DHB Bank Secure File Transfer User Instructions

Sending Files

- 1. Open a web browser and go to the following link: <u>https://filetransfer.dhbbank.com</u>
- 2. On the following click on **Provide**:



3. Enter your contact details in the fields provided and click on Next:

Your conta	ct details	
Please provide y of your message	your contact details. The system to allow them to get in touch wi	will send this data to the recipient th you.
Name		
Phone		
< Back		Next 2
	Cryptshare	9

4. A Verification Code will be automatically sent to your email address. This should only take a few seconds to arrive (*but you may need to check your junk folder if you don't get it*). Enter the Verification Code in the window as shown below and click on **Next**:

⊕ -	≡
	DHB BANK
Email Verific	ation Required
An email containing enter the code belo	a verification code was sent to test@email.com . Please w to complete the verification process.
Verification	
< Back	Next >
	Cryptshare"
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5. The following will be displayed then, where you can input recipient(s) email address. Please note that DHB Bank Secure File Transfer will only work for sending email to DHB Bank email address (i.e. an email address that ends with '@dhbbank.com'). After entering the email address click on Next:

Ð-						≡
Your contac	t details					
Send as						
Test (test@email	com)			ľ	×	-
Recipients Enter the email ad external sources of	ddresses of the r using the clipboa	ecipients. You rd.	i can insert (email lists fr	om	
Recipients Enter the email ac external sources of	ddresses of the r using the clipboa	ecipients. You rd.	ı can insert (email lists fr	rom	BCC
Recipients Enter the email ac external sources of To someone@dhb	ddresses of the m using the clipboa bank.com	ecipients. You	i can insert i	email lists fr	rom	BCC
Recipients Enter the email ac external sources to To someone@dhb	ddresses of the r using the clipboa bank.com	ecipients. You	ı can insert (email lists fr	rom : E Ne	Bcc ext >
Recipients Enter the email ac external sources of To someone@dhb	ddresses of the m using the clipboa	ecipients. You rd.	u can insert d	email lists fr	om : E Ne	Bcc ext >

6. By clicking on the Browse button, a window opens in which you can search for the files you would like to send. Select the file (alternatively drag and drop it) and then click on **Next**. *Optionally you can also add confidential message by clicking on Add button. Enter your message and click on Save. Afterwards you can click on* **Next**:

	DHB
Add confide	ntial message
Besides the notifica message to this tra file attached to this	ation to the recipients you can add an additional confidential insfer. The recipients will receive this message as an additional transfer.
	⊠9 Add >
Add Files	
The maximum trans	sfer volume is 100.0 MB
	Drag & Drop
	Browse
Test_File.docx	×
< Back	Next >
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7. On the following Transfer Options screen you can set an expiration date for this transfer (with a maximum of 10 days), select a language for the notifications which recipient(s) receives, select your notification options and set or generate a password for recipient(s). Please note that you can also not prefer to set/generate a password for this transfer. In that case your

Please note that you can also not prefer to set/generate a password for this transfer. In that case your transfer will still be secure but every reader of the notification email will be able to download a transfer without having to enter a password.

If you prefer to set the password (Enter password option) please use a combination of upper case and lower case letters, numbers and other characters ie. @#.~+ to increase the strength of your password. *Please note that this password should not be shared using the same email addresses as used in the secure file transfer message. Please use an alternative secure contact method when passing on any passwords.*

Click on Next:

Transfer Options							
Expiration Date	Recipient language						
t	English ~						
 Send me a notification email about the second second	 Send me a notification email about this upload Inform me as soon as a file has been retrieved Expose filenames in notification mails Security Settings 						
 Don't set a password Generate password Enter password 	Password Repetition Password strength Good						
< Back 5.6.0.11305 202	Cryptshare 3 licenced for DHB Bank N.V. 23 Pointsharp GmbH						

8. On the next screen the notification for recipient(s) will be displayed. Please note that you can freely modify this notification but it is non-confidential in any way. Click on Start Transfer when you are ready to proceed:

ubject		
Files (1) from Te	st: Test_File.docx	
essage		
S B I U	• × ∿ @ @ @ • → = =	
Message from T	est: The password is as our phone conversation.	
Dear Sir/Madan	1,	
Diasco ha inform	and that English as continuou documents or corure m	
using the DHB B	ank's secure file transfer portal.	cooge
You can downlo	ad this data until 02, Mar 2023 after which the down	nload link
would expire an	d the data will be deleted automatically from the se	rver.
Kind regards.		
DHB Bank Secu	reFileTransfer	

9. Now the final message should state that the transfer is completed:

	E
D	DHB BANK
Succes	sfully finished
•	
The transfer is ready for retrieval and	all recipients have been notified.
Sender Details	-
1 Recipient(s)	•
1 File(s)	•
Transfer Options	•
	^
	Revoke Begin New Transfer >
0	Cryptshare
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You will receive confirmation emails on delivery of message to recipient(s) and again when recipient(s) access the information sent.

Receiving Files

1. The file recipient will receive an email - like the one shown below - to inform that a file has been provided through DHB Bank Secure File Transfer. Click on the given link to download the file.

Someone at DHB Bank			
Files (1) from Test: Test_F	le.docx		
someone@dhbbank.com			
Message from Test: <i>The password is a</i>	our phone conversation.		
Dear Sir/Madam,			
Please be informed that Test has sent y	u documents or secure message using the DHE	Bank's secure file transfer portal.	
You can download this data until 02, 1	ar 2023 after which the download link would a	expire and the data will be deleted autom	natically from the server.
Kind regards,			
DHB Bank SecureFileTransfer			
Sender Name: Test			
Sender Name: Test Phone: 06123456789			
Sender Name: Test Phone: 06123456789 Email: <u>test@email.com</u>		_	
Sender Name: Test Phone: 06123456789 Smail: test@email.com			
Sender Name: Test Phone: 06123456789 Email: <u>test@email.com</u> Instructions to download your docur	ents & important info:		
Sender Name: Test Phone: 06123456789 Email: test@email.com Instructions to download your docur	ents & important info:		
Sender Name: Test Phone: 06123456789 Email: <u>test@email.com</u> Instructions to download your docur DHB Bank values your Security & Pri	ents & important info: xcy.		
Sender Name: Test Phone: 06123456789 Email: <u>test@email.com</u> Instructions to download your docur DHB Bank values your Security & Pri The documents sent with this email are	ents & important info: acy. placed on our secure file exchange portal.		
Sender Name: Test Phone: 06123456789 Email: <u>test@email.com</u> Instructions to download your docur DHB Bank values your Security & Pri The documents sent with this email are	ents & important info: 		
Sender Name: Test Phone: 06123456789 Email: <u>test@email.com</u> Instructions to download your docur DHB Bank values your Security & Pri The documents sent with this email are 1. Your documents are available for dc 2. Files will be securely deleted from the	ents & important info: .ccy. placed on our secure file exchange portal. vnload until: 02, Mar 2023 = server thereafter.		
Sender Name: Test Phone: 06123456789 Email: test@email.com Instructions to download your docur DHB Bank values your Security & Pri The documents sent with this email are 1. Your documents are available for dc 2. Files will be securely deleted from tl 3. Password to download the files sec	ents & important info: acy. blaced on our secure file exchange portal. vnload until: 02, Mar 2023 s server thereafter. eV: You will receive the password from the password fro		
Sender Name: Test Phone: 06123456789 Email: test@email.com Instructions to download your docur DHB Bank values your Security & Pri The documents sent with this email are 1. Your documents are available for dc 2. Files will be securely deleted from tt 3. Password to download the files sect 4. Click the link to download the files sect	ents & important info: http://www.accommonscience.com/ vaload until: 02, Mar 2023 e server thereafter. ely: You will receive the password from the : https://itelansfer.dhbbank.com/download?id=	sender. IaiBXX kkn	
Sender Name: Test Phone: 06123456789 Email: test@email.com Instructions to download your docur DHB Bank values your Security & Pri The documents sent with this email are 1. Your documents are available for dc 2. Files will be securely deleted from th 3. Password to download the files sect 4. Click the link to download the files. 5. Alternatively copy and paste the abo	ents & important info: ucy. blaced on our secure file exchange portal. vnload until: 02, Mar 2023 s server thereafter. ely: You will receive the password from the tttps://filetransfer.dhbbank.com/download?id= te link in your browser to download your docu	ender. IgiBXXlikn ments.	
Sender Name: Test Phone: 06123456789 Email: test@email.com Instructions to download your docur DHB Bank values your Security & Pri The documents sent with this email are 1. Your documents are available for dc 2. Files will be securely deleted from th 3. Password to download the files: 5. Alternatively copy and paste the abo 5. Message has been sent to following	ents & important info: http://www.accomment.com/ blaced on our secure file exchange portal. wroload until: 02, Mar 2023 server thereafter. ely: You will receive the password from the intro- https://filetransfer.dhbbank.com/download?id= times.intro- times.com/download?id= times.com/dow	sender. IqiBXXItkn ments.	
Sender Name: Test Phone: 06123456789 Email: test@email.com Instructions to download your docur DHB Bank values your Security & Pri The documents sent with this email are 1. Your documents are available for dc 2. Files will be securely deleted from ti 3. Password to download the files: 5. Alternatively copy and paste the abd 6. Message has been sent to following For further help, please contact DHB B	ents & important info: tcy. blaced on our secure file exchange portal. wnload until: 02, Mar 2023 server thereafter. ely: You will receive the password from the : https://filetransfer.dhbbank.com/download?id= we link in your browser to download your doo tcpipents (To): [someone@dhbbank.com] unk hy phone or visit our website: DHB Bank S	iender. IgiBXXItkn ments.	

2. Enter the password provided by sender and click on Next:

● - =
DHB BANK
Receive Transfer - Password Please enter the password that the sender has provided for this transfer. Password
Next >
@Cryptshare*
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3. Click on the file to download. If you want to send a message or file to the sender you can click on Reply or Reply to all. After opening/saving the downloaded files you can close the screen.

•				≡
		DHB BANK		
2. Sender				
test@email.co	om		Reply to all	Reply
Sent	20, Feb 2023 14:30			
Test_File.o	locx			
		Details ~		
		Cryptshare		
		2023 Pointsharp GmbH		

4. An automatically generated email will be sent to notify the sender when the recipient has downloaded the provided file.