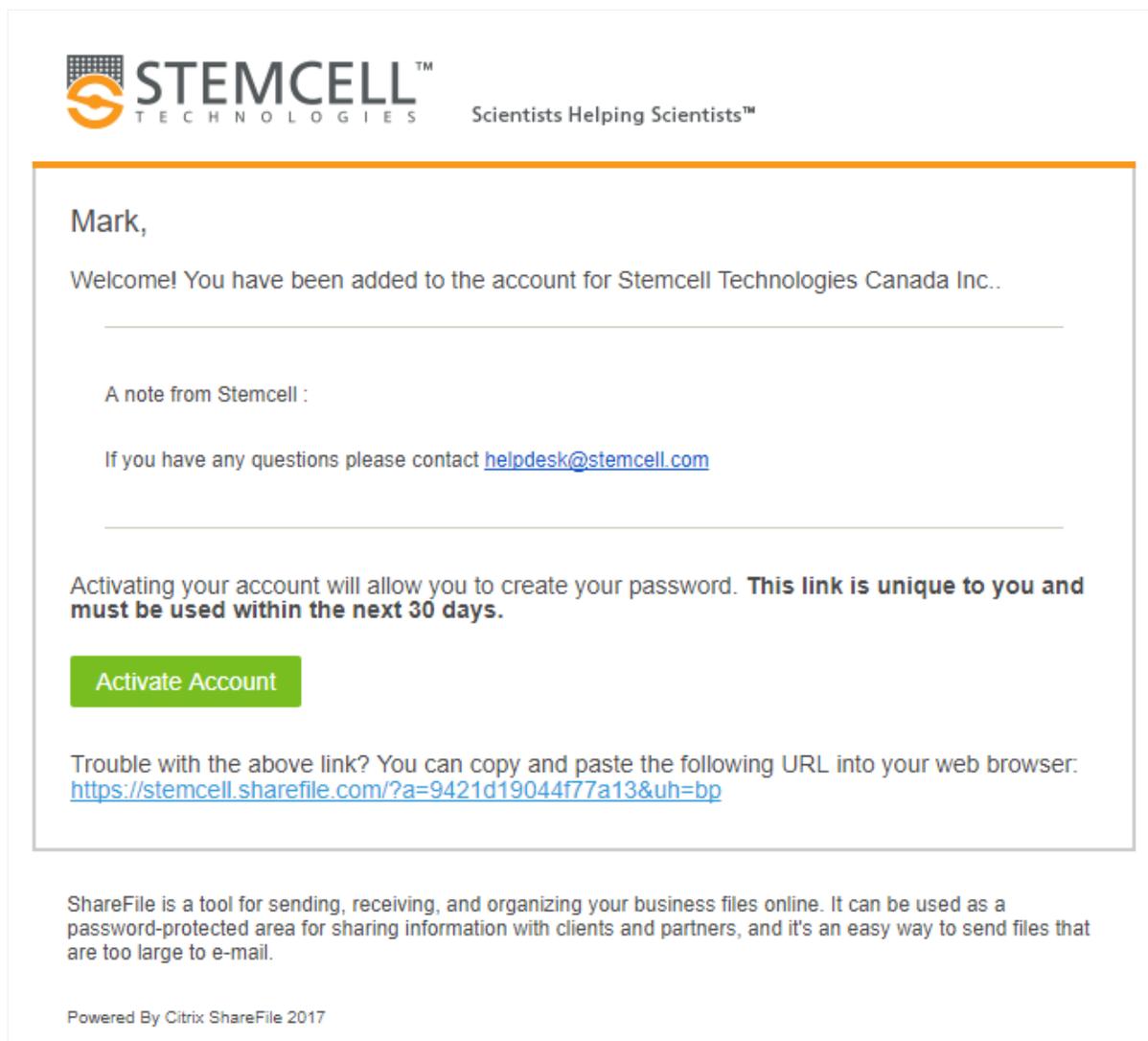


How to Access Your Reports

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.



The screenshot shows an email invitation from Stemcell Technologies. At the top left is the Stemcell Technologies logo, which consists of a stylized 'S' inside a square grid, followed by the text 'STEMCELL™ TECHNOLOGIES' and the tagline 'Scientists Helping Scientists™'. The email content is enclosed in a white box with a thin orange border. It starts with a salutation 'Mark,' followed by a welcome message: 'Welcome! You have been added to the account for Stemcell Technologies Canada Inc..'. Below this is a horizontal line. Then, it says 'A note from Stemcell :'. Another horizontal line follows. The text continues: 'If you have any questions please contact helpdesk@stemcell.com'. Another horizontal line is present. The main instruction reads: '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.**'. Below this is a green button with the text 'Activate Account'. At the bottom of the box, it says: '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>'. Below the box, there is a paragraph explaining ShareFile: '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.' At the very bottom, it says '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:

The screenshot shows the login interface for ShareFile. At the top, the STEMCELL TECHNOLOGIES logo and tagline "Scientists Helping Scientists™" are displayed. The page is split into two columns. The left column is titled "Company Employee Sign In" and contains the text: "ShareFile is a safe, secure method for sharing files. To access, use your Active Directory credentials." Below this is a large grey "Sign In" button. The right column is titled "Sign In" and contains a form with two input fields: the first for the username (containing "username@company.com") and the second for the password (represented by dots). Below the password field is a "Sign In" button, which is highlighted with a red box. At the bottom of the right column, there is a "Remember Me" checkbox and a "Forgot Password?" link.

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

The screenshot shows the first step of the registration process. It features the STEMCELL TECHNOLOGIES logo and tagline. Below the logo are two numbered steps in circles, with the first step (1) highlighted. The text reads: "Welcome! Please confirm your personal information." There are three input fields: "First Name :*" with the value "Mark", "Last Name :*" with the value "Benson", and "Company :" with the value "Test Company". A red asterisk and the text "* Required" are next to the first name field. A large grey "Continue" button is at the bottom.

The screenshot shows the second step of the registration process. It features the STEMCELL TECHNOLOGIES logo and tagline. Below the logo are two numbered steps in circles, with the second step (2) highlighted. The text reads: "Your username is mark.benson@stemcell.com. Please create a password." A blue box contains the password requirements: "Please create a password that meets the following requirements: at least 1 Upper Case letter, at least 1 Lower Case letter, at least 1 number, at least 1 special characters, at least 12 characters in length, Password and Confirm Password should match". Below this are two input fields: "Password:" and "Confirm Password:". A "Show Password" checkbox is next to the password field. At the bottom, there are two buttons: "Back" and "Save and Sign In".

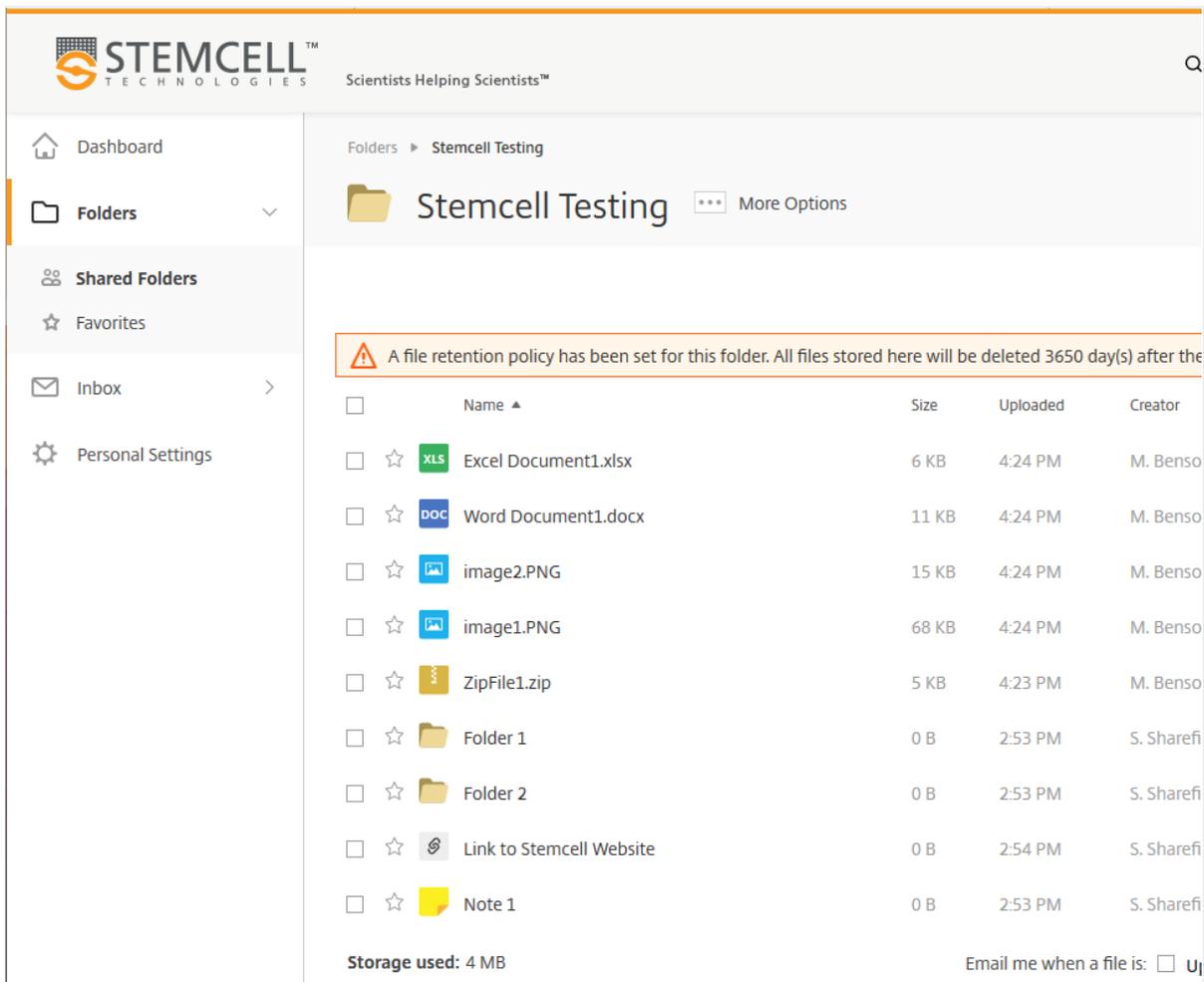
Step 5. View your ShareFile Dashboard

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.



The screenshot shows the ShareFile interface for a user. The top left features the STEMCELL TECHNOLOGIES logo and the tagline "Scientists Helping Scientists™". A search bar is located in the top right. The left sidebar contains navigation options: Dashboard, Folders (selected), Shared Folders, Favorites, Inbox, and Personal Settings. The main content area displays the "Stemcell Testing" folder. A warning banner at the top of the folder content states: "A file retention policy has been set for this folder. All files stored here will be deleted 3650 day(s) after the". Below this is a table of files and folders:

<input type="checkbox"/>	Name ▲	Size	Uploaded	Creator
<input type="checkbox"/>	☆  Excel Document1.xlsx	6 KB	4:24 PM	M. Benso
<input type="checkbox"/>	☆  Word Document1.docx	11 KB	4:24 PM	M. Benso
<input type="checkbox"/>	☆  image2.PNG	15 KB	4:24 PM	M. Benso
<input type="checkbox"/>	☆  image1.PNG	68 KB	4:24 PM	M. Benso
<input type="checkbox"/>	☆  ZipFile1.zip	5 KB	4:23 PM	M. Benso
<input type="checkbox"/>	☆  Folder 1	0 B	2:53 PM	S. Sharefi
<input type="checkbox"/>	☆  Folder 2	0 B	2:53 PM	S. Sharefi
<input type="checkbox"/>	☆  Link to Stemcell Website	0 B	2:54 PM	S. Sharefi
<input type="checkbox"/>	☆  Note 1	0 B	2:53 PM	S. Sharefi

At the bottom of the folder view, it shows "Storage used: 4 MB" and a checkbox for "Email me when a file is: U".

- 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**.

STEMCELL™ TECHNOLOGIES Scientists Helping Scientists™

Dashboard Folders Shared Folders Favorites Inbox Personal Settings

Folders ▶ Stemcell Testing

Stemcell Testing More Options

A file retention policy has been set for this folder. All files stored here will be deleted 3650 day(s) after they are uploaded

<input type="checkbox"/>	Name	Size	Uploaded	Creator	
<input type="checkbox"/>	Folder 1	0 B	2:53 PM	S. Sharefile Ad...	
<input type="checkbox"/>	Folder 2	0 B	2:53 PM	S. Sharefile Ad...	
<input type="checkbox"/>	Link to Stemcell Website	0 B	2:54 PM	S. Sharefile Ad...	
<input type="checkbox"/>	Note 1	0 B	2:53 PM	S. Sharefile Ad...	

Storage used: 4 MB

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.

Shared Folders ▶ Stemcell Testing

Word Document1.docx

Word Online Mark Benson

Download Print Find Download as PDF

This is a word document

Details

Word Document1.docx

11.23 KB

Modified: 12/14/17 3:27 PM

Download Email With ShareFile Check Out

Copy

Notes Add Note

Step 9. Downloading Files

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

The screenshot shows the STEMCELL TECHNOLOGIES interface. The top header includes the logo and the tagline "Scientists Helping Scientists™". A left sidebar contains navigation options: Dashboard, Folders (selected), Shared Folders, Favorites, Inbox, and Personal Settings. The main content area displays the "Stemcell Testing" folder. Below the folder name, there are action buttons: "Download" (highlighted with a red box), "Copy", and "More". A warning message states: "A file retention policy has been set for this folder. All files stored here will be deleted 3650 c". Below this is a table of files:

<input type="checkbox"/>	Name ▲	Size	Uploaded
<input checked="" type="checkbox"/>	☆ Folder 1	0 B	2:53 PM
<input type="checkbox"/>	☆ Folder 2	0 B	2:53 PM
<input checked="" type="checkbox"/>	☆ XLS Excel Document1.xlsx	6 KB	4:24 PM
<input type="checkbox"/>	☆ image1.PNG	68 KB	4:24 PM