## How to use the Power Engineers, Inc. Secure File Transfer Website Retrieve a File

POWER Engineers, Inc. uses the Biscom "Express Delivery" service to send large files to clients. Follow these instructions to retrieve a file sent to you by a POWER employee. You must register on the fileshare.powereng.com site before you can retrieve files (see step 4).

- All Unread 1. You will receive an email from the POWER Engineers, Inc. ! ☆ 🗅 🖉 | FROM SUBJECT sender when an "Express Delivery" Troy Kreuziger 7907 Test Message from Biscom Server file has been sent. Fri 12/7/2012 11:28 AM 2. Open the message to view Troy Kreuziger 7907 <troy.kreuziger@powereng.com> your Biscom secure link. Test Message from Biscom Server Troy Kreuziger 7907 То 3. Click the link to open the fileshare.powereng.com site Sender : Troy Kreuziger 7907 and retrieve the file(s) sent to Link : https://fileshare.powereng.com/bds/Login.do?id=A018762&p1=afj24wisbcjihdlgbchg20 you. Sent To: Troy Kreuziger 7907 Expires : 12/14/12 10:27:00 AM MST 4. Sign in with your username Register and password. or Sign in if already To register, click on word "here" under Register on the lease enter your username and password to sign in registered right hand side of the screen. User sign in Enter a username and password. The password must Register Username If you don't have a username, be at least 6 characters and register here. Password contain uppercase, lowercase, Remember my username and numbers. You will receive Learn More Sign in a confirmation email. Tell me more about Biscom Delivery Server. Forgot your password? Powered by BISCOM 5. Place a checkbox next Your Delivery to delivery item(s) and Delete this delivery click the "Download" **button.** Select the file save destination (e.g. Package name Test Message from Biscom Server Troy Kreuziger 7907 То desktop, fileserver). Subject Test Message from Biscom Server OR...click the file Anne Gifford From name to begin your download. Select and click the
- Optional: Use the "Reply securely" button to send a secure message to the sender.

You can also **add files** to the reply. The files are delivered to the sender's account.

