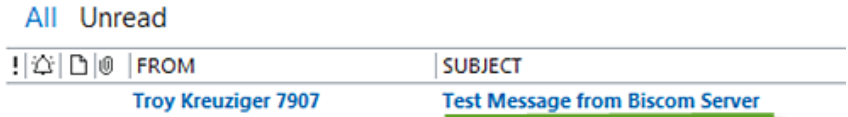# How to use the Power Engineers, Inc. Secure File Transfer Website
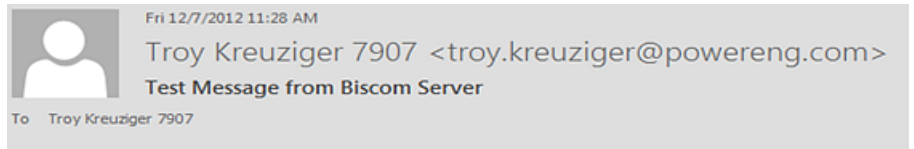# Retrieve a File

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).

1. **You will receive an email** from the POWER Engineers, Inc. sender when an "Express Delivery" file has been sent.

2. **Open the message to view your Biscom secure link**.

3. **Click the link** to open the fileshare.powereng.com site and retrieve the file(s) sent to you.

4. **Sign in** with your username and password.

   To register, click on word "here" under Register on the right hand side of the screen. Enter a username and password. The password must be at least 6 characters and contain uppercase, lowercase, and numbers. You will receive a confirmation email.
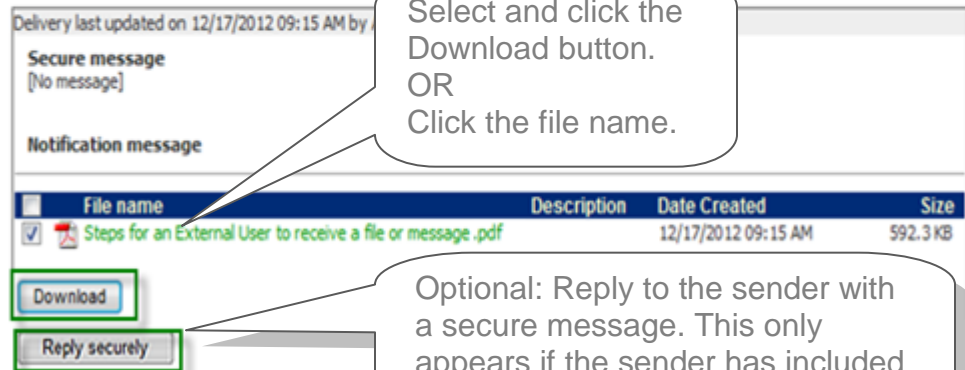

5. **Place a checkbox next to delivery item(s) and click the "Download" button.** Select the file save destination (e.g. desktop, fileserver).

   OR…**click the file name** to begin your download.

6. 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.