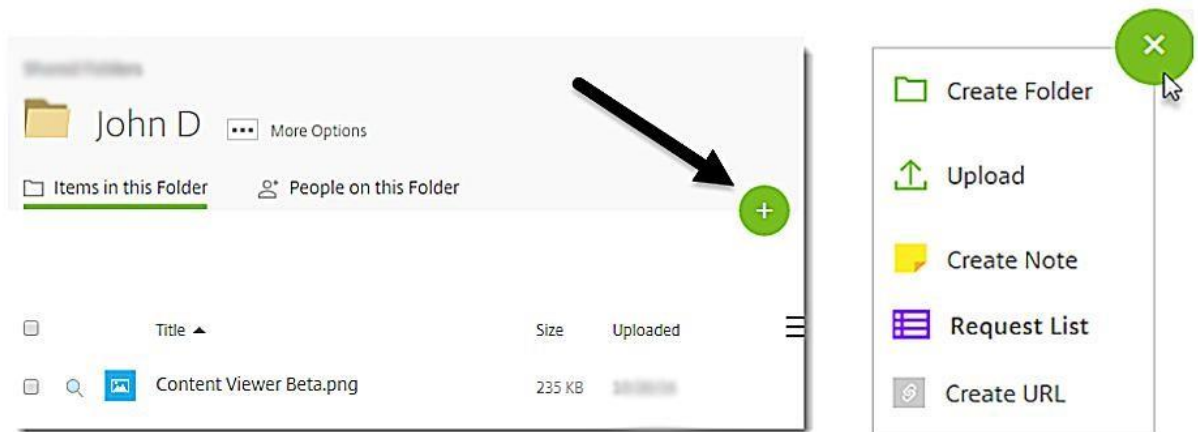




## GetNetSet Secure Client Portal: Creating a Folder and Sending Client Login

*Please log in to your Secure Client Portal or select the 'Client Portal' tab on your website. If you do not already have a portal account, please email us at [support@getnetset.com](mailto:support@getnetset.com) to request one. If you've forgotten your password, you may click on 'Forgot your password?' on your 'Client Portal' page.*

1. **Creating a folder.** When you first log in, you should see three folders: Shared Folders, Quick Share, and Personal folders. Click on Shared Folders to go inside that folder. The Create Folder and Upload Files buttons are located within the Floating Green + Action Button, the green icon at the top right of your folder. Access the Floating Action Button when you need to create a folder or add something to your folder, such as a file, subfolder, or note.



2. **Add people/clients to the folder.** This action will give people access to all of the files within the folder. You can add people to an existing folder by opening the folder you want to add them. Under the folder name you will see a tab called 'people on this folder'. By clicking the tab you will be able to view all the people who have access to this folder and also their permissions.

To add more people click on the Green button called 'Add people to folder' on the right hand side. You may also adjust any of the permissions to the right. You can then add people from your address book or set up a new user to the folder. Make sure 'Notify Added Users' is checked for them to get the notification email.

The screenshot shows the 'Secure Client Login' web interface. On the left is a navigation sidebar with options like Dashboard, Folders, Shared Folders, Favorites, Workflows, Inbox, and Personal Settings. The main content area shows a breadcrumb trail: 'Folders > 487082 > Shared Folders > Demo Company A'. Below this is a folder view for 'Demo Company A' with tabs for 'Items in this Folder' and 'People on this Folder'. A search bar for 'Search folder users' is present. A row of action buttons includes 'Clone User', 'Notify Users', 'Remove Selected', and 'Add People to Folder', which is highlighted with a red arrow. Below the buttons is a table with columns for 'Name', 'Download', 'Download Alerts', 'Upload', 'Upload Alerts', 'Delete', and 'Admin'. One entry is visible: 'System, System (owner)' with various checkboxes.

3. **Client Email Received.** When you set up a folder for a client using their email address they will receive a message like the one below.

The screenshot shows an email notification from 'GetNetSet Support'. The header includes the 'Secure Client Login' logo and tagline 'Exchange files quickly and securely.'. The main body of the email reads: 'GetNetSet Support has shared the folder with you.' followed by 'Note From GetNetSet: I've added you to a folder'. Below this is a bold instruction: 'To access this folder, you must first activate your account and set your personal password.' A prominent link is provided: '> [Click here to activate your account and view this folder](#)'. The email concludes with a brief description of ShareFile as a business file sharing tool. At the bottom, it offers a troubleshooting tip: 'Trouble with the above link? You can copy and paste the following URL into your web browser: <https://securelogin.sharefile.com/f/foefccecc-3a60-45b7-b792-54da336a58d3?a=f07a5914f1c0b1ef>'.

The portal notification email that your clients receive contains an activation link. They must create their password to have access to the folder. The system will then confirm that they have been added.



# Secure Client Login

Exchange files quickly and securely.

You have successfully setup your account for Secure Client Login.

**A few things to remember:**

Sign-In Page: <https://securelogin.sharefile.com/>

Email: [securelogin@sharefile.com](mailto:securelogin@sharefile.com)

If you forget your password, you can always reset your password from the Sign-In Page.

Trouble with the above link? You can copy and paste the following URL into your web browser:  
<https://securelogin.sharefile.com/>

**4. Deleting Users.** You may optionally also delete access to the folder. You can delete people from a folder by opening the folder and choosing the 'people on this folder' tab. You can then select the box next to the name of the person you want to remove. Then choose 'Remove selected' and confirm that choice.

The screenshot shows the 'Secure Client Login' interface. The left sidebar contains navigation options: Dashboard, Folders, Shared Folders, Favorites, Workflows, Inbox, and Personal Settings. The main content area displays the 'Demo Company A' folder. The 'People on this Folder' tab is active, showing a search bar and a table of users. The 'Remove Selected' button is highlighted with a red arrow. The user 'Doe, John' is selected, indicated by a blue highlight and a red arrow pointing to the selection checkbox. The table columns are Name, Download, Download Alerts, Upload, Upload Alerts, Delete, and Admin.

Name	Download	Download Alerts	Upload	Upload Alerts	Delete	Admin
System, System (owner)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ID Doe, John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>