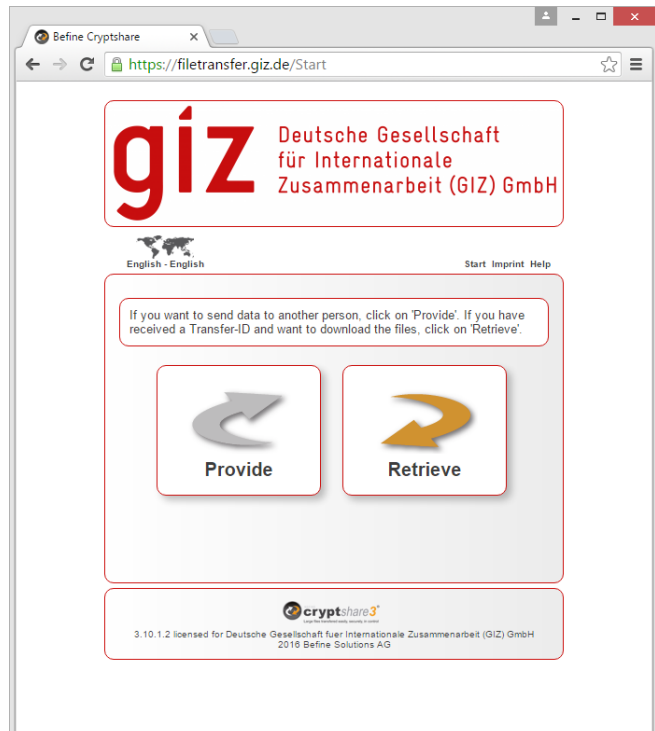


## I. Main Page

Go to <https://filetransfer.giz.de>

There you can choose one of two options:

- a) you can provide a file for a recipient inside or outside of your company or
- b) you can retrieve a file that somebody has provided for you.



## II. Providing Files

### 1. Enter sender's data

You will be asked to enter the your data. This data is required to inform the recipient accordingly and to enable him to call back the sender and ask for the password.

The data can be saved for 30 days as a cookie, so it does not have to be entered again with every file transfer. When cryptshare is being used again, the remaining time period is automatically reset to the specified number of days again.



## 2. E-mail verification

If the sender has not used cryptshare from his browser before, the system requires a verification of his e-mail address to make sure it is authentic.

In order to accomplish verification, you will receive a verification code via e-mail sent by the cryptshare server.

## 3. Verification process

Accomplishment of verification

You can copy the verification code out of the e-mail and paste it into the entry field in cryptshare.

The successful verification will be saved as a cookie.

The screenshot shows a web browser window with the address bar displaying <https://filetransfer.giz.de/Upload1?1>. The page header features the 'giz' logo and the text 'Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH'. The main content area is titled 'Enter verification code' and contains a message: 'An e-mail containing a verification code was sent to 'john.smith@anymail.com'. Please enter the code below to complete the verification process.' Below this message is a text input field and a 'Verify' button with a right-pointing arrow. At the bottom of the page, there is a footer with the 'cryptshare3' logo and the text: '3.10.1.2 licensed for Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH 2018 Befine Solutions AG'. Navigation buttons 'Back' and 'Next' are visible at the bottom of the main content area.

The screenshot shows an email client window with the subject 'FW: Cryptshare 3 Verification'. The email body contains the 'giz' logo and a red header section titled 'Verification' with the URL <https://filetransfer.giz.de/>. The email text reads: 'Dear Sir or Madam, You are about to initiate a transfer using <https://filetransfer.giz.de/>. 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: 4d08b18c4b'. Below this text, there is a table with two columns: 'Verification Code' and 'Instructions'. The 'Verification Code' column contains the code '4d08b18c4b'. The 'Instructions' column contains a list of three steps: 1. Copy the verification code into your clipboard, 2. Switch back to the Cryptshare verification page, and 3. Paste the verification code into the page and click 'Verify'. At the bottom of the email body, there is a link to 'Cryptshare Documentation' and a note: 'This message has been generated automatically.'

#### 4. Entering Recipient Data

In the following dialogue, cryptshare asks for the recipient data.

This data will be used to send an automatic information mail to the recipient containing a link to the provided file.

Enter recipients' email addresses.

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English - English Start Imprint Erase data Help

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.

SAVE | CANCEL

Name John Smith

Phone 0123456789

E-Mail john.smith@anymail.com

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

Besides the notification to the recipients you can add an additional confidential message to this transfer. The recipients will receive this message as an additional file attached to this transfer.

Press **"Add confidential message"** if you wish this additional message to be attached.

Then press **"Add files"** to upload files.

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English - English Start Imprint Erase data Help

**Add confidential message**  
Besides the notification to the recipients you can add an additional confidential message to this transfer. The recipients will receive this message as an additional file attached to this transfer.

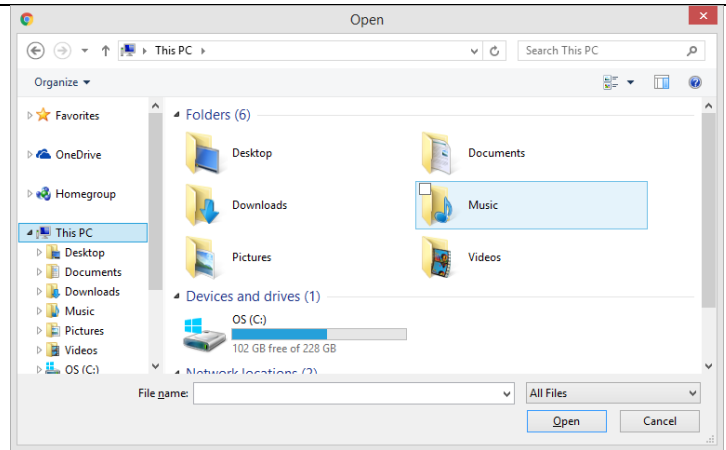
**Add files**  
Select the files you want to provide. Please note that the maximum transfer volume is 15.00 GB.

Back Next

cryptshare  
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5. Choose files you wish to add and press **“Open”**.

Please note, that maximum transfer volume is 15.00 GB.



When all your files are added, press **“Next”**.



## 6. Entering Transfer Options:

The recipient(s) will be notified via e-mail in the language you select. The notification e-mail will contain the download link, your contact details as well as information on the transfer lifetime.

Select how you want to create a password for protection of your transfer. The password strength indicator shows how secure your password is and if you have applied all password quality rules set by the administrator.

If you choose the option to send without a password, the transfer will still be encrypted with an auto-generated password, but security is low as the password is sent in plain text via e-mail to the recipient as part of the download link.

Please note that some of the options described here may have been deactivated by the administrator.

The screenshot shows the 'Transfer Options' dialog box in a web browser. The URL is <https://filetransfer.giz.de/Upload2?7>. The dialog has a 'Help' link in the top right. It contains several sections: 'Expiration Date' set to '14, May 2016'; 'Language for recipients' set to 'English - English'; a list of checkboxes for notifications ('Send me a notification mail about this upload' is checked, 'Inform me as soon as a file has been retrieved' and 'Expose filenames in notification mails' are unchecked); radio buttons for password generation ('Generate password' is unselected, 'Enter password' is selected); a text box for the password with a note: 'Please write down this password or keep it in mind in order to give it to the recipients afterwards.'; input fields for 'Password' and 'Repetition'; and a 'Password strength' indicator showing 'Very Weak'. At the bottom are 'Back' and 'Next' buttons.

## 7. Check the Notification message

This notification will be sent automatically to the recipient(s) in the next step.

The language of this text can be selected in the transfer options dialogue.

You can modify the text to personalize the salutation or add any personalized information. You should not add confidential information though, because the message will be sent as standard e-mail in plain text.

You can use the “Add confidential message” feature to create a confidential message to your recipient(s).

The message contains a download link, transfer lifetime as well as the personal data you have provided in the first step. This information cannot be modified here.

Press “**Start Transfer**”

The screenshot shows the notification message preview in the web browser. The URL is <https://filetransfer.giz.de/Upload2?7#>. The message is from 'giz' and is addressed to 'John Smith' (Sender Name: John Smith, Phone: 0123456789, E-Mail: [redacted]). It includes a 'Download Files' button (Available until 14, May 2016) and a 'Reply with Cryptshare' button. The message body contains: 'Dear Sir or Madam, Confidential data has been sent to you by John Smith. You can download the data until 14, May 2016. After the expiration date has exceeded the data will be deleted automatically from the server. The transfer is secured by encryption.' Below this is a 'Transfer Details' section with 'To: recipient@anymail.com', 'CC: recipient2@anymail.com', and a 'Download Link: -UNDEF-'. At the bottom are 'Back' and 'Start Transfer' buttons.

If everything was uploaded successfully, you will see the confirmation message box.

You can use the symbol in the upper right corner of your screen to expand or collapse any section of this summary. Also you can print the summary as it is displayed on the screen using the Print function of your browser.

You can also **“Begin new Transfer”**

**Please DO NOT FORGET to provide the recipient with the PASSWORD you have created.**

The screenshot shows a web browser window with the address bar displaying <https://filetransfer.giz.de/Upload3?9>. The page features the GIZ logo (Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH) and a navigation bar with links: English - English, Start, Imprint, Erase data, and Help. A confirmation 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." Below this, there are three expandable sections: "FILES" containing "Document\_1.docx" and "Document\_2.docx"; "RECIPIENTS" containing "recipient@anymail.com" and "recipient2@anymail.com"; and "TRANSFER OPTIONS" which includes a list of settings: "You will not be notified when a recipient retrieves the files of this transfer.", "An e-mail notification with the transfer details was sent to recipient@anymail.com", "The file names of the provided files will not be mentioned in e-mail notifications.", and "The languages for the recipients of this transfer is set to English." At the bottom of these sections is a button labeled "Begin New Transfer". The footer indicates the software is "3.10.1.2 licensed for Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH 2016 Befine Solutions AG".

### III. Retrieving Files

#### (1) E-mail notification

As soon as someone provides files via cryptshare an automatically generated e-mail will inform you.

In order to get the password please contact the sender.

Press **“Download Files”**

The screenshot shows an email interface with a message from "filetransfer Files (2) from John Smith". The email body contains the GIZ logo, sender information (John Smith, 0123456789), and a "Download Files" button with the text "Available until 14. May 2016". Below this, it says "Dear Sir or Madam," and "Confidential data has been sent to you by John Smith. You can download the data until 14. May 2016. After the expiration date has exceeded the data will be deleted automatically from the server." It also states "The transfer is secured by encryption." A "Transfer Details" section shows a "To:" field with a redacted email address and a "Download Link: https://filetransfer.giz.de/download?php?n=77762615e7". At the bottom, it says "For further information please follow this link: Cryptshare Documentation" and "This message has been generated automatically."

## (2) Enter password

By clicking on the link in the information message, you will get to the cryptshare server.

There he will be asked for the correct password.

The file ID will automatically be taken over from the information message.



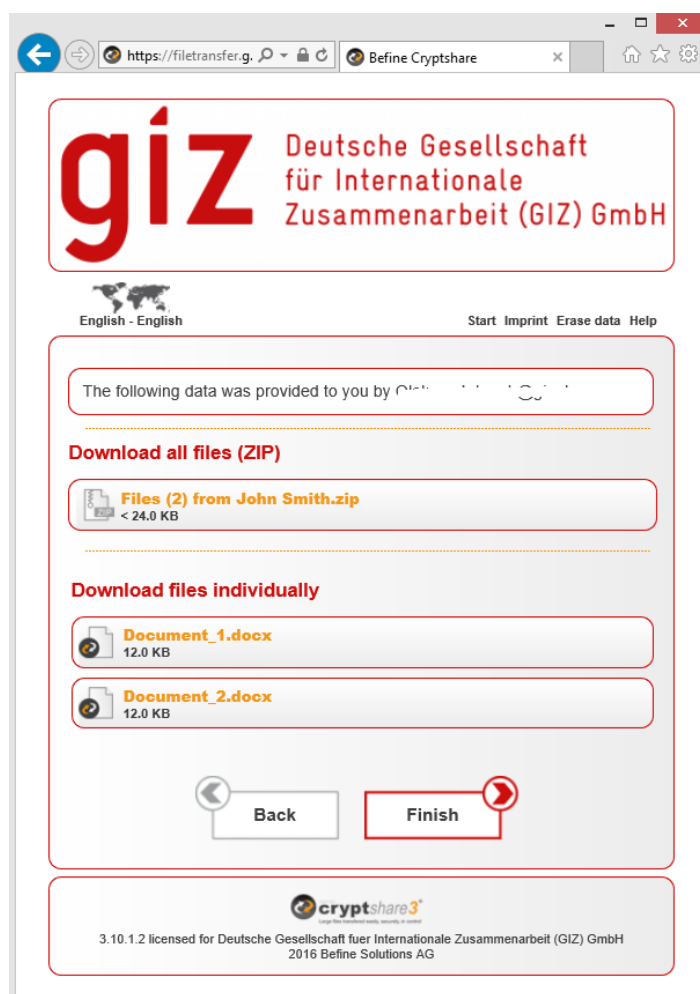
The screenshot shows a web browser window with the URL <https://filetransfer.g.> and a tab titled "Befine Cryptshare". The page features the GIZ logo and the text "Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH". Below the logo, there is a language selector "English - English" and links for "Start", "Imprint", and "Help". The main content area contains a message: "This is the download area. Please enter the Transfer ID and the password for the transfer you want to receive." Below this message are two input fields: "Transfer ID" with the value "77782616e7" and "Password" which is empty. At the bottom of the input fields are two buttons: "Back" and "Next". The footer of the page includes the "cryptshare3" logo and the text "3.10.1.2 licensed for Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH 2016 Befine Solutions AG".

## (3) Download file

After entering the correct password, the provided file(s) is being displayed. The download can be initiated by clicking on the file name.

The file transfer is now complete.

The sender receives an automatically generated notification mail when the recipient has downloaded the provided file.



The screenshot shows the same web browser window as the previous one, but the page content has changed. The GIZ logo and header information remain the same. The main content area now displays a message: "The following data was provided to you by GIZ". Below this message, there are two sections: "Download all files (ZIP)" and "Download files individually". Under "Download all files (ZIP)", there is a button labeled "Files (2) from John Smith.zip" with a size of "< 24.0 KB". Under "Download files individually", there are two buttons labeled "Document\_1.docx" and "Document\_2.docx", both with a size of "12.0 KB". At the bottom of the content area are two buttons: "Back" and "Finish". The footer of the page is identical to the previous one, showing the "cryptshare3" logo and the license information.