

Digital Fortress File Safe



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The Step-by-Step Guide: File Safe

Overview: File Safe Features

The file safe allows you the ability to store, backup, and organize all your important files. These files can be accessed from anywhere in a single, secure, encrypted environment. Storage options are limitless; from banking documents to medical records, all of your information, can be secured in your file safe.



Recommended documents that you should keep in your file safe:

- Bank account info
- Insurance policies
- Safe deposit box inventory (text or photos)
- Deeds, titles, appraisals
- Marriage certificate
- Birth certificate
- Copies of will
- Social security card
- Passports
- Estate-planning documents
- Medical history/health records
- Veteran's papers
- College degree
- IRS Documents

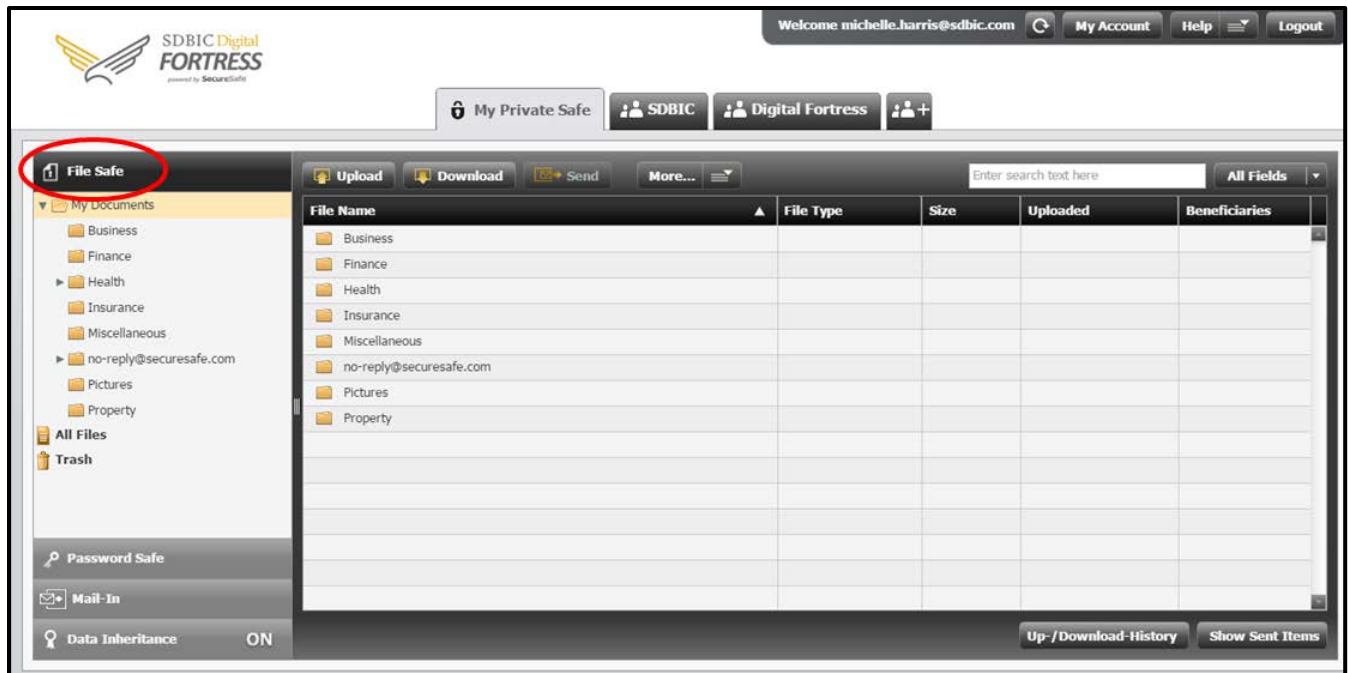
If you are keeping these items in a physical safe deposit box, also consider keeping digital copies of important documents in your File Safe. This allows you to have instant anytime access, while keeping them secure.

Uploading a file

Step 1: Log in and check the File Safe tab

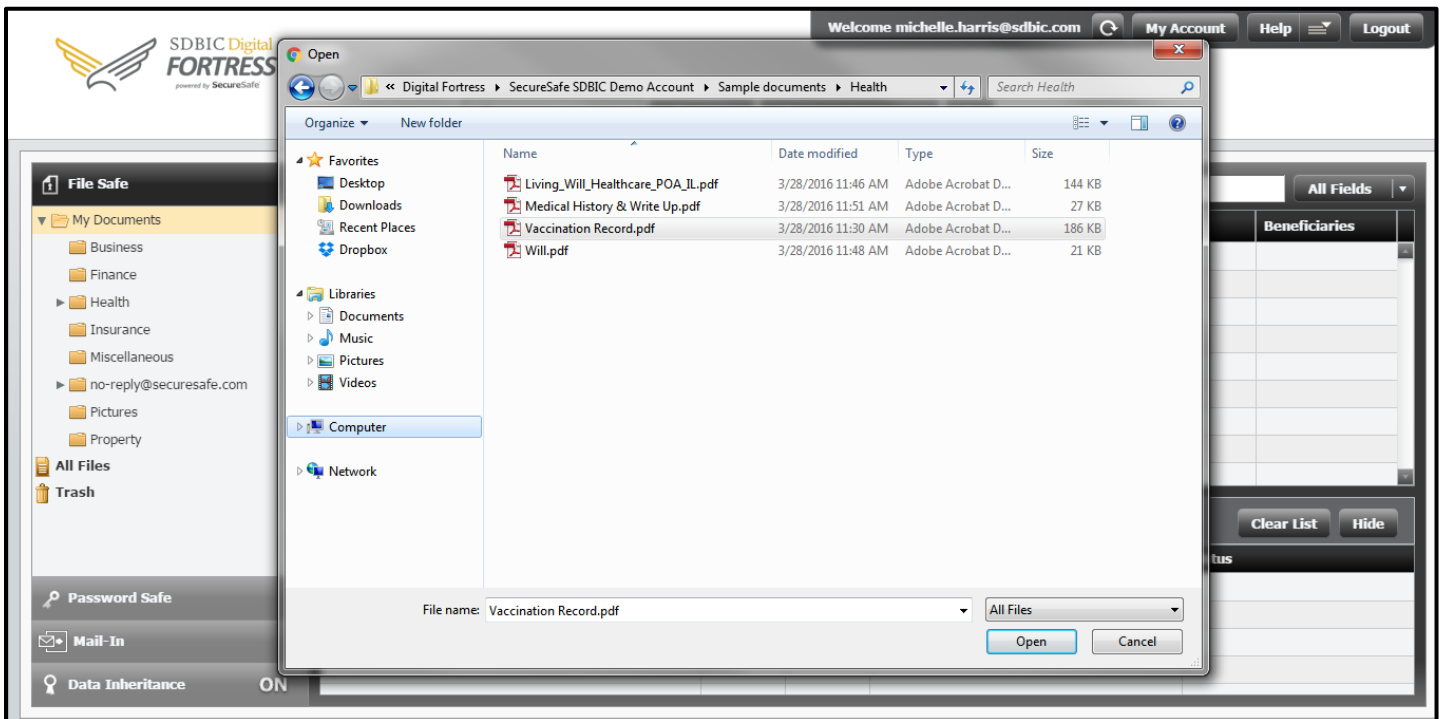
1. Log in to your Digital Fortress via any browser on your PC or Mac.
2. Once in your account, click the **File Safe** tab at the top of the left sidebar.

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Step 2: Upload a file

1. Click the **Upload** button in the upper left corner of your safe.
2. A file window will open; select the file you would like to upload.



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3. When the file is selected, click **Open** in the bottom right corner.
4. **Transfer History** will display the process of the file uploading.
5. When the upload is complete, the Transfer History will display the upload date and time. And you will see the file saved in your safe.

The screenshot displays the Digital Fortress File Safe interface. At the top, there is a navigation bar with the SDBIC Digital FORTRESS logo, a user welcome message "Welcome michelle.harris@sdbic.com", and buttons for "My Account", "Help", and "Logout". Below this is a secondary bar with "My Private Safe", "SDBIC", "Digital Fortress", and a user icon. The main interface is divided into a left sidebar and a main content area. The sidebar contains a "File Safe" section with a tree view of folders: "My Documents" (containing Business, Finance, Health, Insurance, Miscellaneous, no-reply@securesafe.com, Pictures, Property), "All Files", and "Trash". Below the sidebar are sections for "Password Safe", "Mail-In", and "Data Inheritance" (set to ON). The main content area has a top bar with "Upload", "Download", "Send", and "More..." buttons, along with a search box and "All Fields" dropdown. Below this is a table of files:

File Name	File Type	Size	Uploaded	Beneficiaries
Finance				
Health				
Insurance				
Miscellaneous				
no-reply@securesafe.com				
Pictures				
Property				
Vaccination Record	pdf	185 KB	8/31/16 2:26 PM	

Below the file table is a "Transfer History" section with "Clear List" and "Hide" buttons. It contains a table with the following data:

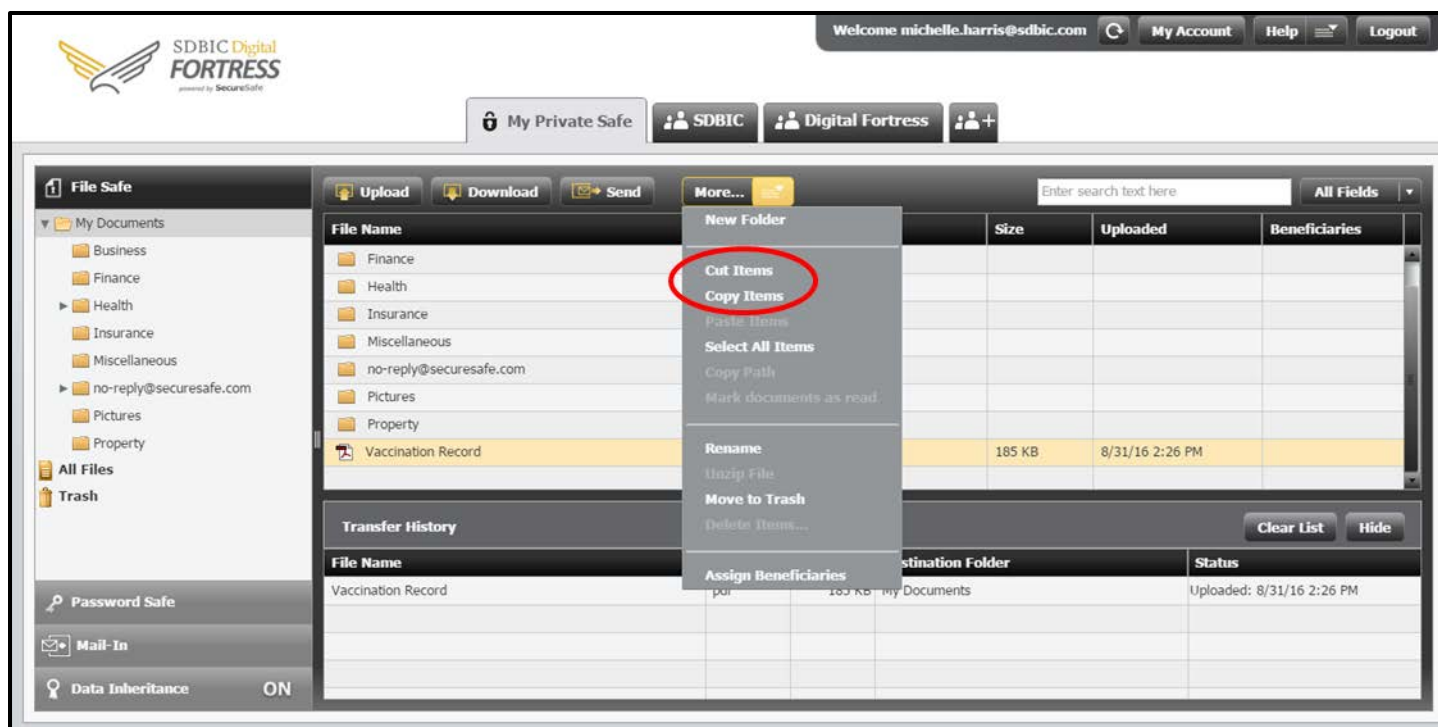
File Name	File Type	Size	Destination Folder	Status
Vaccination Record	pdf	185 KB	My Documents	Uploaded: 8/31/16 2:26 PM

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Moving files in File Safe

Step 1: Log in and check the File Safe tab

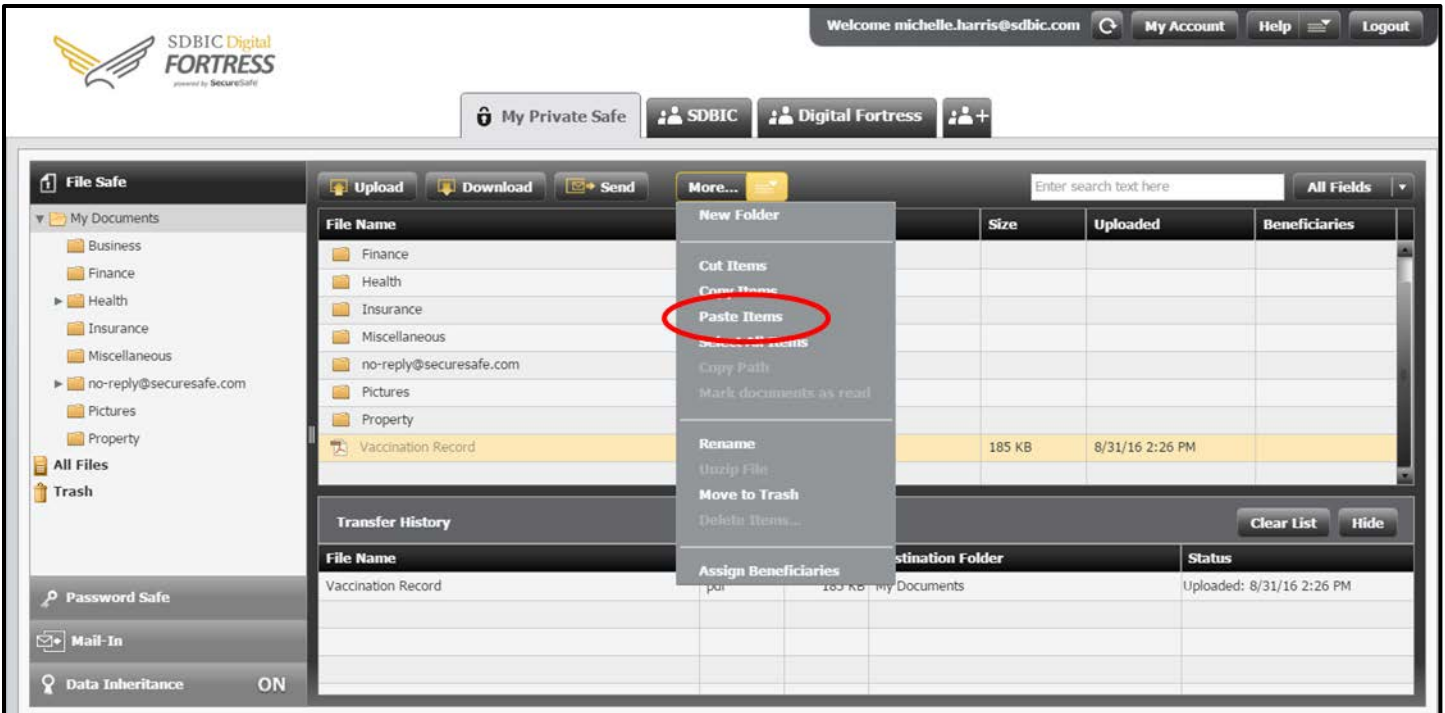
1. Log in to your Digital Fortress and click the **File Safe** tab, which you'll find in the left sidebar on your desktop.
2. Select the file to be moved in your File Safe.
3. Click the **More** dropdown menu and select **Cut Items** or **Copy Items**.
 - a. **Cut Items** will move the file to the new location and remove it from the original location.
 - b. **Copy Items** will create a copy of the file in the new location, and the original will stay in the Mail-In mailbox.



Step 2: Select location in File Safe

1. Open the folder you want to move the file into.
2. Click the **More** dropdown menu and select **Paste Items**.
3. Your file is now saved.

Digital Fortress File Safe



Welcome michelle.harris@sdbic.com My Account Help Logout

My Private Safe SDBIC Digital Fortress

File Safe

My Documents

- Business
- Finance
- Health
- Insurance
- Miscellaneous
- no-reply@securesafe.com
- Pictures
- Property

All Files

Trash

Upload Download Send More...

File Name Size Uploaded Beneficiaries

File Name	Size	Uploaded	Beneficiaries
Vaccination Record	185 KB	8/31/16 2:26 PM	

Transfer History

File Name	Destination Folder	Status
Vaccination Record	my Documents	Uploaded: 8/31/16 2:26 PM

Clear List Hide

Assign Beneficiaries

Password Safe

Mail-In

Data Inheritance ON

Your file will now appear in the list of files in that folder.