

Thank you for requesting a portal account. Your request is being processed. Once your account is set-up, you will receive an email like the one below:

From: joe.accountant@galanticpa.com
Sent: Wednesday, December 01, 2010 10:14 AM
To: John Customer
Subject: A secure file sharing account has been set up for you by Galanti & Company, P.C.

Welcome to ICFiles.

You have just been set up in the ICFiles.com secure document transfer system. Galanti & Company, P.C. wants to exchange documents with you via the ICFiles system. Please follow the link and logon using the information below. After signing on, you will be asked to create a strong password. Please write down your username and password. You will need this information in the future. Never lose your Username as this is the key to resetting your password if you forget your password in the future.

Username: Cust01
Password: Galanti01

Login Link: <https://www.icfiles.net/login.asp?customstyle=galanticpa>

Please save the information in this email as it will allow you to retrieve the documents we provide to you AND allow you to provide sensitive documents to us in a secure manner.

When we load documents (like a copy of your tax return) into your portal account, you will receive an email like the one below:

From: joe.accountant@galanticpa.com
Sent: Wednesday, December 01, 2010 10:17 AM
To: John Customer
Subject: Galanti & Company, P.C. - ICFiles Upload Notification

The file(s) below have just been uploaded to ICFiles.net, a secure document transfer system. Please follow the link below and sign on to your account in order to view or download the document(s). If you have lost your password or need help please contact Galanti & Company, P.C..

Client Name: John Customer
File Name: Draft+2009+Tax+Return.pdf
File Size: 623840 bytes
File Type: application/pdf
Upload Date: Wed Dec 1 09:18:53 CST 2010
Uploaded By: Joe Accountant
Auto Delete Date: Tue Mar 1 09:18:53 CST 2011

When you sign onto your account, you will get the following screen:

icfiles.net - Windows Internet Explorer

https://www.icfiles.net/app5_5/start.asp

File Edit View Favorites Tools Help

icfiles.net

Secure File S
Logged in as ICFiles user: John

Galanti & Co. PC

Home My Profile Documents Email Administrator(s) Log




Welcome to ICFiles!

Within these pages, our clients have a vast amount of information at their fingertips. The information will be updated and monitored regularly so that the information that you are looking for is up to date and accurate.

10/12/2010 - ICFiles has been upgraded! The upgrades include:

- The "Document list" page format has been updated. All folder and document actions are now shown in drop down menus that are displayed when the folder or file name is moused over.

My Account:

-  My Profile
-  Upload Documents
-  My Documents

The information contained in these pages is proprietary to Galanti & Company, P.C., and is principally intended for clients of Galanti & Company, P.C..

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digicert
04-29-13
Identity Assured
SSL CERTIFICATE

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Internet | Protected Mode: Off 100%

1. To edit your user information, click on "My Profile". You will be able to modify your name, email address, phone number, and how the upload menu is presented to you, Applet or Form. You can try both methods to see which one works better for you.
2. To send file(s), click on "Upload Documents"
3. To see a list of files assigned to you, click on "My Documents".

Uploading Files

When you click on "Upload Documents", you will get the following screen:

The screenshot shows a web browser window titled "Document Upload - Windows Internet Explorer". The address bar shows the URL "https://www.icfiles.net/app5_5/documentUpload.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows "Document Upload". The page content includes a navigation menu with "Home", "My Profile", "Documents", "Email Administrator(s)", and "Logout". The main heading is "Galanti & Co. PC". The page is titled "Upload Documents" and contains a list of instructions for uploading files. Below the instructions is a link to "Click to Use Non-Applet based upload form". The upload form includes an "Auto Delete Date" field set to "none" with a "select date" button. A table with columns "No.", "File", and "Size" is present, along with "Add", "Remove", and "Upload" buttons. A summary box shows "Files: 0" and "Total size: 0 Kb". To the right of the table are instructions regarding Java installation and a maximum upload size of 2GB. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and "100%".

Secure File Sharing
Logged in as ICFiles user: John D

Galanti & Co. PC

Home | My Profile | Documents | Email Administrator(s) | Logout

Upload Documents

- The document "title" will default to the document name for each document uploaded.
- You may enter an "auto delete date" that will apply to each document you upload.
- Click **Add** to find each file on your computer that you wish to upload or you may drag and drop files into the applet.
- If you wish to remove one of the files you have chosen to upload, select it from the list within the applet and click **Remove**.
- To upload the selected files, click **Upload**.
- You may upload multiple documents at one time.
- ****Note** - File names containing the following characters may not upload properly: \ : * ? " > < |
Please rename your files to names which do not contain these characters before attempting an upload.
- Total file upload size limit for all files combined is 2GB.

[Click to Use Non-Applet based upload form](#)

Auto Delete Date: select date

| No. | File | Size |
|-----|------|------|
|-----|------|------|

Summary
Files: 0 Total size: 0 Kb

- If the Upload Applet does not load, please go to this link, <http://www.java.com/en/download/installed.jsp> to verify your JAVA installation.
- Click on the button "Verify Installation"
- You should get this message:
"You have the recommended Java installed."
- If you do not receive this message, please go to this link, <http://www.java.com/en/download/manual.jsp> to download and install the current version of JAVA for your operating system.
- Maximum Total Upload Size: 2GB.

[<-- Home](#)

Done Internet | Protected Mode: Off 100%

Just follow the instructions. You can even include an "Auto Delete Date" for your file(s). What this means is that your file will be removed from the system on a date that you specify.

When you are finished uploading your file(s) you will get the following confirmation message:

Document Upload Confirm - Windows Internet Explorer

https://www.icfiles.net/app5_5/documentUploadSuccess.asp?lid=-1&sid=6808&cid=6905&fok

File Edit View Favorites Tools Help

Document Upload Confirm

Secure File Share
Logged in as ICFiles user: John

Galanti & Co. PC

Home My Profile Documents Email Administrator(s) Log

Document Upload Confirmation

Success!

You have successfully uploaded the following file(s) to our server:

| | |
|-------------------|---------------------------|
| File Name: | Draft+2009+Tax+Return.pdf |
| File Size: | 0.5949 MB |
| File Type: | application/pdf |
| Auto Delete Date: | not set |

[<-- Document List](#)

[<-- Home](#)

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Done Internet | Protected Mode: Off 100%

Your account specialist will be automatically notified that you have uploaded a file. Your files are secure. No one except you and your account specialist will be able to access your file. At this point you can “Logout”.