

Secure File Exchange (SFX) is used to exchange files with SIGRIST. The web-based tool enables the exchange of many files, or files that are very large. If required, the file exchange can be encrypted so that it is only accessible to authorized recipients.

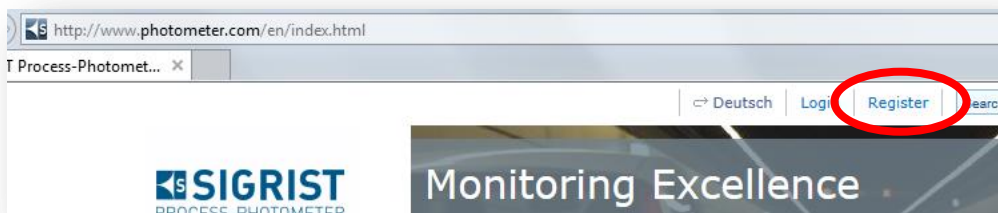
These instructions are intended for external parties who wish to send files to SIGRIST.

## Preconditions

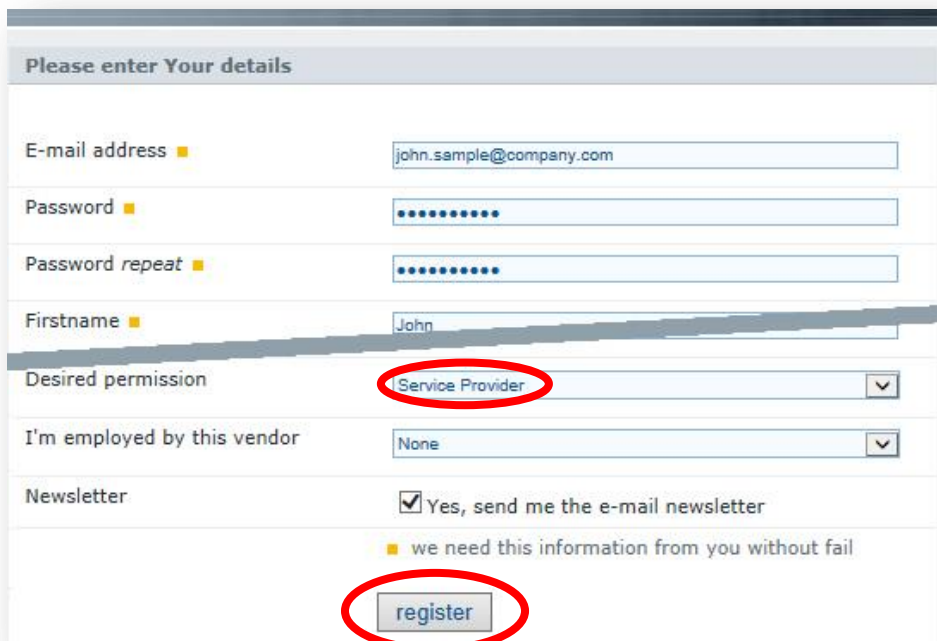
You require a *compatible browser* (Microsoft Internet Explorer 10 or later, Firefox or Chrome), plus a *SIGRIST login*.

### Don't have a SIGRIST login?

- Go to [www.photometer.com](http://www.photometer.com) and click on *Register*.



- Fill in the form. Under *Desired permission*, please select *Service Provider*. Click on *register*.



Please enter Your details

E-mail address	<input type="text" value="john.sample@company.com"/>
Password	<input type="password" value="....."/>
Password repeat	<input type="password" value="....."/>
Firstname	<input type="text" value="John"/>
Desired permission	<input type="text" value="Service Provider"/>
I'm employed by this vendor	<input type="text" value="None"/>
Newsletter	<input checked="" type="checkbox"/> Yes, send me the e-mail newsletter

we need this information from you without fail

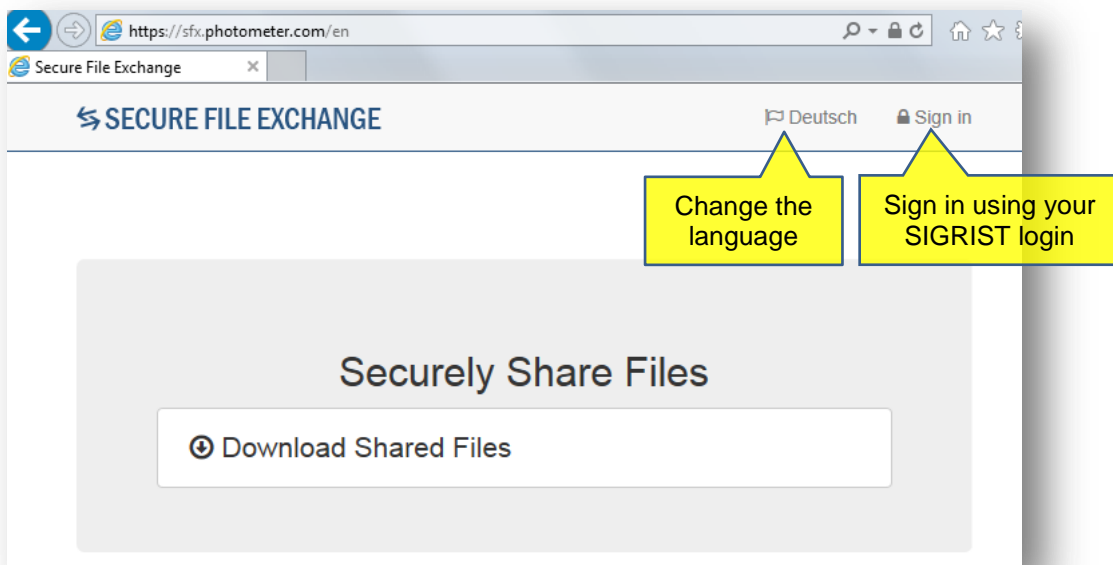
- A confirmation e-mail will then be sent immediately to the address entered in the form. Follow the instructions in this e-mail.
- You will then receive a confirmation from us that you are approved for SFX within two working days. If this takes too long, please contact us.

## How to send us files

When using SFX, you upload your files to a bucket. You can then share the web address of this bucket with the recipient. If you define a password in step 4, then the bucket is encrypted. If no password is defined, then the bucket is not encrypted and is accessible to all parties in possession of the web address.

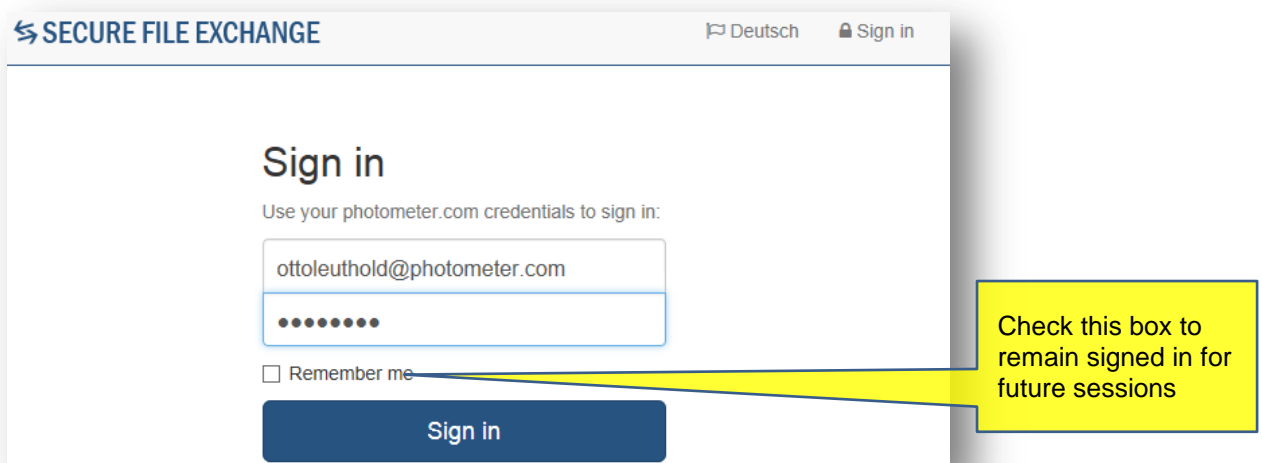
### 1. Starting SFX

Call up the web address <https://sfx.photometer.com>. The user interface opens in the set language (German or English):



### 2. Signing in to SFX

Click *Sign in* and enter your SIGRIST login:



### 3. Sharing files

Click on *Share Files* to create a new file bucket:

SECURE FILE EXCHANGE Deutsch ottoleuthold@photometer.com

## Securely Share Files

**Share Files**

Download Shared Files

Your SIGRIST login

### 4. Adding files

## Share files

Filename	Size	Progress
13264D Das Secure File Exchange-Tool - Anleitung für externe Benutzer.docx	325 KB	remove
13264E Das Secure File Exchange-Tool - Anleitung für externe Benutzer.docx	360 KB	remove
Das Secure File Exchange-Tool.docx	545 KB	remove
prototyp_logo.png	11.5 KB	remove

**1** Drag and drop files into this area or click on *Add file(s)*

Click on *remove* to remove individual files

**2** Optional: Enter a password or click on *generate* for an automatic password

Pay attention to the information on selecting a secure password

**3** Optional: Change the expiry date

Pay attention to the message

**4** Click here to save the files in the bucket

Click on *Next* to confirm that all files are in the bucket

## 5. Informing the recipient

**Upload Successful** ✓

The files have been successfully uploaded. Your summary:

<b>Download address</b>	<a href="https://sfx.photometer.com/get/8bc6acc6-03a2-408b-be9c-45c2d872e884">https://sfx.photometer.com/get/8bc6acc6-03a2-408b-be9c-45c2d872e884</a>
<b>Identification</b>	8bc6acc6-03a2-408b-be9c-45c2d872e884
<b>Password</b>	becx8+Pewr
<b>Expiration date</b>	06/04/14

**Recipient**

BCC myself (ottoleuthold@photometer.com)

**Some files for you**

**Message**

Hi

I shared some file(s) with you. I'll send the password on a separate way.  
You can download the files here:  
<<https://sfx.photometer.com/get/8bc6acc6-03a2-408b-be9c-45c2d872e884>>

If the above link doesn't work, visit <https://sfx.photometer.com/get/> and enter the following identification:

**1** Enter the recipient's e-mail address and change the subject and text as required

The selected link and/or part of the suggested text can also be copied into a separate e-mail

**2** Click on this button to send the suggested e-mail – or alternatively send your own e-mail

## 6. Optional: Sending the password

**Originator**

**Phone number**

**Message**

Your password: becx8+Pewr

135 Chars left

**1** Click on this tab to send the password via SMS, if you wish to do so.

Change the content as required

**2** Click on this button to send the suggested SMS – or alternatively send the password using another preferred method

**3** Press here to complete the process

Confirmation from the SFX tool:  
*Message sent or ...sent successfully.*