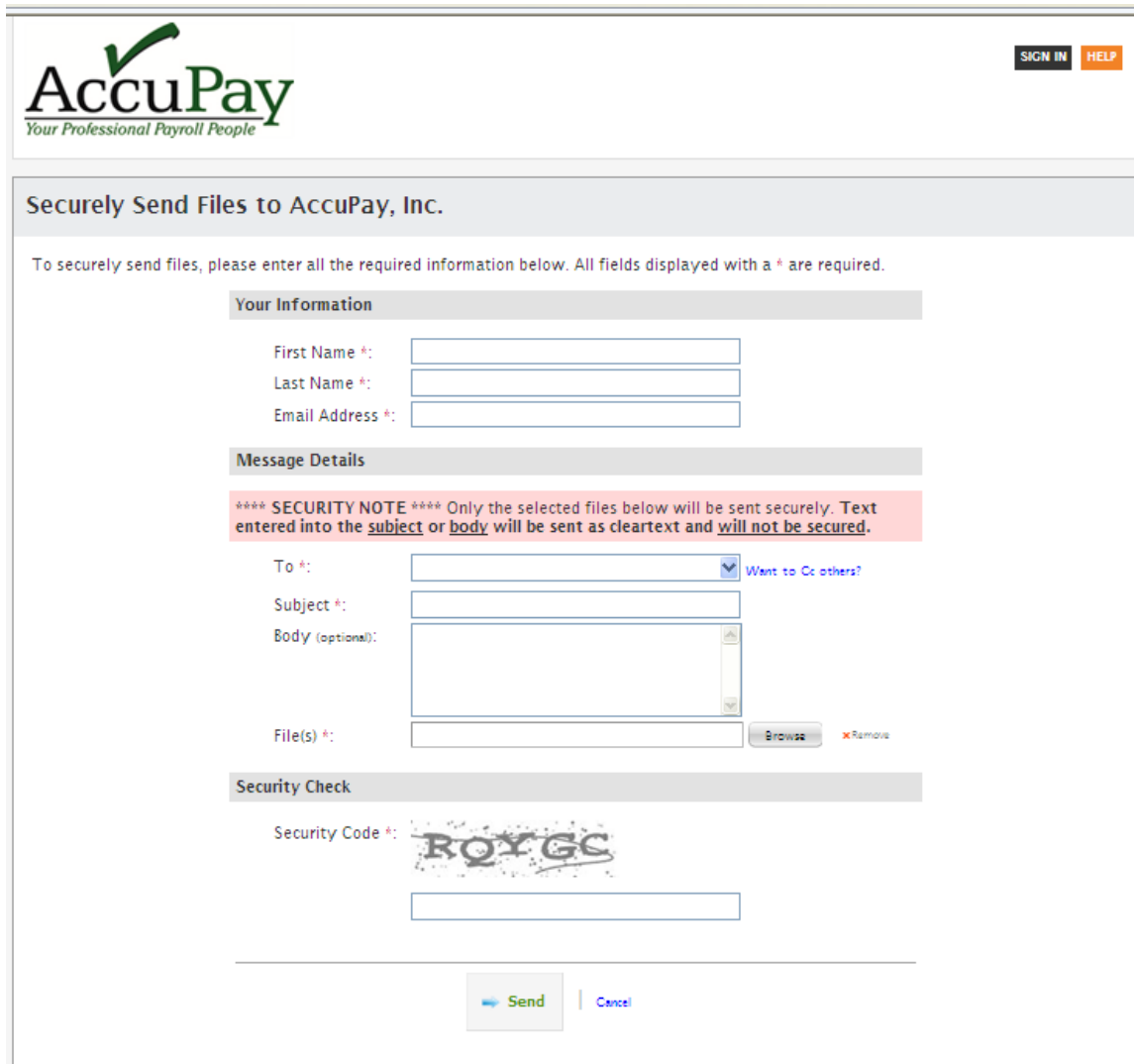



Powered By [Shugo](#)  
All activity on the website is recorded for audit purposes.  
Information such as your IP address, point of origination and other information is recorded.

 **McAfee SECURE™**  
TESTED DAILY 22-MAY

 **SHUGO**  
CERTIFIED SECURE

**STEP 2: A short form will appear where you may select a recipient and type in a brief message. Once you select the file you wish to send, you will be asked to complete a security code. If this code is not entered correctly, you will be prompted to try again.**



 SIGN IN HELP

### Securely Send Files to AccuPay, Inc.

To securely send files, please enter all the required information below. All fields displayed with a \* are required.

**Your Information**

First Name \*:

Last Name \*:

Email Address \*:

**Message Details**

\*\*\*\* SECURITY NOTE \*\*\*\* Only the selected files below will be sent securely. Text entered into the subject or body will be sent as cleartext and will not be secured.


To \*:  Want to Cc others?

Subject \*:

Body (optional):

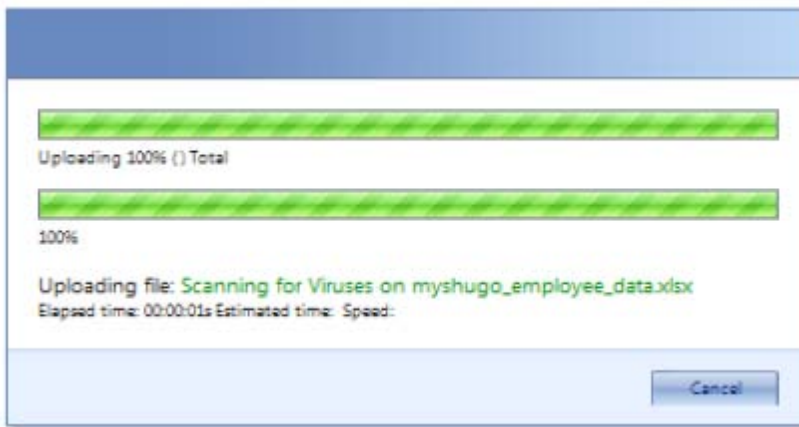
File(s) \*:  Browse Remove

**Security Check**

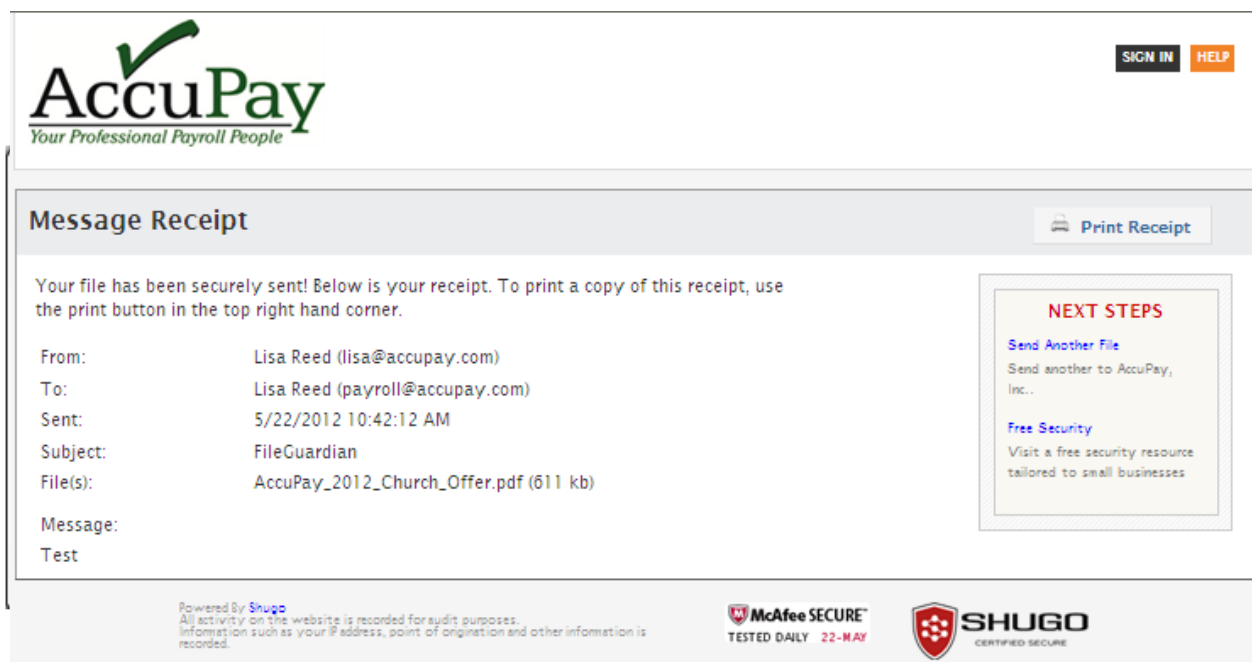
Security Code \*: 

|

**STEP 3: A progress bar will show you when your file has been uploaded.**



**STEP 4: Once your file has been sent, you will receive a printable message receipt to confirm the secure transmission of your file. If you wish to send an additional file, you may click “Send Another File” in the “Next Steps” box to the right of the receipt.**



AccuPay  
Your Professional Payroll People

SIGN IN HELP

### Message Receipt

Print Receipt

Your file has been securely sent! Below is your receipt. To print a copy of this receipt, use the print button in the top right hand corner.

From: Lisa Reed (lisa@accupay.com)  
To: Lisa Reed (payroll@accupay.com)  
Sent: 5/22/2012 10:42:12 AM  
Subject: FileGuardian  
File(s): AccuPay\_2012\_Church\_Offer.pdf (611 kb)  
Message: Test

**NEXT STEPS**

- [Send Another File](#)  
Send another to AccuPay, Inc.
- [Free Security](#)  
Visit a free security resource tailored to small businesses

Powered By Shugo  
All activity on this website is recorded for audit purposes.  
Information such as your IP address, point of origination and other information is recorded.

McAfee SECURE  
TESTED DAILY 22-MAY

SHUGO  
CERTIFIED SECURE