






# Data Transfer

Encrypted and stress free with Cryptshare.  
Guide and Terms of Use.

-  Keeping your e-mail private
-  Removing file size limits
-  Bringing IT compliance

## Guide on how to use Cryptshare<sup>®</sup>

### Send messages and files securely

The Cryptshare<sup>®</sup> Web application allows you to easily and securely exchange sensitive information by storing encrypted files\* and messages on your Cryptshare server. The files can be retrieved with a password. The server informs the recipient and sender about the operations on the server enabling you to keep on top of what is going on with your data.

When you configure Cryptshare for the first time your identity is authenticated via your e-mail address. This verification is valid for a typical maximum period of 30 days, although this is a configurable setting. After that time, you are required to verify again when logging in.

When you change your e-mail address you need to verify again. You are recommended to set a password of at least eight alphanumeric characters but password rules are also configurable and may be varied by policy rules and due to classification of your data.

To illustrate the functionality of the Cryptshare web application, the following two procedures are explained below:

1. Procedure when providing files: pages 3 - 10
2. Procedure when retrieving files: pages 11 – 12

---

### Release Notes

Please find information on release notes and new product features in our partner area here: <https://login.cryptshare.com/>

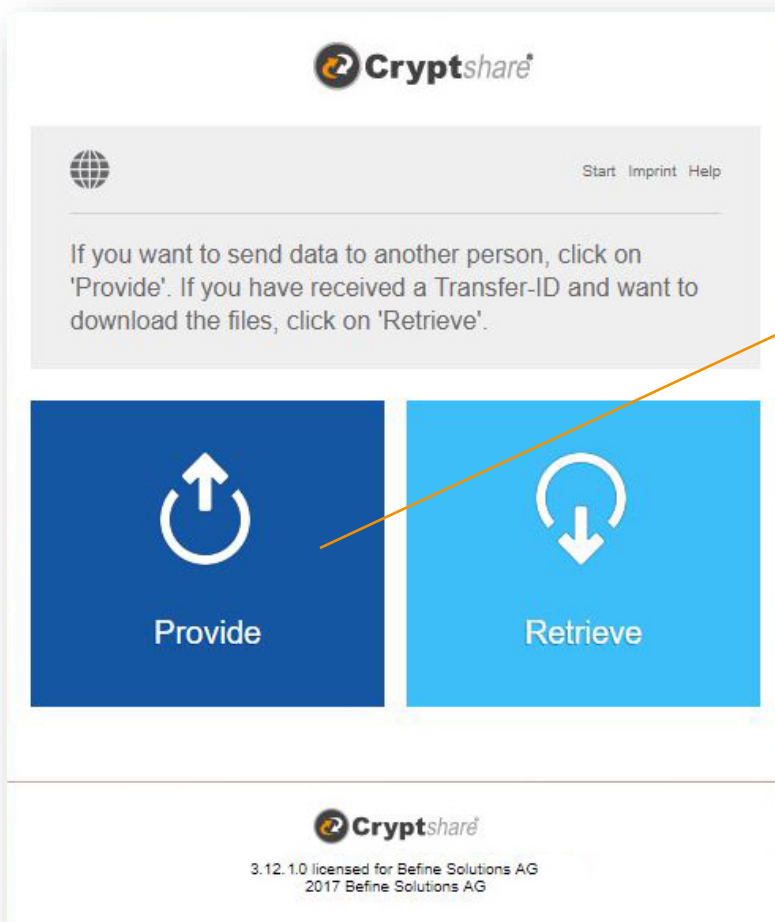
\*as of 11/2017 Cryptshare uses a 256 Bit AES Encryption.

## Procedure when providing files

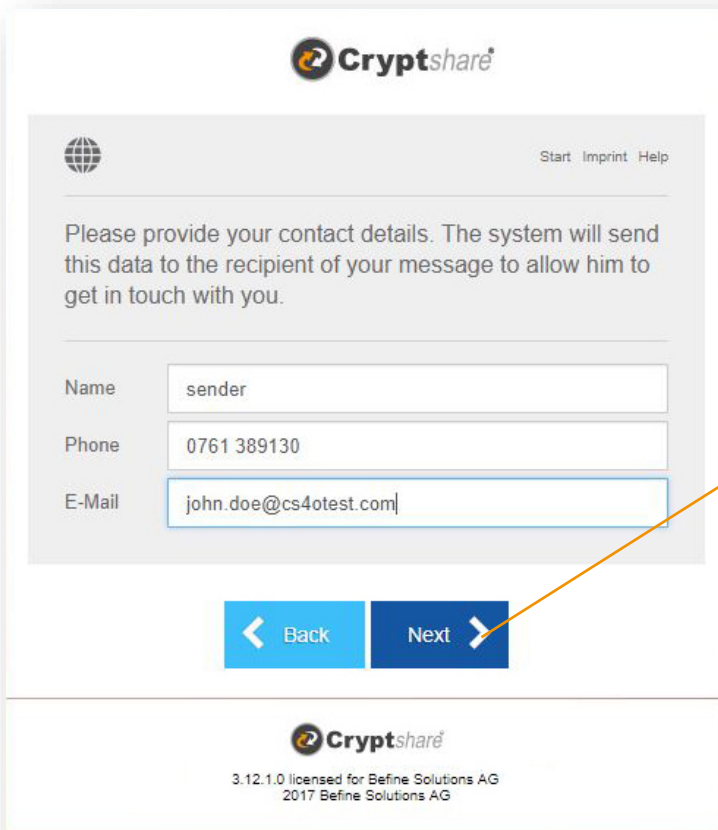
The steps needed to exchange information are explained in the screen masks.

Use a browser of your choice and go to the Cryptshare web application on:  
<https://demo.cryptshare.com>

You will see the following start page:

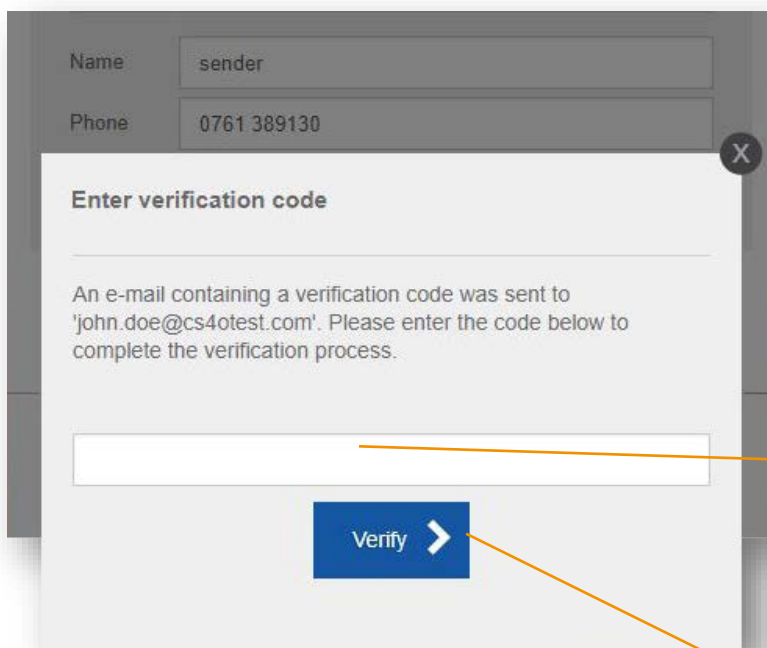


Step 1  
Click on **Provide**



The screenshot shows the Cryptshare contact information form. At the top is the Cryptshare logo and the text 'Making e-mail better'. Below the logo is a globe icon and the links 'Start Imprint Help'. The main heading reads: 'Please provide your contact details. The system will send this data to the recipient of your message to allow him to get in touch with you.' There are three input fields: 'Name' with the value 'sender', 'Phone' with the value '0761 389130', and 'E-Mail' with the value 'john.doe@cs4otest.com'. At the bottom are two buttons: 'Back' (left arrow) and 'Next' (right arrow). The footer contains the Cryptshare logo and the text: '3.12.1.0 licensed for Befine Solutions AG 2017 Befine Solutions AG'.

Step 2  
Enter your contact information  
and click on **Next**.

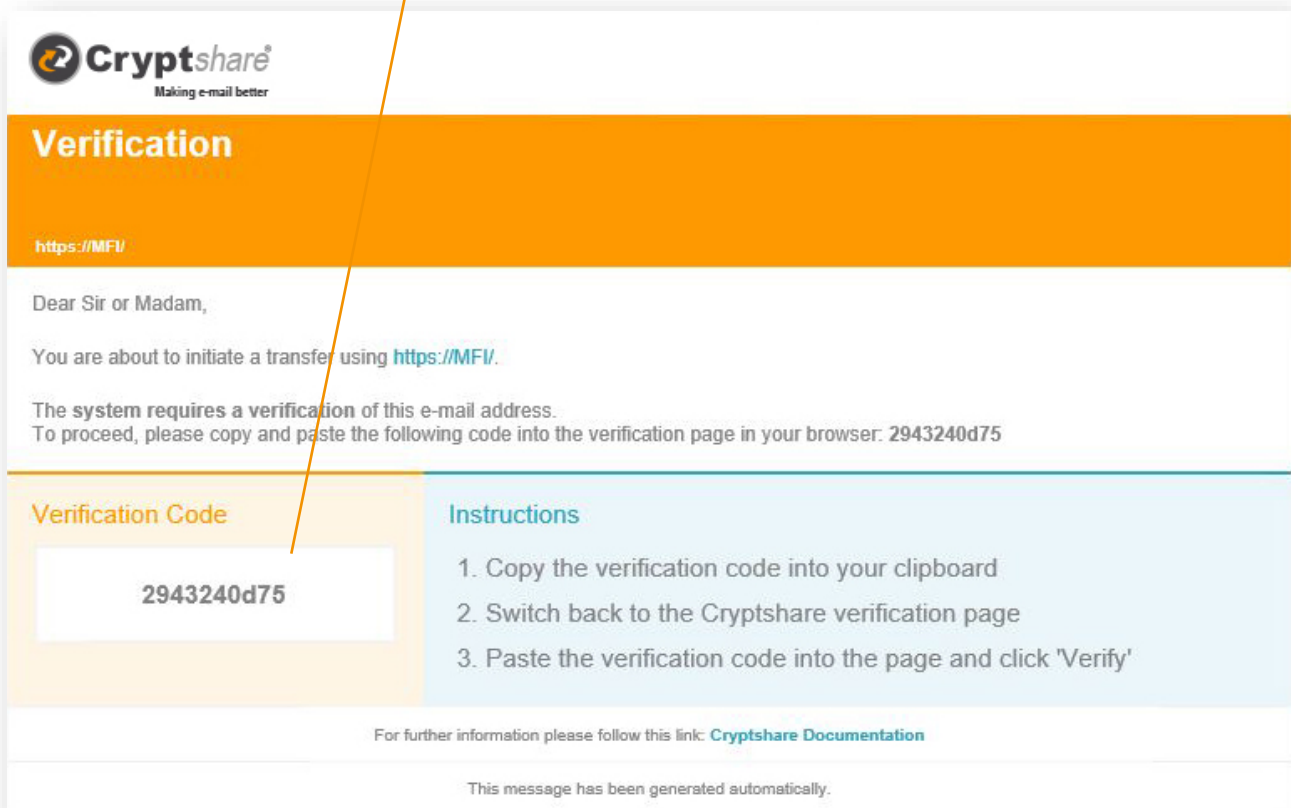



The screenshot shows the verification code entry screen. At the top, the 'Name' field contains 'sender' and the 'Phone' field contains '0761 389130'. Below these fields is a modal window titled 'Enter verification code' with a close button (X) in the top right corner. The modal text reads: 'An e-mail containing a verification code was sent to 'john.doe@cs4otest.com'. Please enter the code below to complete the verification process.' There is a text input field for the code and a 'Verify' button with a right arrow.

Step 3  
**Verification Code:**  
When using Cryptshare for the first time, the authenticity of the e-mail address is checked for reasons of privacy. Verification is necessary after 30 days or when the e-mail address changes.  
After having received the code via e-mail you need to enter it here.

Click on **Verify**.

1. Start your e-mail programme (e.g. MS Outlook)
2. Go to your inbox
3. Open the e-mail of the sender „noreply@cryptshare.com“ that was sent to you automatically
4. Enter the **verification code** in your browser
5. Click on „Verify“ (see "Step 3")



 **Cryptshare**<sup>®</sup>  
Making e-mail better

## Verification

<https://MFV>

Dear Sir or Madam,


You are about to initiate a transfer using <https://MFV>.


The system requires a verification of this e-mail address.  
To proceed, please copy and paste the following code into the verification page in your browser: **2943240d75**

Verification Code	Instructions
<b>2943240d75</b>	<ol style="list-style-type: none"><li>1. Copy the verification code into your clipboard</li><li>2. Switch back to the Cryptshare verification page</li><li>3. Paste the verification code into the page and click 'Verify'</li></ol>

For further information please follow this link: [Cryptshare Documentation](#)

This message has been generated automatically.



 [Start](#) [Imprint](#) [Help](#)

[CHANGE](#) | [DELETE](#)

---

Name

Phone

E-Mail

---

Enter the e-mail addresses of the recipients. You can insert e-mail lists from external sources using the clipboard.


To

Cc

Bcc

[← Back](#) [Next →](#)

---



3.12.1.0 licensed for Befine Solutions AG  
2017 Befine Solutions AG

#### Step 4 E-Mail Address of the Recipient:

Enter the recipient's e-mail address here, just like when writing a normal e-mail.

Separate several recipients with a comma or a space.



### Step 5 Add files

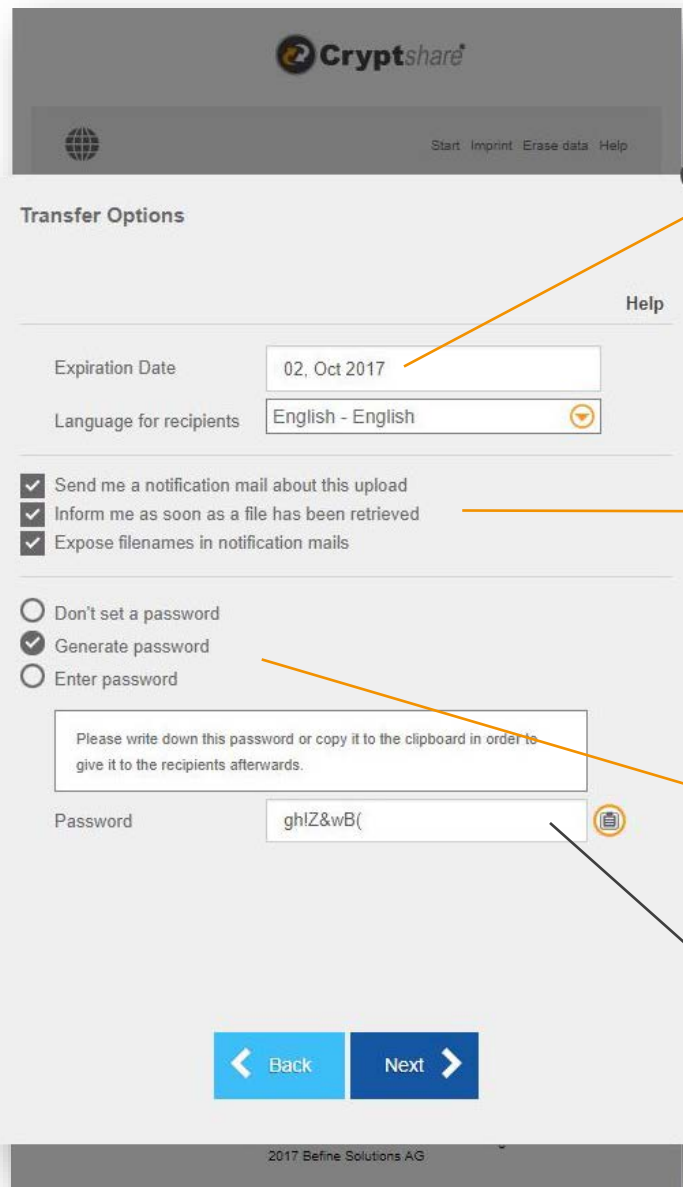
By clicking on the **Upload Button**, a Windows window opens and you may browse your pc for files and add them.

When you have added the files, click on **Next**.

#### Hint:

With Cryptshare you have the choice of shipping files securely and/or transferring a message encrypted. For the latter click on the symbol next to „**Add a Confidential Message**“, enter your message and click on „**Save**“.





**Step 6**  
**Transfer Options**

Determine how long the file should be available for retrieval (max.10 days) and in which language the recipient should be notified.

You can choose if you want to be notified about the delivery and the retrieval of the transfer and you can decide, whether the name of the file should be shown in the notification e-mail to the recipient.

Finally, you can decide if you want to apply a password and if so, what kind and strength of password should be applied. \*

Mark your password here. Copy it to the clip board with "STRG" + "C".

\* To secure your transfer you can choose from **several password options**:

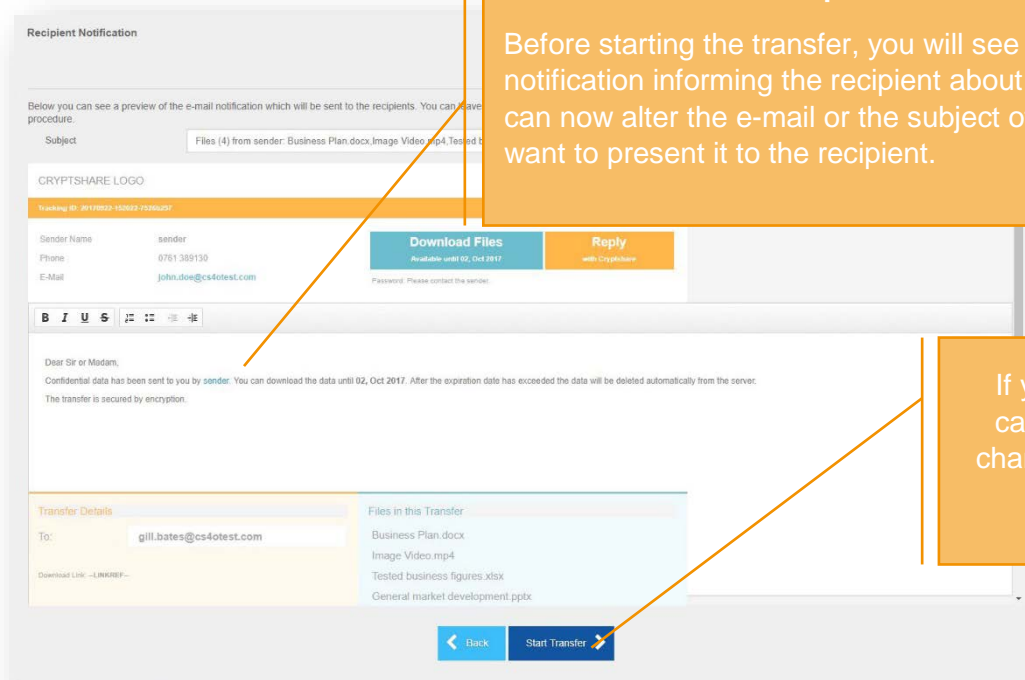
1. The option **Don't set a password** enables the sender and the recipient to exchange large files very easily without having to exchange passwords. Nevertheless, the data is transferred fully encrypted. However, the level of security is lower, since anyone gaining access to the notification e-mail, has access to the files.
2. Alternatively, you can have the system **generate** a secure **password** for you. (Write down or save this password, it will not be stored anywhere.)
3. Or **enter a password** of your choice.

**Please note:** Share your password with the recipient via telephone or SMS, otherwise they will not have access to the documents and/or message.



## Step 7 Notification of the Recipient

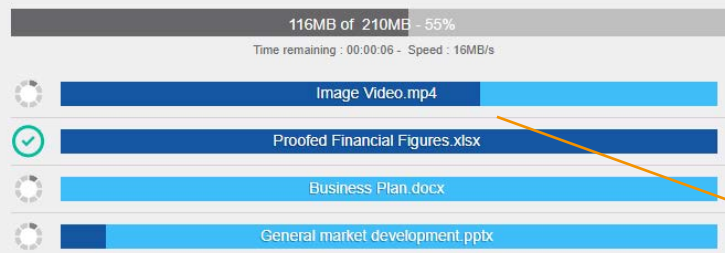
Before starting the transfer, you will see the standard notification informing the recipient about your transfer. You can now alter the e-mail or the subject of your e-mail as you want to present it to the recipient.



If you do not wish to carry out any further changes, click on **Start Transfer**.

## Files are being uploaded

The files you selected are now being transferred to the Cryptshare Server. The recipients will be informed.



Cancel >

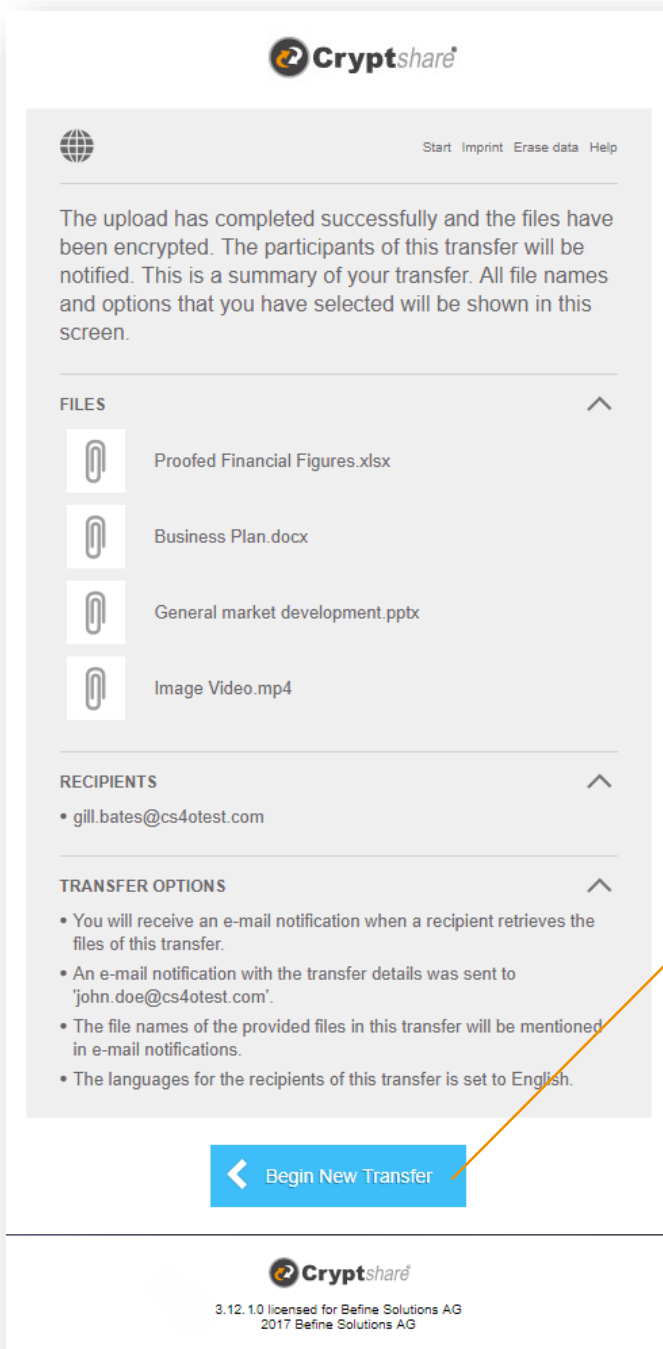
## Step 8 The Transfer

After having started the transfer, your files are transmitted securely to the Cryptshare server and are stored there encrypted. The progress of the uploading process is displayed.

## Summary

After all files were uploaded, you can see all details about the transfer in an overview.

This window is shown, while the transfer is still being encrypted on the Cryptshare server. When it comes to large files, this may take a while. In the meantime, no other action may be carried out in this window. But you may close it.



The screenshot shows the Cryptshare summary window. At the top, there is the Cryptshare logo and a navigation bar with links for 'Start', 'Imprint', 'Erase data', and 'Help'. Below this, a message states: 'The upload has completed successfully and the files have been encrypted. The participants of this transfer will be notified. This is a summary of your transfer. All file names and options that you have selected will be shown in this screen.'

The window is divided into three sections:

- FILES**: A list of four files, each with a paperclip icon: 'Proofed Financial Figures.xlsx', 'Business Plan.docx', 'General market development.pptx', and 'Image Video.mp4'.
- RECIPIENTS**: A list of one recipient: 'gill.bates@cs4otest.com'.
- TRANSFER OPTIONS**: A list of four bullet points: 'You will receive an e-mail notification when a recipient retrieves the files of this transfer.', 'An e-mail notification with the transfer details was sent to 'john.doe@cs4otest.com'.', 'The file names of the provided files in this transfer will be mentioned in e-mail notifications.', and 'The languages for the recipients of this transfer is set to English.'

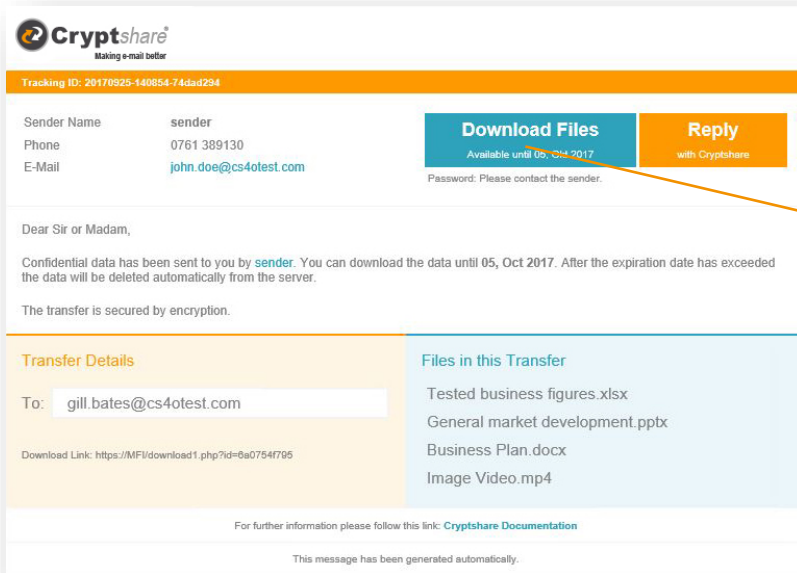
At the bottom of the window, there is a blue button with a left-pointing arrow and the text 'Begin New Transfer'. Below the button, the footer contains the Cryptshare logo and the text: '3.12.1.0 licensed for Befine Solutions AG', '2017 Befine Solutions AG'.

When the encryption is finished, you can start a new transfer. To do so, click on **Begin New Transfer**.

When you have finished, you can close the window.

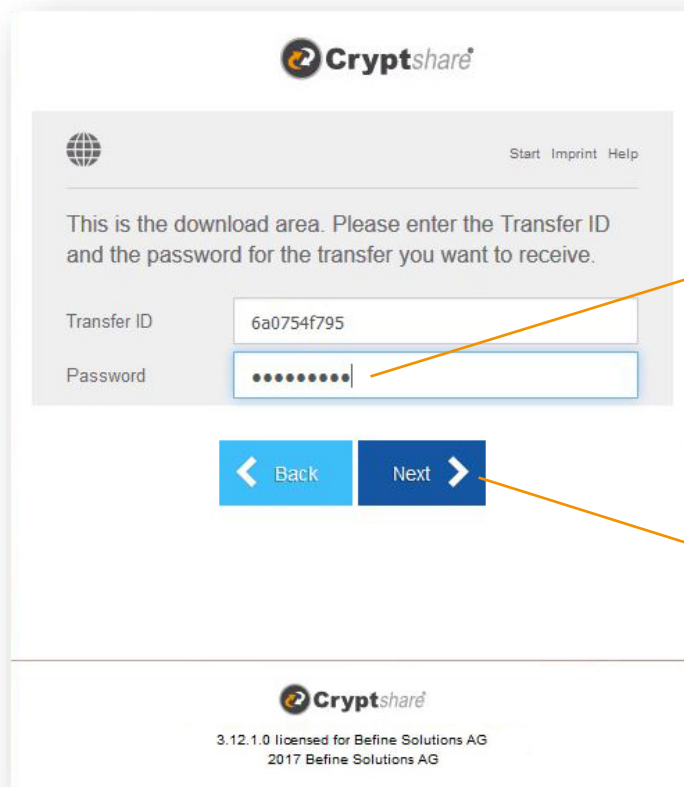
## Procedure when retrieving files

When you receive a Cryptshare transfer you are notified by e-mail. It includes details about the sender and a link to retrieve the files:



### Step 1 Notification of the recipient

To retrieve the files, click on the link **Download Files** in the e-mail.



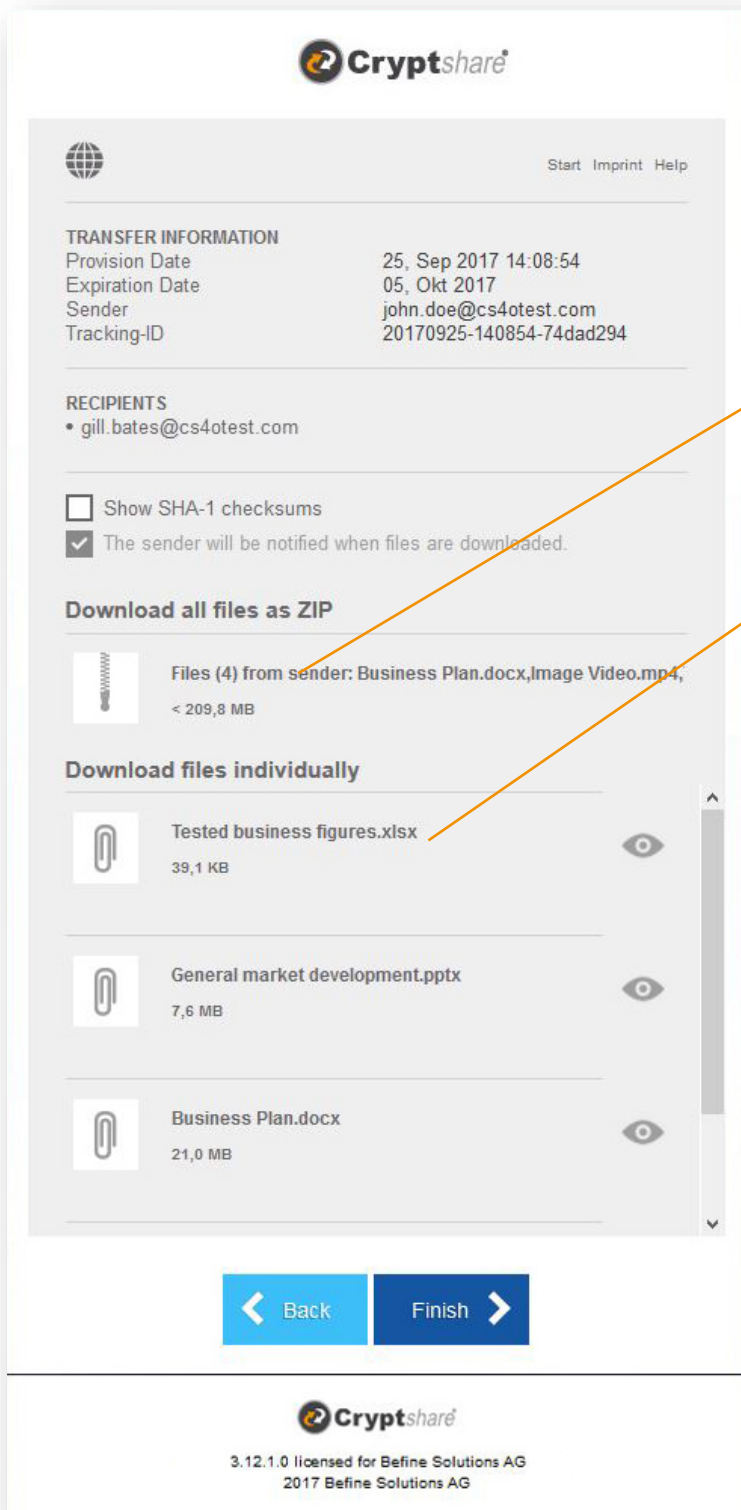
### Step 2 Enter Password

A web interface occurs in which the transfer ID has been automatically filled in.

When the sender created a password, enter it here.

Click on **Next**.

When the sender did not create a password, move on to step 3.



The screenshot displays the Cryptshare web interface. At the top, the Cryptshare logo and tagline 'Making e-mail better' are visible. Below the logo, there are navigation links for 'Start', 'Imprint', and 'Help'. The main content area is divided into several sections:

- TRANSFER INFORMATION:** Provision Date (25, Sep 2017 14:08:54), Expiration Date (05, Okt 2017), Sender (john.doe@cs4otest.com), and Tracking-ID (20170925-140854-74dad294).
- RECIPIENTS:** A list of recipients, including gill.bates@cs4otest.com.
- Options:** A checkbox for 'Show SHA-1 checksums' (unchecked) and a checked checkbox for 'The sender will be notified when files are downloaded.'
- Download all files as ZIP:** A section with a download icon and text: 'Files (4) from sender: Business Plan.docx, Image Video.mp4, < 209,8 MB'.
- Download files individually:** A list of files with download icons and eye icons for visibility control:
  - Tested business figures.xlsx (39,1 KB)
  - General market development.pptx (7,6 MB)
  - Business Plan.docx (21,0 MB)

At the bottom of the interface, there are two buttons: 'Back' (left arrow) and 'Finish' (right arrow). The footer contains the Cryptshare logo, version '3.12.1.0', and licensing information: 'licensed for Befine Solutions AG' and '2017 Befine Solutions AG'.

### Step 3 Retrieval

With one click you can save all files as a zip archive

or open all files individually by clicking on the **name of the file**.

Depending on the security requirements of your company you can store the files directly onto your computer or open and look at Adobe Reader pdf files from the attached application, such as Microsoft Word or Excel.

When the sender has activated this option, he will be informed about the retrieval of the files automatically by e-mail.

Befine Solutions AG – The Cryptshare Company  
Schwarzwaldstraße 151  
79102 Freiburg  
Germany

Phone: +49 761 / 38913-0

Fax: +49 761 / 38913-115

Email: [info@befine-solutions.com](mailto:info@befine-solutions.com)

Web: [www.befine-solutions.com](http://www.befine-solutions.com)

Register Court Freiburg, HRB 6144




CEO: Mark Forrest, Dominik Lehr

Chairman: Thilo Braun

VAT-ID: DE812922179

© 2017 Befine Solutions AG.

As of November 2017

-  Keeping your e-mail private
-  Removing file size limits
-  Bringing IT compliance