# 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.

TitanF	ile
TR	
Tina Rodrigue	z
sent you a me	ssage
Pardon the inte	rruption - I am testing
Access Cha	annel

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.



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



5. Enter your name and new password.

Register and get access to the following:					
5		Ļ	1		
1 F	ile	1 Message	2 People		
To access this information, there is no installation or configuration required. You only need to set a new password and you will have access. Password must be at least 8 characters and must contain letters and numbers.					
	Your email:	david.m.le87@gmail.co	om		
	Your name:				
	New password:				
		Proceed to Files			
Not your account?					

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.

This account has two-factor authentication enabled but hasn't been set up yet. To setup select a delivery device for verification codes.	PIN codes will be sent via SMS text message to your phone.
<u>Why is two-factor authentication important?</u>	PIN codes will be sent via email to your inbox.
	Authenticator app PIN codes will be generated by an OATH app or device.
	Continue

## Existing Users

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

FOLEY & L	ARDNER LLP
Log in to your exi	sting TitanFile account
Email Address:	
trodriguez@foley.cor	n
Password:	
Remember me	Forgot password?
By logging in you accep	t the <u>Terms of Service</u> .
	🕗 Log in
SSO Login	
This service is hosted by	TitanFile Inc. on behalf of

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

Verify PIN				
In order to continue the login process please <b>input</b> <b>the PIN</b> for verification. PIN will become invalid after five minutes and need to be regenerated.				
Enter generated PIN				
Verify PIN				
Setup Device Regenerate PIN				

<u>Note</u>: 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.

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#### 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.

New pa	assword:	
New pa	assword confirmation	:
Old pa	ssword:	
Forgot	password?	
	Change	Cancel

#### **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.

TitanFil	e   Using TitanFile Secure FTP for Foley Clients
Add	VM     Image: Constraint of the state of the
Conv.	rersation Files Contacts History Options
TR	Normal $\Rightarrow$ Normal $\Rightarrow$ Arial $\Rightarrow$ B I U $\Rightarrow$ I <sub>x</sub> A $33$ $\models$ $\models$ $\Rightarrow$ Continue the discussion or add a file

#### 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.

Conve Tina Rod	riguez			
TR	Normal       Normal			
[	Send N Attach Files			
100% - 0 left @ 0 53 Mbps, 149 KB Uploaded				

#### **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.

Home				
Search files 🗷	Download New Folder Delete			
• 🖿 Home	Filename 🛦	Size	Owner	Last modified
<ul> <li>▶ 199998.010 - ABC N</li> <li>▶ 199999.001 - XYZ M</li> </ul>	🕑 🛅 1. Membership Interest Purchase Agreement.docx	✓ 18 KB	John Wilets	2022-10-08
	I.1. Exhibit A - Project Companies and Projects - Copy.docx	✓ 18 KB	John Wilets	2022-10-08
	I.1. Exhibit A - Project Companies and Projects.docx	✓ 18 KB	John Wilets	2022-10-08
	I.2. Exhibit B - Purchase Price and Reimbursable DevEx.docx	✓ 18 KB	John Wilets	2022-10-08
	I.3. Exhibit C - Pricing Adjustments.docx	✓ 18 KB	John Wilets	2022-10-08
	🕑 🛅 1.4. Exhibit D - Material Equipment.docx	✓ 18 KB	John Wilets	2022-10-08