

# PIE-ISEP : Guidelines for the use of protected document submission system

Log in to Sfiler portal and access a community

\*\*\* The login link along with the following information should have been provided to you via email beforehand :

- Username
- Password

1- Access to portal login page :

The screenshot shows the S-FILER PORTAL login page. At the top left is the S-FILER PORTAL logo. At the top right is a language dropdown menu set to 'English'. The main content area features the Canadian Space Agency logo and the text 'Partage de l'information avec l'externe (PIE) Information Sharing with External Partners (ISEP)'. Below this is a login form with a 'Domain' dropdown menu currently set to '<Auto-detect>'. Below the domain field is the text 'Attempt to detect the domain'. There are two input fields: 'User name or email' and 'Password'. To the right of the password field is a 'Lost Password' link. At the bottom right of the form is a blue 'Login' button with a right-pointing arrow. Below the form, there is a contact information line: 'If you experience any problems with this webpage or your account/password please contact: pieadmin-isepadmin@asc-csa.gc.ca'. At the very bottom, there is copyright information: '© Okiok Data Ltd. 2006-2021', 'S-Filer/Sanctum 1.0', and 'S-Filer/Portal 4.14.9'.

2- Select the "Extranet" domain :

This is a close-up of the 'Domain' dropdown menu from the login page. The menu is open, showing three options: '<Auto-detect>', 'Extranet', and 'Employées et Partenaires - Employees and Partners'. The 'Extranet' option is highlighted with a dark grey background, indicating it is the selected option.

- 3- Enter the **username** associated with the account along with the **password**, then click on



(Do not enter the email) :



Domain  
Extranet

Utilisateurs de Extranet - Extranet users

User name or email  
dmailoux

Password  
.....

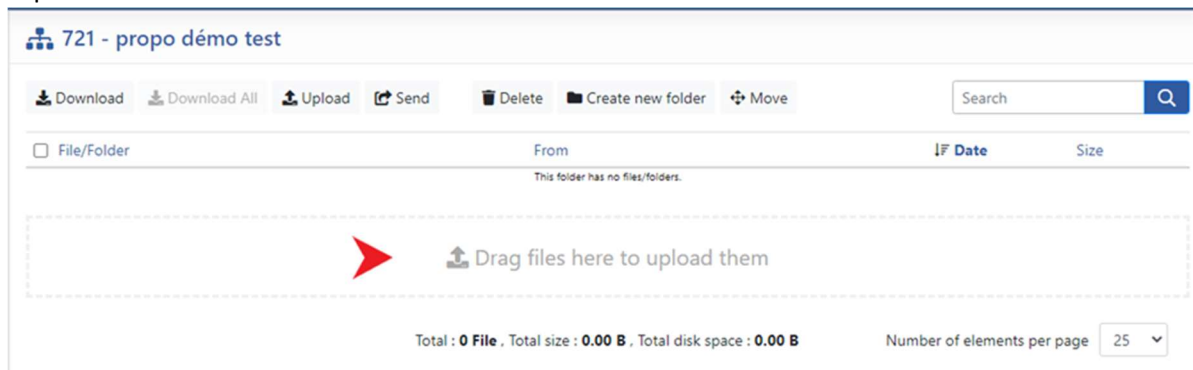
[Lost Password](#)

- 4- On the left you will see below the "Inbox" the communities of the proposals that you have made for the various Announcement of Opportunity (AO). They start with a AO "ID" number followed by your proposal title :



- 5- Click on the community where you want to upload documents, then in the right-hand section, simply drag and drop (from your file explorer to the browser window) the documents you wish to deposit into the central area :



## Lost password



Click on this option if you have forgotten your password. You will need to enter the email associated with the account, and a password reset link will be sent to you.

## Compatible Browsers

Here are the browsers that works with PIE-ISEP

BROWSER	SUPPORTED	COMMENT
Chrome	Yes	Version 40 or newer required. Limitation: allow to download 1 file at a time (does not allow to download several files at the same time).
Firefox	Yes	Version 44 or newer required. Limitation: allow to download 1 file at a time (does not allow to download several files at the same time).
Internet Explorer 11	No	
Edge	Yes	Newer version. Limitation: allow to download 1 file at a time (does not allow to download several files at the same time).
Opéra	Yes	
Safari	Yes	