

Vendors Compliance Group

Extranet Access

Client Guide to Getting Started

Logging In

Note: You may have been sent a request to download or upload a file without being sent any login information. If this is the case, you do not need to worry about a username and password.

If you have been set up with a client user account, you may log in from these places:

1. vendorscompliancegroup.sharefile.com This will be provided to you by us as part of your set-up.
2. Our website's login page at vendorscompliancegroup.com. (See Website Sidebar!)

Your username is your email address.

Your temporary password to get started will be emailed to you by us as part of the account set-up.

Note: It may be possible that you have been restricted against the ability to reset your own password. If this is the case, you will not be able to reset the password yourself and you will need to contact us. We will reset it for you.

If you have not received your password, you may either:

1. Ask us to set up your account, or
2. Click on the "**Forgot your password?**" link under the login (if this permission is enabled for you).

The first time you log in, you will be prompted to choose a permanent password.

Uploading Files

If you have been sent a link to upload files, you will be presented with 5 individual upload boxes. You can only select one file for each upload box, so if you have more than 5 items, you may want to zip all the files into one compressed file and upload this to us.

If you have access to upload into a folder on our FTP platform, you can use the following instructions to upload files into the account.

Uploading a Single File (Store a file online.)

1. Enter a folder which you created by clicking on it.
2. Click the "Add File" or "Choose Files" button.
3. Click the "Browse" button and select a file from your computer.
4. Optionally you can choose a title for the file.
5. You may also optionally enter a detailed description.
6. If you check the box to email users, all users who have access to the folder will be sent a brief notification that a file has been uploaded.
7. Click the "Add" button.

Sending a File

If you have access to a folder on our FTP platform, you can "send" any files that are within the folder to any users, including people that are not registered users.

To send a file that has already been uploaded:

1. Check the box next to the file.
2. Click the "Send" button.
3. Enter the email addresses of who you would like to send to. The recipients do not need to be users. You may enter a comma separated list of emails. You may also add emails from your Address Book.
4. Enter a custom message for the recipients.
5. Optionally you can preview what the email will look like.
6. Optionally you can be CC'd on the email.
7. Optionally you can request a notification email when the file has been downloaded.
8. Optionally you can require recipients to log in before downloading. If the recipients are new to our platform, they will be emailed a temporary password. This option provides an extra layer of security by preventing public access to the download link sent in the email.
9. Optionally you can choose an expiration date for download access.
10. Click the "Send" button.

Assistance

support@vendorscompliancegroup.com