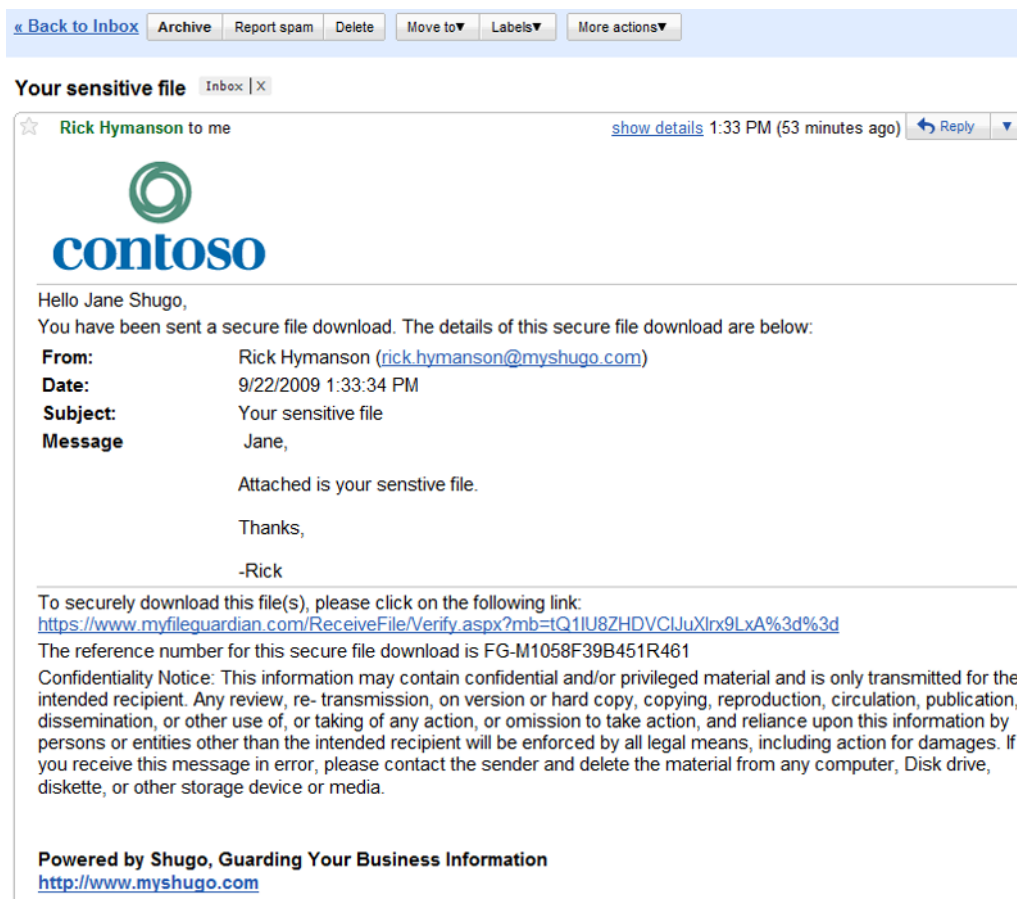


RECEIVING A FILE SECURELY WITH FILE GUARDIAN

When AccuPay needs to send you a message or file containing sensitive data (i.e., payroll reports or check stubs) we will utilize the FileGuardian system, which enlists advanced encryption, virus scanning, and history tracking to ensure that your data is transferred securely. When you receive a secure email from AccuPay via FileGuardian:

STEP 1: The email contains a link for you to securely download the file sent.


You will see embedded in the email a unique website link that you will need to click in order to download the files sent securely. When you click the link, you will connect to our secure file download website where you will be asked to provide your assigned Access Code.



← Back to Inbox Archive Report spam Delete Move to▼ Labels▼ More actions▼

Your sensitive file Inbox | X

★ Rick Hymanson to me show details 1:33 PM (53 minutes ago) Reply



Hello Jane Shugo,
You have been sent a secure file download. The details of this secure file download are below:

From: Rick Hymanson (rick.hymanson@myshugo.com)
Date: 9/22/2009 1:33:34 PM
Subject: Your sensitive file
Message: Jane,

Attached is your sensitive file.

Thanks,

-Rick

To securely download this file(s), please click on the following link:
<https://www.myfileguardian.com/ReceiveFile/Verify.aspx?mb=tQ1IU8ZHDVCIJuXlrx9LxA%3d%3d>
The reference number for this secure file download is FG-M1058F39B451R461

Confidentiality Notice: This information may contain confidential and/or privileged material and is only transmitted for the intended recipient. Any review, re-transmission, on version or hard copy, copying, reproduction, circulation, publication, dissemination, or other use of, or taking of any action, or omission to take action, and reliance upon this information by persons or entities other than the intended recipient will be enforced by all legal means, including action for damages. If you receive this message in error, please contact the sender and delete the material from any computer, Disk drive, diskette, or other storage device or media.

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<http://www.myshugo.com>

STEP 2: By clicking on the link, you establish a secure connection to download the file(s).

STEP 3: Affirm your identity by entering your assigned Access Code.

AccuPay will assign you an access code upon your first use of the FileGuardian system. If the access code is not entered correctly, you will be given 2 additional chances to enter it. After 3 failed attempts, AccuPay will receive an email notification that you have been unable to login. This will prompt our staff to contact you for assistance.



Welcome Jane Shugo to the secure file download site of Contoso.

In order to access and download the file(s) sent to you, Contoso has required that you answer a security question to validate your identity.

Please answer the security question below:

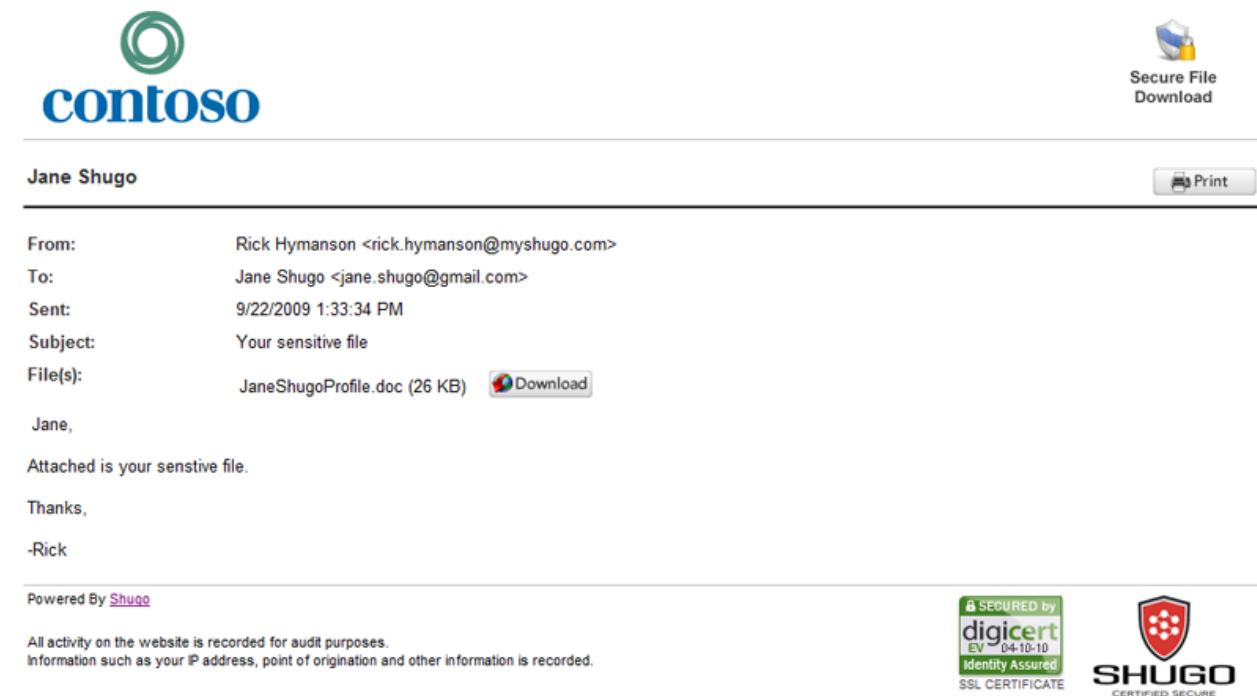
What is your pin?

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



STEP 4: Once you have successfully logged in, you may now download your file(s) by clicking on the “download” button.



contoso

Secure File Download

Jane Shugo Print

From: Rick Hymanson <rick.hymanson@myshugo.com>
To: Jane Shugo <jane.shugo@gmail.com>
Sent: 9/22/2009 1:33:34 PM
Subject: Your sensitive file
File(s): JaneShugoProfile.doc (26 KB) Download

Jane,
Attached is your sensitive file.
Thanks,
-Rick

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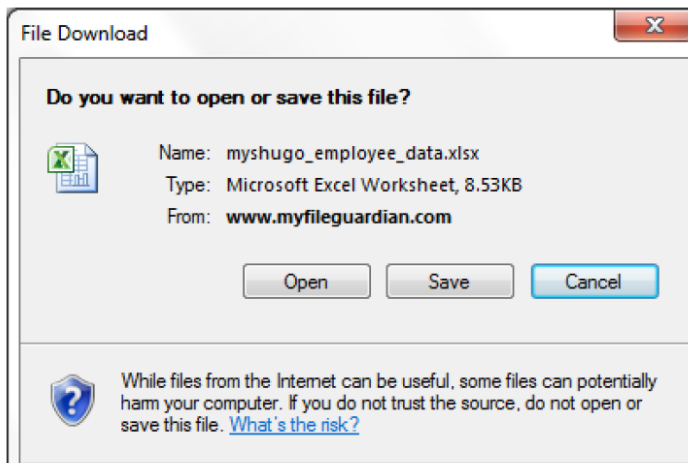
All activity on the website is recorded for audit purposes.
Information such as your IP address, point of origination and other information is recorded.

SECURED by digicert EV 04-10-10 Identity Assured SSL CERTIFICATE

SHUGO CERTIFIED SECURE

STEP 5: Files downloaded may be opened or saved.

When you click the “download” button, a dialog box will open allowing you to “open” or “save” the file(s). If you select “open” the file will open immediately in its designated application (i.e. Microsoft Word). By selecting save, you may save the document directly to your computer.




FileGuardian – Receiving a Secure File

STEP 6: Downloading of file(s) complete.

The amount of time it takes for a file to download depends on the size of the file. The green bar will determine how far along the file is.

1. Recipients 2. Set Security 3. Add Files 4. Review 5. Confirm

 Add your files by clicking on the browse buttons below.

Add Files Not Already Archived **Add Files From Your Archive**

Please use the boxes below to select the file(s) you would like to send.

C:\JaneShugoProfile.doc

Uploading Progress:

Uploading 100% () Total

10%

Uploading file: Scanning JaneShugoProfile.doc for viruses.
Elapsed time: 00:00:01s Estimated time: Speed: