Biscom Secure File Transfer Getting Started

Overview

BISCOM SECURE FILE TRANSFER is used to exchange large files (greater than 30MB) between Duane Morris and our clients and outside parties in a secure and encrypted manner. Similar to an FTP site, clients and attorneys can upload and download documents that are too large or impractical for email distribution.

A **PACKAGE** is a collection of files. After ten (10) days, packages expire, are no longer accessible and all of the contents will be removed from the server.

Opening a Delivery

A **PACKAGE** of files is made available through **DELIVERIES**. An email notification is sent with an embedded link to access your package.



The Biscom login window displays.





2. As a first time user, click the **HERE** link to register.



The User Registration page displays.

3. Complete all required fields, including the fields to enter a security question and answer to enable the ability to reset your password should it be forgotten.

se enter your informa ady registered? Visit	ation for registration the Account activation	n, your email address will be ion page or click <mark>here</mark> to hav	your sign in username e the activation email rese	nt to you.
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IT LOAP OF ALLIVE DIT	ctory users, olck in	ere to sign in using your net	work username and passw	oru.
Email address*	1)	
nfirm email address*				
Name	First name	Hiddle name	Last name	
Display as*				
Password* (Requirements)				
Confirm password*				

4. Click **REGISTER**.

A confirmation email is sent to the email address provided in the User Registration form with an activation code link to click.

5. From the confirmation email, click the **ACTIVATION LINK** in the confirmation email.



Your account is activated and an email confirmation is sent confirming activation.

 From the activation confirmation email, click the EMBEDDED LINK to access the login page.

Welcom	e to Duane Morris LLP File Delivery Server
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Dear Jessie Your accour Your userna	: Johnson, nt has been activated. ame is: j <u>essicajohnson2833@comcast net</u>
To sign in, o https://down Please note message.	Jick on the link below: <u>iload duanemorris com/bds/Login do</u> .: This email was sent from an address that cannot accept incoming emails. Please do not reply to this

 Login in using the newly created account information – the email address and password.

The Biscom home page displays with details about your deliveries.

Downloading Packages

1. Click the **SUBJECT** of a delivery to open the package.

<u>DuaneMorris</u>								
🧭 Compose Delivery	Int	oox						
Inbox								K Search
🔊 Sent Items	12	۵	From	Subject		Received If	Last activity	Expires
Packages.	0		Budak, Emmerich T.	Bocom Test	0	11/09/2016 11:29 AM	11/09/2016 11:29 AP	
Contacts	-							
Reports	a de la composición d						Items 1 to 1 of	1 101 4 1-
Help								

 Either select all attachments in the package and click the DOWNLOAD As ZIP button or download each file individually by clicking a filename link.

	File name	Date created	Size
	Citibank Signatory Letter.pdf	11/18/2015 12:41 AM	23.2 KB
Downl	load As Zip		

Replying to a Delivery

 Reply to a secure delivery by clicking the **REPLY** or **REPLY** TO ALL button at the bottom of the delivery.



The Reply dialog box displays with the ability to attach files.

Attach files	Sec. 19
Reply to	everyone
Subject	Re: Biscom Test
Secure message	
	B I U Ix I≣ :≡ :⊭ : ∉ Styles - Format - Font - Size -
	<u>A</u> · <u>D</u> ·

2. Optional: enter a **SECURE MESSAGE**.

A secure message can only be accessed if the recipient logs into Biscom.

Drag and drop files anywhere on the reply dialog box to upload documents or click Attach files to select files from the CHOOSE FILE TO UPLOAD dialog box.



Confirmation of uploaded files displays in the lower left corner and the files appear in the Files box.

To upload a folder of files, create a zip file prior to the upload.

4. Click **SEND** to upload your files and send an email notification message to the recipient(s).

The **Delivery created** confirmation displays and saves any external email addresses entered into the recipient fields to your Biscom contact list.

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The	package was delivered successfu	ully.		
The	following recipients have been a	dded to your list of c	ontacts. You can optionally	add additional d
The	following recipients have been a	dded to your list of c	ontacts. You can optionally	add additional d
The	following recipients have been a	dded to your list of c	ontacts. You can optionally Last name	add additional d

 Optional: add additional details for each external email address added to your contact list and click UPDATE CONTACTS.

Once a recipient opens the package, a notification email is sent to the sender.