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 :

2- Select the ''**Extranet**'' domain :

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

→] Login   (Do not enter the email) :

Domain

| Extranet | ⌄ |

Utilisateurs de Extranet - Extranet users

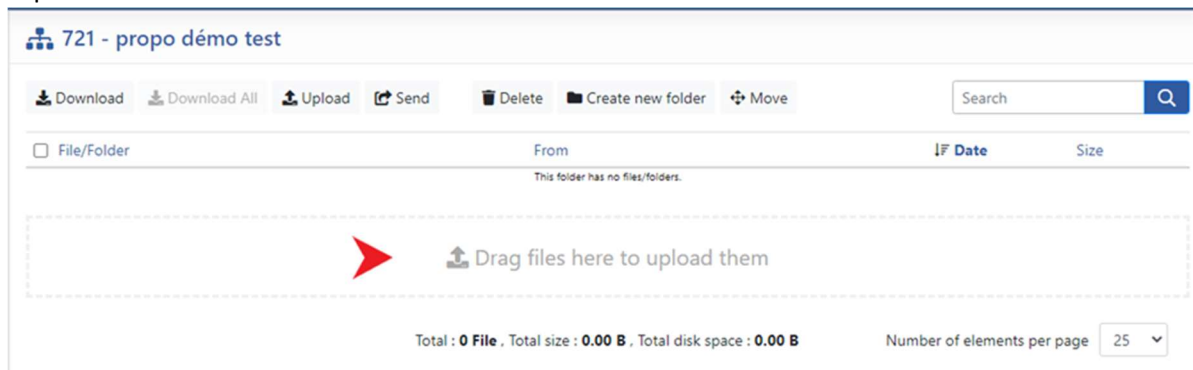User name or email

| dmailloux |

Password

| •••••••• |

Lost Password

→] Login

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 :

S-FILER PORTAL

| Rechercher dans la navigation | 🔍 |

PIE-ISEP
- 🛈 Administration
- 🗁 Fichiers reçus
- 🗁 Fichiers envoyés
- ✉ Boîte de réception
- ⛁ 721 - propo démo test
- ⛁ 722 - test nov 4
- ⛁ 728 - TEST

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 :

⛁ 721 - propo démo test

⬇ Download   ⬇ Download All   ⬆ Upload   ↪ Send   🗑 Delete   📁 Create new folder   ✛ Move | Search | 🔍 |

☐ File/Folder   From   ⬇F Date   Size

This folder has no files/folders.

⬆ Drag files here to upload them

Total : **0 File** , Total size : **0.00 B** , Total disk space : **0.00 B**   Number of elements per page | 25 ⌄ |

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	