



How do I use a shared Workspace with Vestcor

A secure Workspace is an easy and secure way to share files.

To ensure the protection of your information, follow the steps below to share your file(s).

1

You will receive an email from Vestcor.

First.Last@vestcor.org has invited you to share a folder.

To view and reply to this request [View Folder](#).

You will be prompted to register an account if authentication is required

Click "View Folder"

Please Note: If you wish to change the language on the Site, **select "Profile"** in the top right corner, **then "Preferences"**. **Select your preferred language and click "Save"**.

2

A screenshot of the "Web Transfer Client" registration page. The page has a white background and a light blue header. The title "Web Transfer Client" is centered at the top. Below the title is a colorful logo consisting of several overlapping, curved lines in red, blue, and purple. Underneath the logo is the text "Register new account". There are three input fields: "Username", "Password", and "Confirm Password". The "Username" field is pre-filled with an email address. Below the input fields is a grey "Register" button.

Web Transfer Client

Register new account

Username

Password

Confirm Password

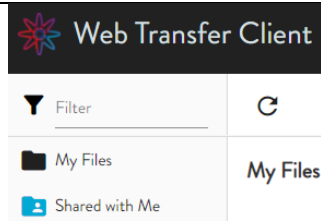
Register

Your username (email) will be populated for you.

Create a password > confirm the new password

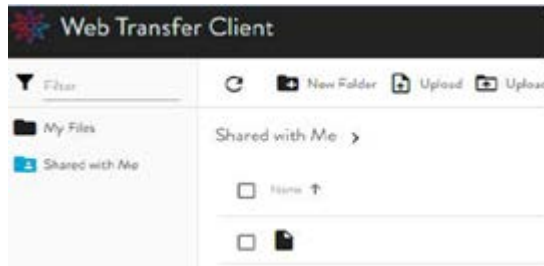
Click "Register"

3



Click "Shared with Me"

4



Click the folder
Click the file to download
Click Upload to send a file

5

In the event you have forgotten your username and/or password when returning to <https://eft.vestcor.org>.



Click "Forgot Username"
Click "Forgot Password"