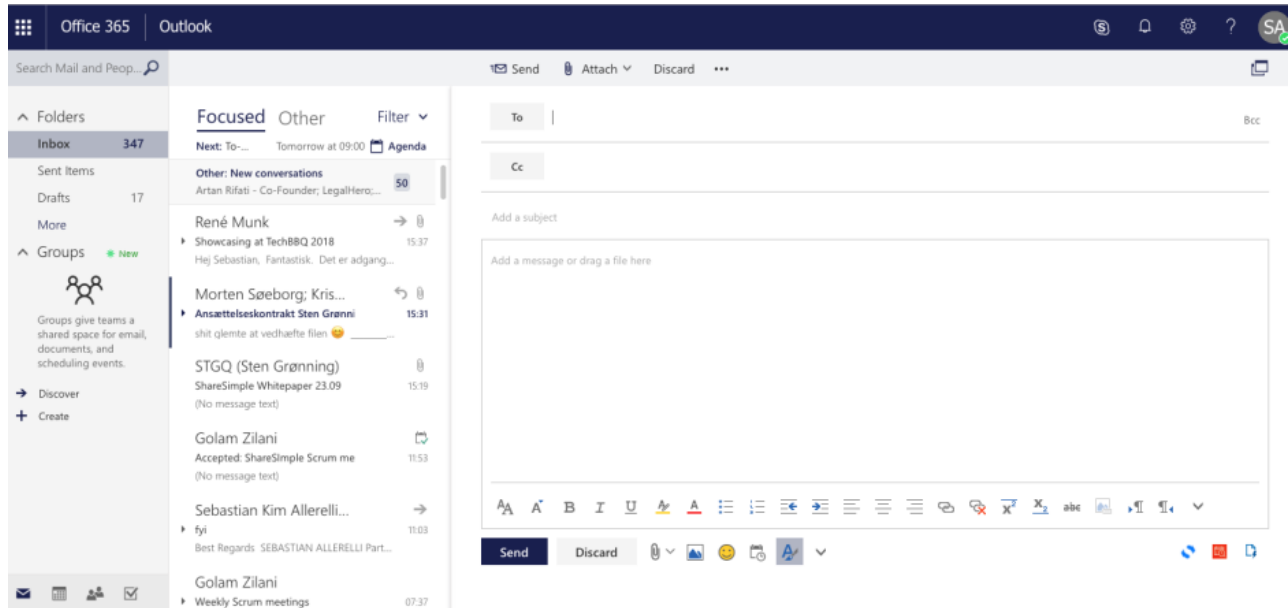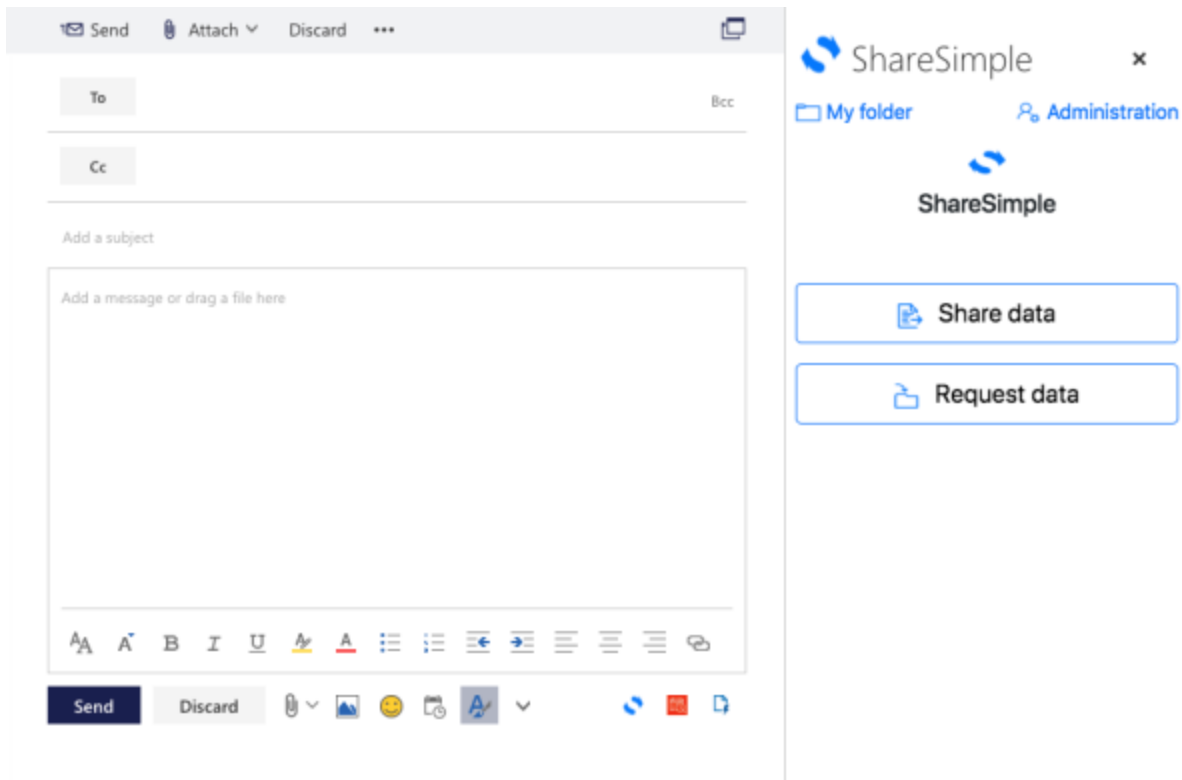# ShareSimple User Guide

Start ShareSimple

- ShareSimple is activated when starting a new mail and pressing the ShareSimple icon
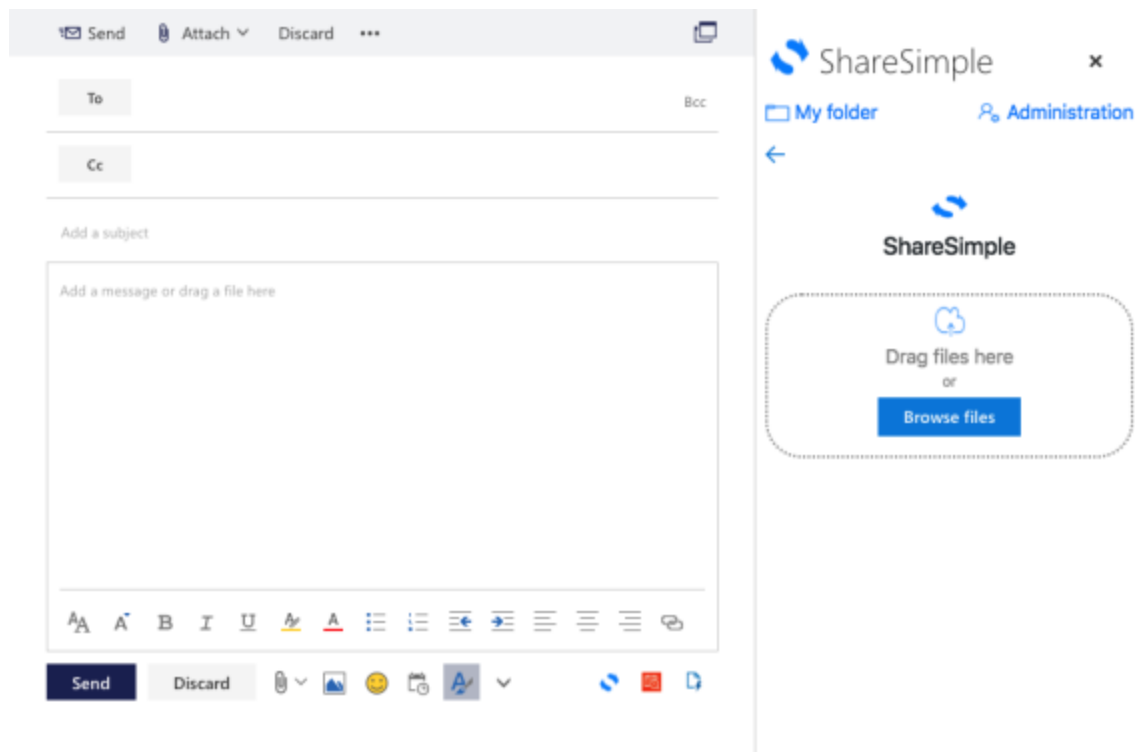
Share Data through ShareSimple

- When the ShareSimple user wants to **share** data, press the "Share Data" button. The user may:
    - Drag and drop
    - Browse and open files

This choice is followed by two options:

- Allow the receiver to **view data** only
- Allow the receiver to **download** data (this choice will trigger a consent from the receiver, that they acknowledge they become data owner and understand the responsibility.

Notes:

- The receiver will be prompted for a One Time Password before opening link, to ensure it is ONLY the intended receiver opening the data.
- The receiver can ask permission to download the shared data in View-Only mode. This will trigger a request flow where the sender will be informed that the receiver wants to download a file. The sender will then have to approve or reject. There is a build in time limit where the data is only available for 32 days or less.
- All actions will be logged.
- Data shared to a receiver will maximum be stored for 32 days or less.

Request Data through ShareSimple

- When the ShareSimple user wants to **Request** data press the "Request Data" button. This choice is followed by one option (all data requests will prompt a consent form with the receiver, when providing data stating that data is given freely and can be used according the companies policies) :
    - Name the data that needs to be requested
    - Chose the format of data to be requested. Options are:
        - Short txt format (e.g.. social security number, account number, passport number)
        - Long txt format (e.g.. Sensitive information about health or other)
        - File format request (e.g. Passport image, board member info, other)

Notes:
- The receiver will be prompted for a One Time Password before opening link, to ensure it is ONLY the intended receiver entering the data.
- All actions will be logged.
- Data shared by the receiver will only be stored for max 32 days (or less, depending on the company ShareSimple admin)
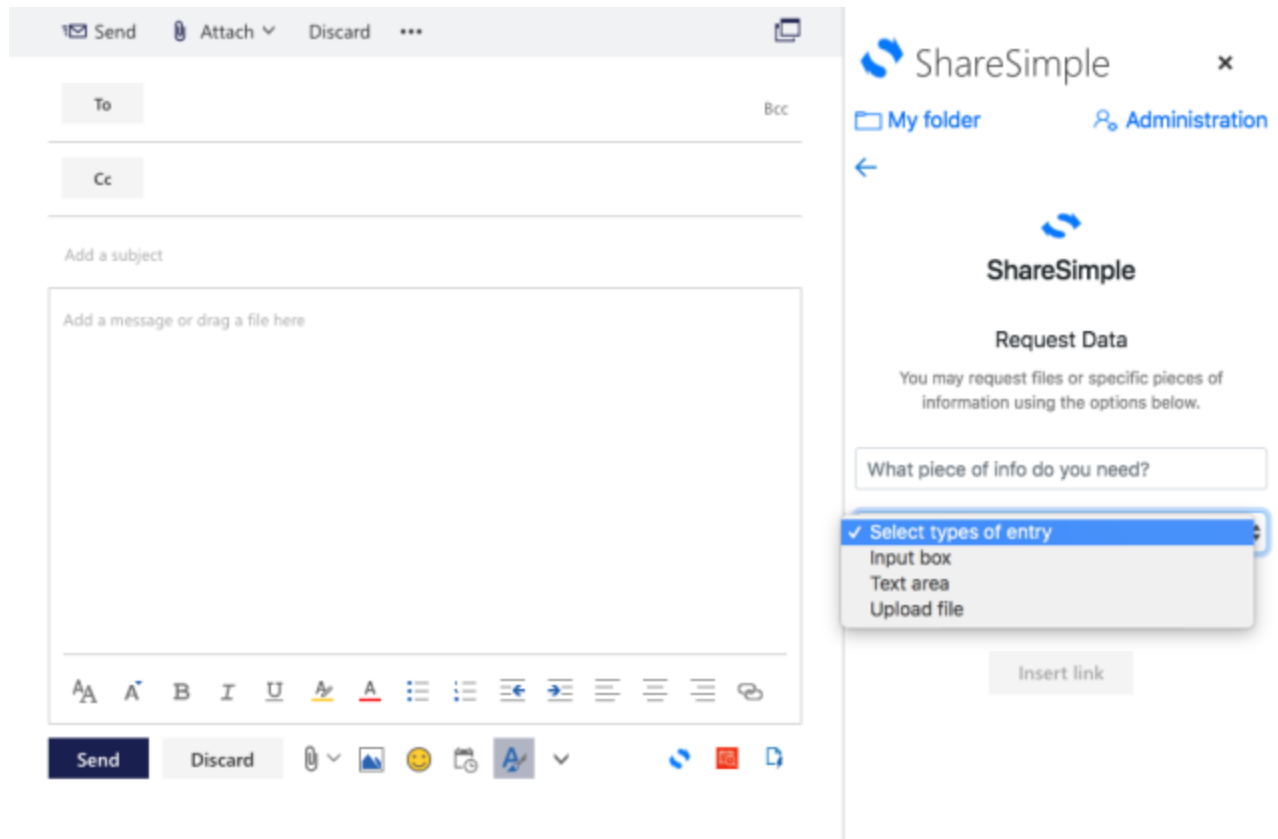
Receiver:

The receiver of the sharing request will receive a link to a portal, encrypted with TLS 1,2 (Transport Layer Security) where the requestor can upload or receive data in secure manner.