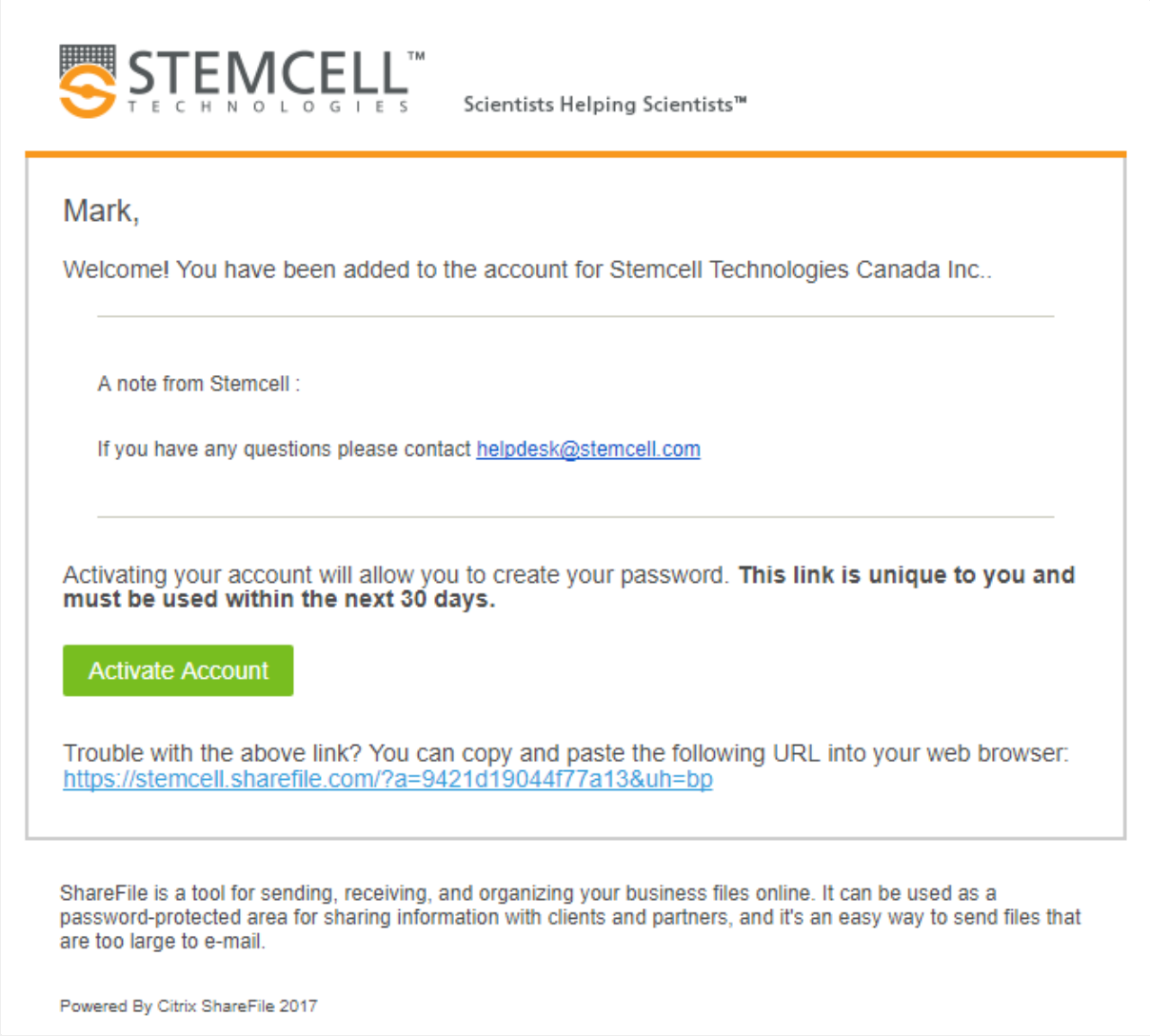
How to Access Your Reports

The results from your project will be provided to you through our secure file-sharing system, ShareFile. Please follow the instructions below for account setup and data access.

Step 1. Accept ShareFile Invitation

You will receive an email inviting you to the ShareFile system. The invitation link expires after 30 days. Click the **Activate Account** button to register.



STEMCELL™ TECHNOLOGIES Scientists Helping Scientists™

Mark,

Welcome! You have been added to the account for Stemcell Technologies Canada Inc..

A note from Stemcell :

If you have any questions please contact helpdesk@stemcell.com

Activating your account will allow you to create your password. **This link is unique to you and must be used within the next 30 days.**

Activate Account

Trouble with the above link? You can copy and paste the following URL into your web browser: https://stemcell.sharefile.com/?a=9421d19044f77a13&uh=bp

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

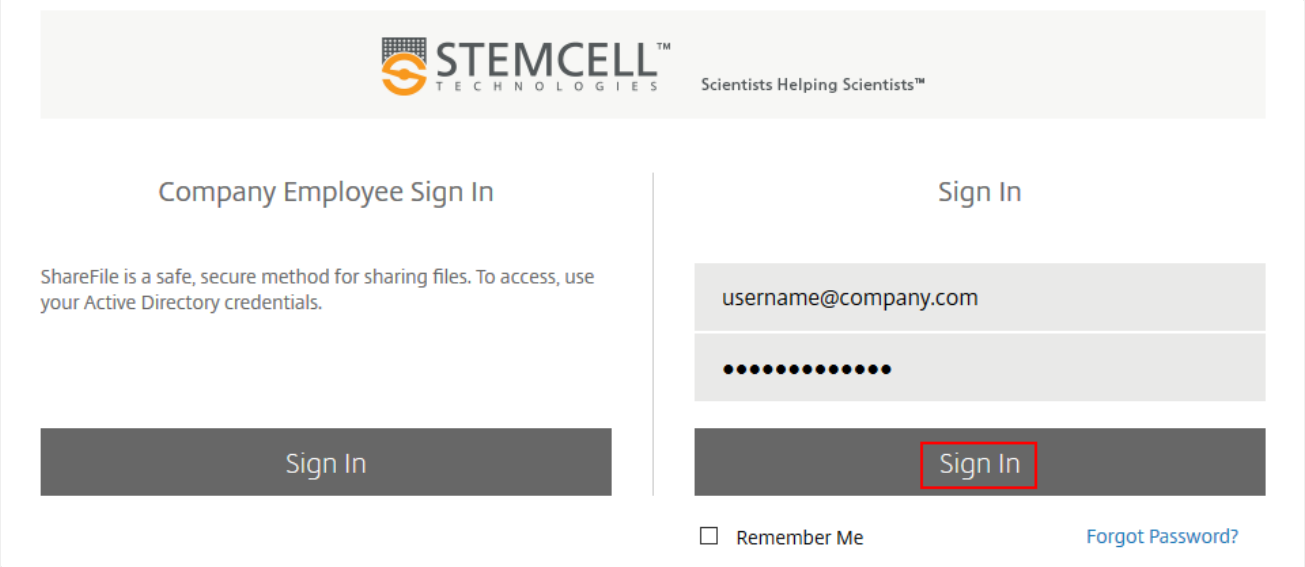
Powered By Citrix ShareFile 2017

Step 2. Connect to ShareFile

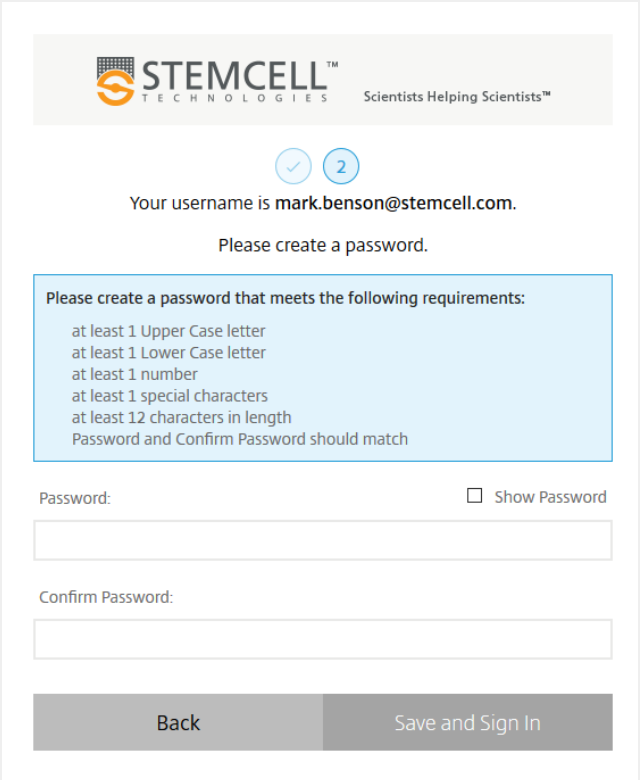
Navigate to https://sharefile.stemcell.com using an Internet browser (Chrome is recommended).

Step 3. Login to ShareFile

Enter your email and password and click the **Sign In** button:



Step 4. At your first login, you will need to confirm your Name and Company details, and create a backup password.



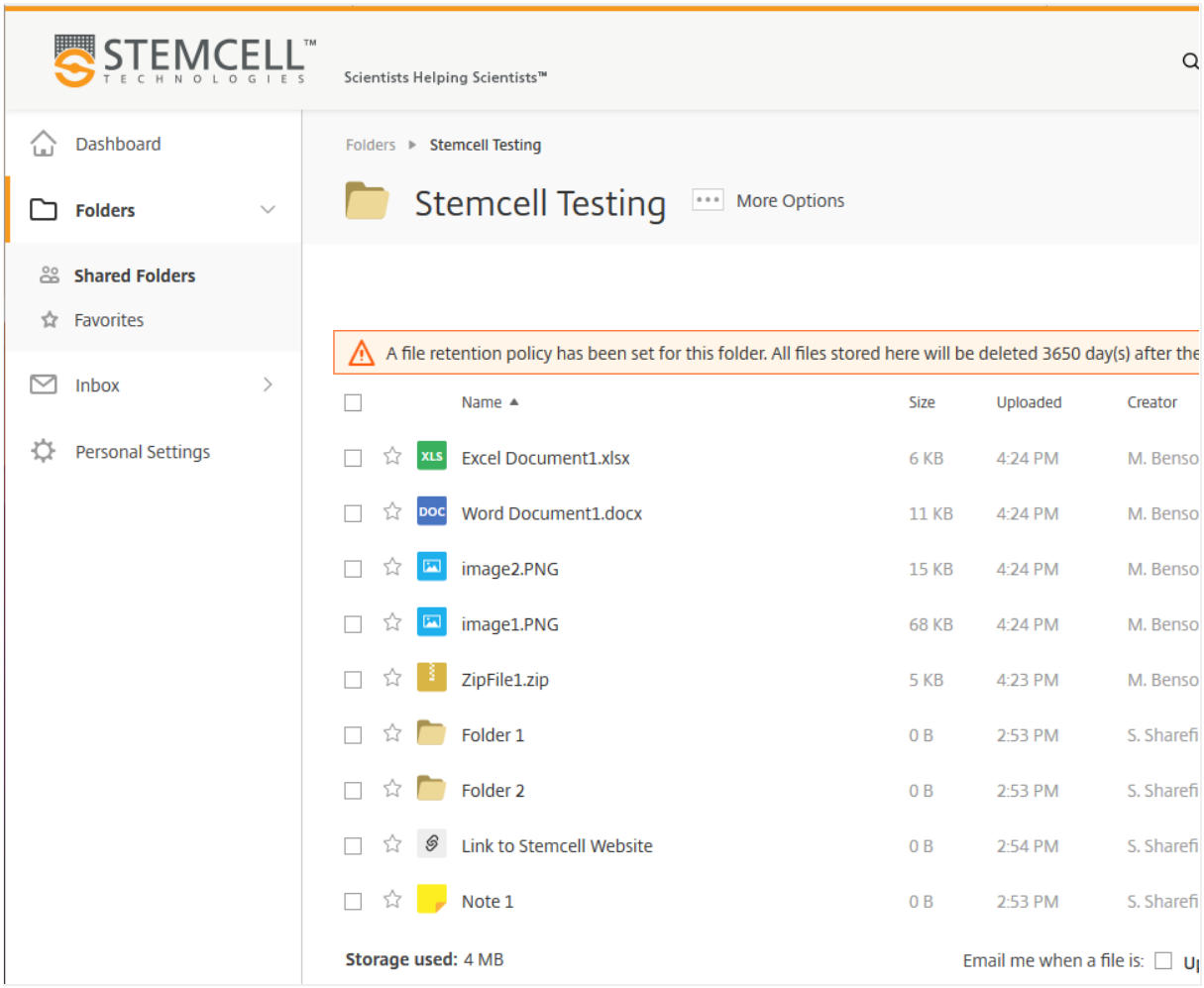
Step 5. View your ShareFile Dashboard

You can access the following through your Dashboard:

- **Folders:** any folders that you have been shared with you
- **Inbox:** any messages from the Sharefile system
- **Personal Settings:** change your name, password, email notifications, timezone, two-factor verification, and trusted devices

Step 6. Navigate to Shared Folders (Left Menu)

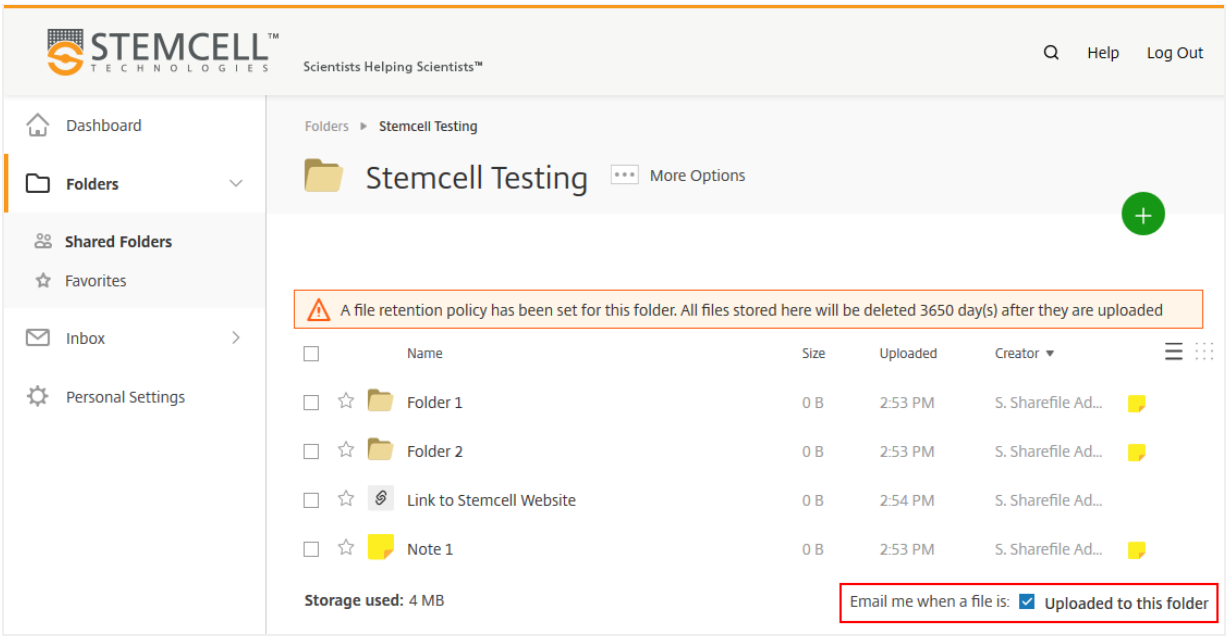
Here you will see any folders that you have access to. Clicking the folder will open it and display the contents.



- Files are retained for 3650 days and are versioned instead of being overwritten.
- You can upload, download, and delete files that are uploaded and owned by your user account. You cannot delete files owned by another user from a folder.
- Only STEMCELL employees can recover a deleted file. If you require assistance with this, please contact us.

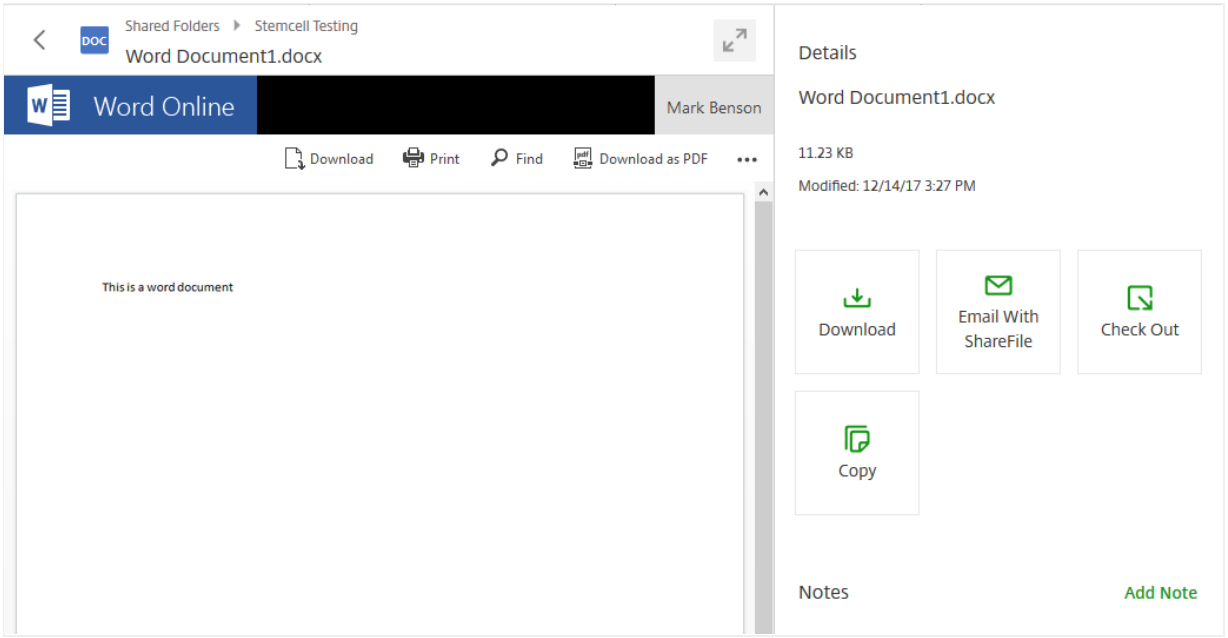
Step 7. Set Upload Notifications

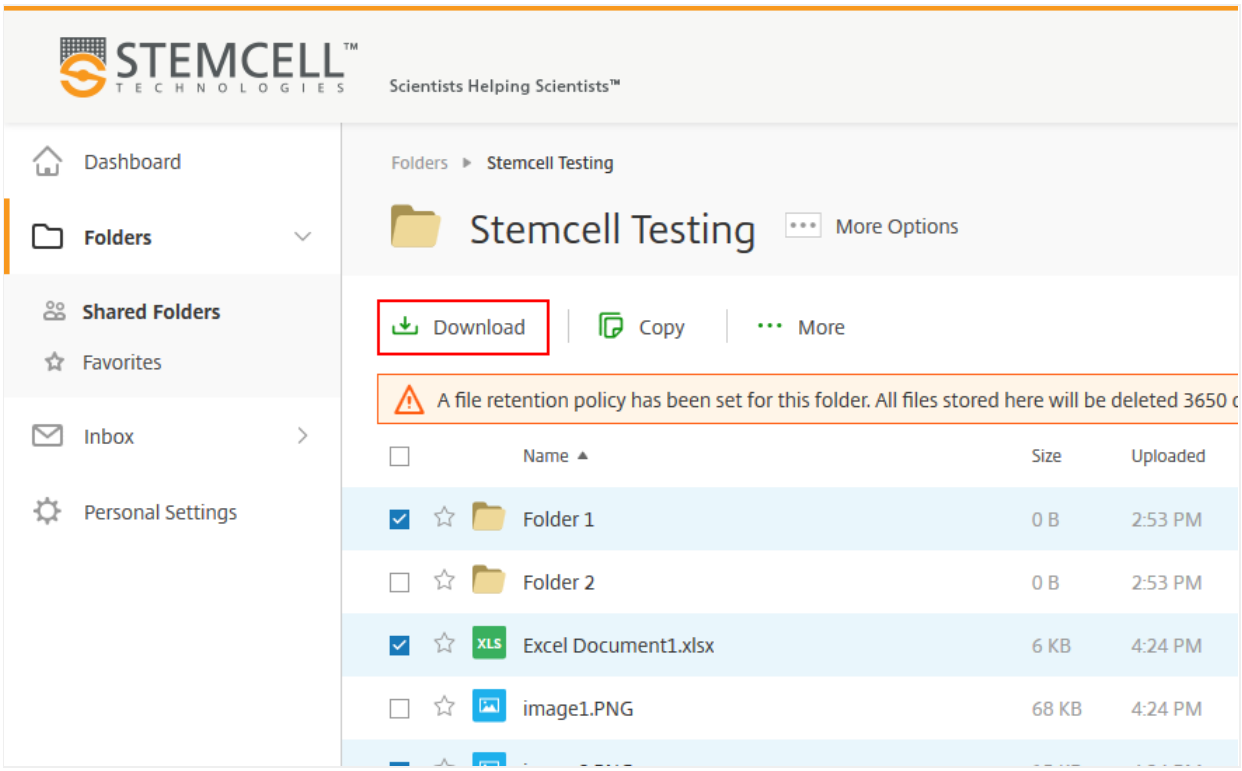
You can subscribe to a folder so that ShareFile will email you when a new file is added to it. Check the box at the bottom of a folder - **Email me when a file is: Uploaded to this folder**.



Step 8. Opening Files

Some file types can be opened directly in Sharefile - simply click the filename to do so.



Step 9. Downloading Files

To download files, check the box next to the names of the files and click the **Download** button.