

TitanFile | Using TitanFile Secure FTP for Foley Clients and External Contacts

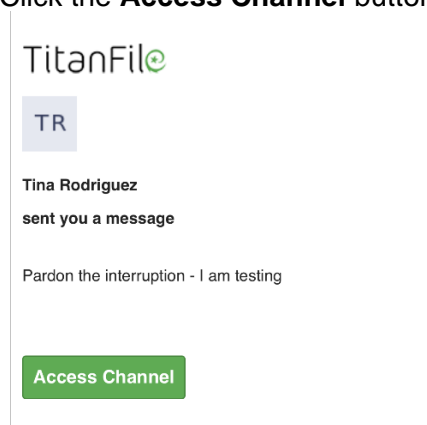
TitanFile is a file transfer protocol (FTP) platform that uses “channels” to share files and messages securely between Foley personnel and clients and other external contacts.

ACCESSING TITANFILE

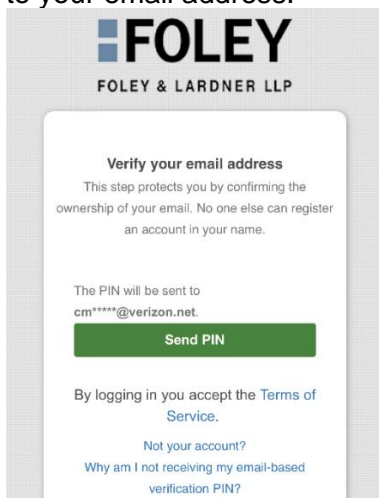
First-Time Users

Upon being added to a TitanFile channel, you will receive an email notification with a link to the channel. **For first-time access, you will need to create a password.**

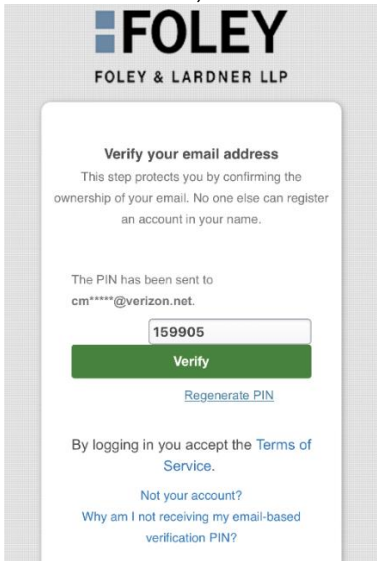
1. Open the email you received from the Foley sender via TitanFile.
2. Click the **Access Channel** button.



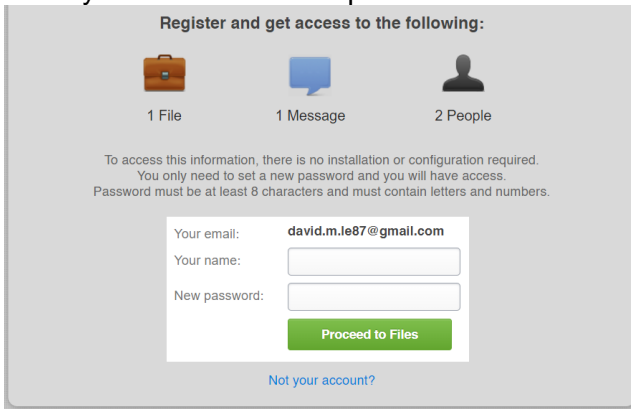
3. Click the **Send PIN** button. A PIN Code field will appear and a new email with the code is sent to your email address.



4. Enter the code, then click **Verify**. You will be redirected to the channel.

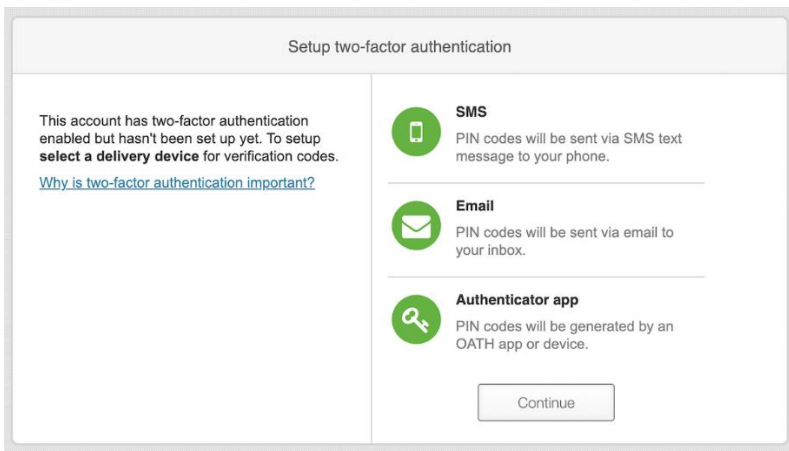


5. Enter your name and new password.



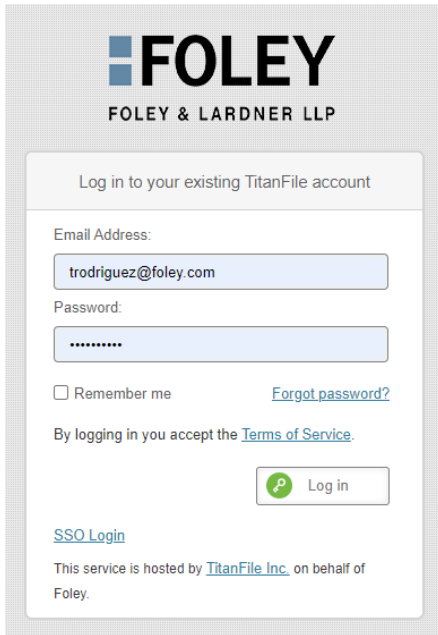
Passwords must be at least 14 characters, and contain numbers and both upper and lower case letters.

6. For enhanced security, Foley requires 2-factor authentication during initial registration and for all subsequent logins. Select the desired authentication method and follow the on-screen instructions.



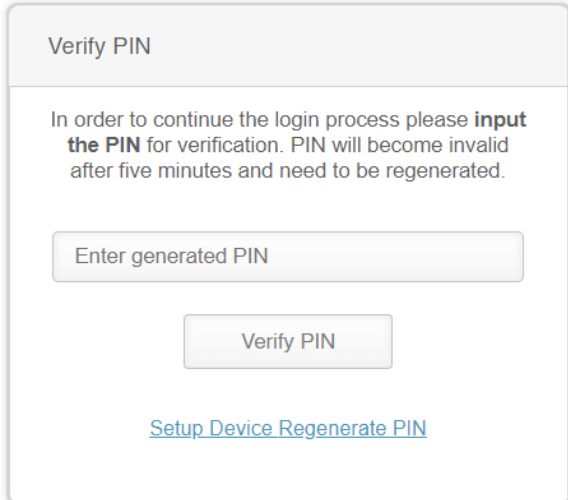
Existing Users

To access a channel without the initial email invitation, enter <https://foley.titanfile.com> in your internet browser, then log in to view available channels.



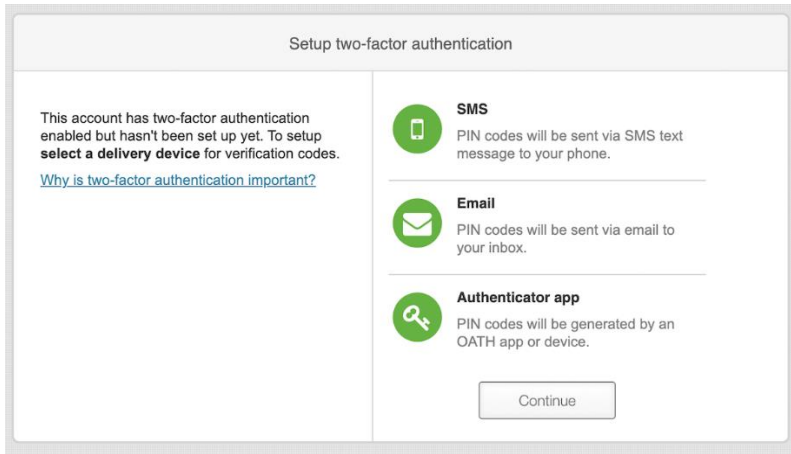
The screenshot shows the login interface for Foley & Lardner LLP. At the top is the company logo and name. Below it is a heading "Log in to your existing TitanFile account". There are two input fields: "Email Address" with the value "trodriguez@foley.com" and "Password" with masked characters. Below the password field is a "Remember me" checkbox and a "Forgot password?" link. A line of text states "By logging in you accept the Terms of Service." followed by a "Log in" button with a green circular icon containing a white 'P'. At the bottom left is a link for "SSO Login" and a footer note: "This service is hosted by TitanFile Inc. on behalf of Foley."

Note: Two-factor authentication is required following all successful logins.



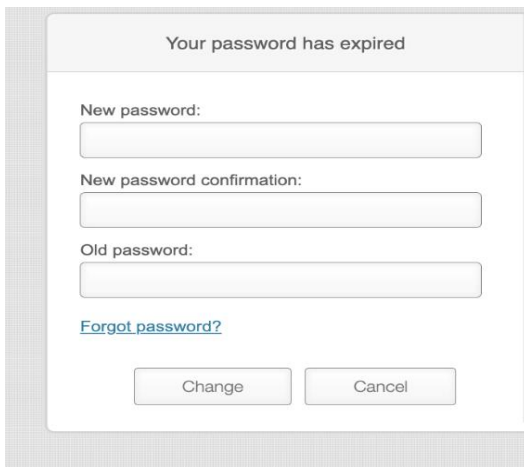
The screenshot shows the "Verify PIN" screen. It has a title "Verify PIN" and a message: "In order to continue the login process please **input the PIN** for verification. PIN will become invalid after five minutes and need to be regenerated." Below the message is an input field labeled "Enter generated PIN". Underneath the input field is a "Verify PIN" button. At the bottom of the screen is a link: "Setup Device Regenerate PIN".

Note: If you have not previously enrolled in two-factor authentication as a new user, you will now be prompted to do so and will see the two-factor setup screen below.



Password Expiration

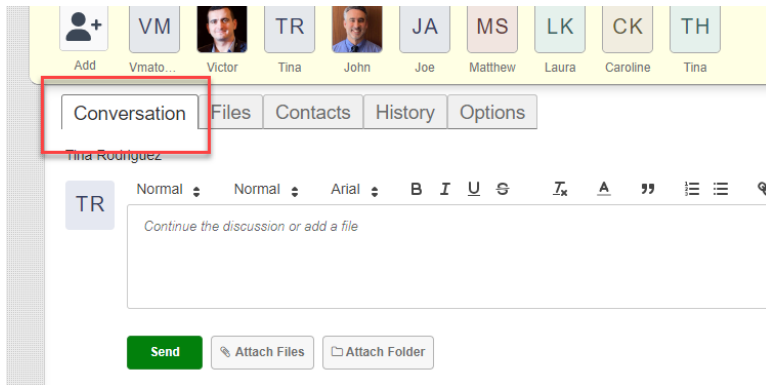
Passwords expire after six months. Upon logging in, you may see the message below. Set a new password in accordance with the rules on the right, then click **Change** to access the TitanFile channel.



RESPOND TO A MESSAGE

Messages are displayed in the Conversation tab. Previous messages appear below the open text field. To add a new message, do the following:

1. Type your message in the open text field.
2. If attaching a file, click the **Attach Files** button to add the file.
3. When finished, click **Send**. All channel members will receive a notification of the new message.



UPLOAD OR DOWNLOAD FILES

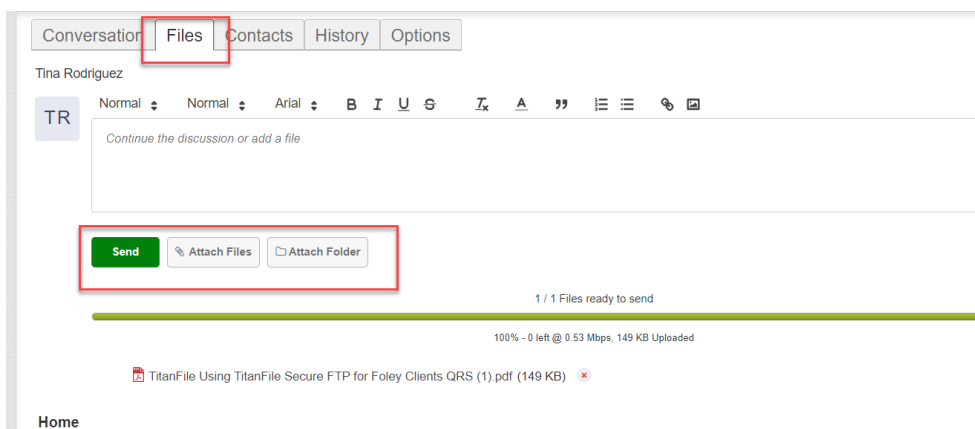
All channel members can upload and download files via the Files or Conversation tab.



In accordance with security protocols, all files in a channel expire after 7 days. If a file has not been accessed within 7 days of being added, it will need to be added again.

Upload Files

1. Click the **Files** tab, then **Attach Files** button. Alternatively, you may drag and drop files and folder structures from File Explorer under the Files tab.
2. Locate desired files and click **Open**. A message displays showing the files are ready to send along with the file names listed below.
3. Add a message (optional) then click **Send**. All channel members will receive notification of the addition of the new files.



Download Files

1. Click on the file name or checkbox next to the file name to select a file to download. To select all files, click the checkbox at the top of the list.

2. Click the **Download** button. All files are downloaded to the Downloads folder in Windows Explorer.

