

How to send a large file (100+ MB)

Dashboard SecurePackage **SecureVault** SecureSignature SecureInbox Contacts Options

John Smith's Dashboard

SEND NOW
CHECK INBOX
VIEW OUTBOX

Get Started Refer a friend Support & FAQs

Welcome to SenditCertified. Complete these actions for a quick start:

- ✓ [Download SenditCertified for Outlook](#)
- ✓ [Add a new contact](#)
- ✓ [Upload files to your SecureVault](#)
- ✓ [Send a SecurePackage](#)
- ✓ [Send a SecureSignature document](#)
- ✓ [Refer a friend or colleague](#)

To send a large file as an **SecurePackage** choose the **"SecureVault"**.

SecureVault

99.97% 0.03%

SecureVault Capacity: 5,096 MB

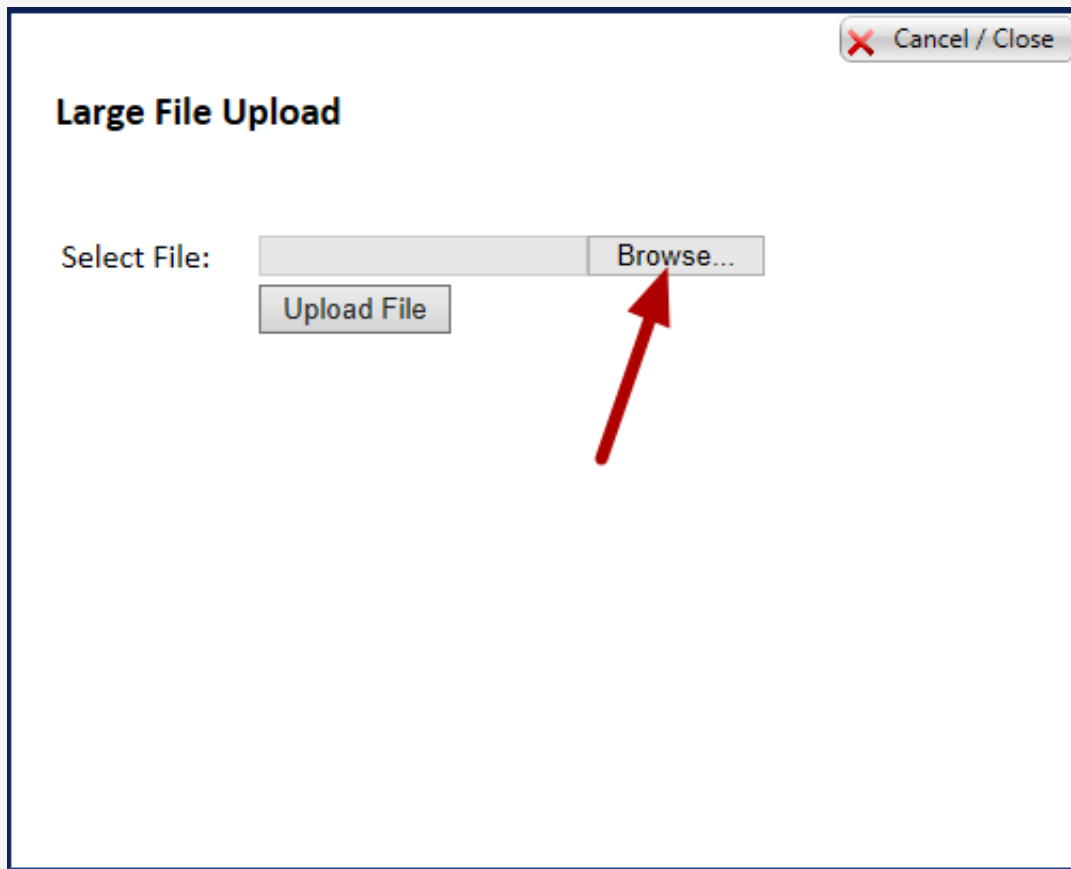
- Used Space: 1.55 MB (0.03%)
- Free Space: 5,094.45 MB (99.97%)

Back Refresh

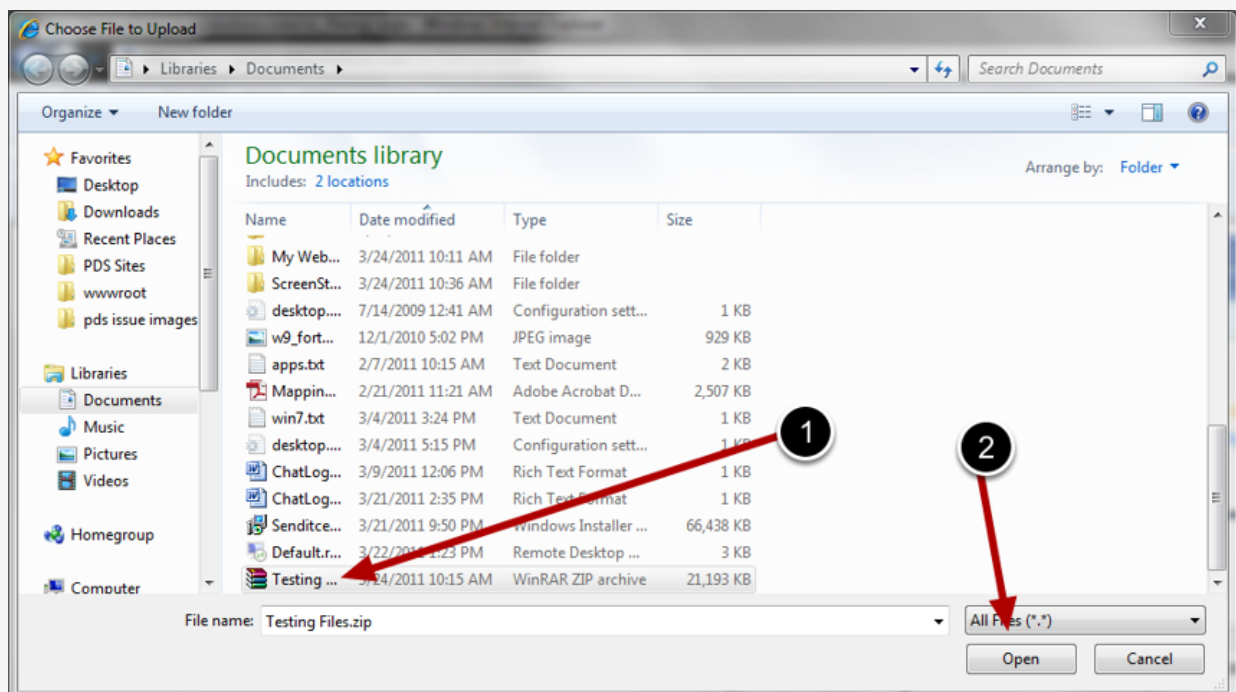
Upload Upload Large File (100 MB+) Download

Filename	Size	Upload Date
2011 EFILE AUTHORIZATION FORM.pdf	47 KB	7/22/2013 3:38:06 PM
ATM_Reciept_723201362305.jpg	45 KB	7/23/2013 2:23:05 PM
Personal_Tax_Return_2009.pdf	47 KB	7/17/2013 12:19:41 PM
Personal_Tax_Return_2009_esign718201330652PM.pdf	350 KB	7/18/2013 11:07:24 AM
Personal_Tax_Return_2010.pdf	47 KB	7/17/2013 12:19:43 PM
Personal_Tax_Return_2010_esign718201330301PM.pdf	350 KB	7/18/2013 11:05:11 AM
Personal_Tax_Return_2010_esign718201330536PM.pdf	350 KB	7/18/2013 11:06:11 AM
Sample_SecureSignature.docx	14 KB	5/22/2012 9:24:04 AM
Sample_SecureSignature_esign716201393208PM.pdf	344 KB	7/16/2013 5:34:08 PM

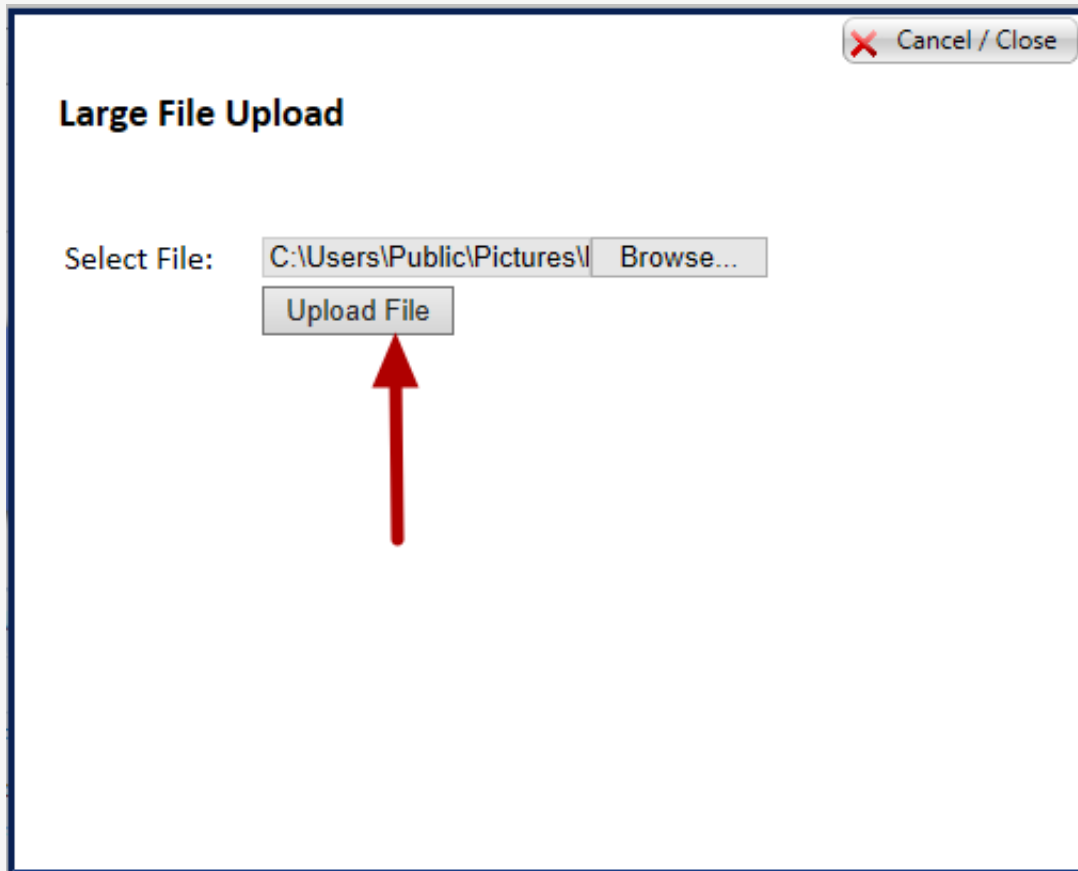
Here click the **Upload a Large File (100 MB+)** button.



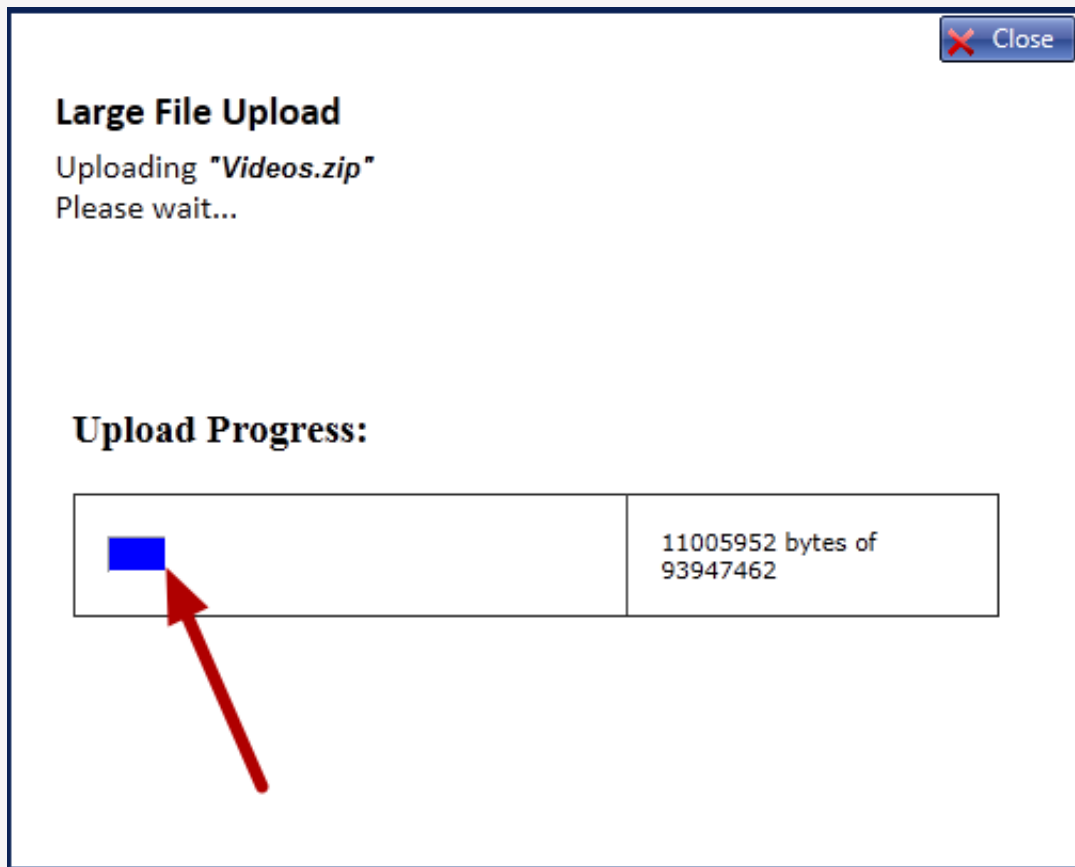
Here you will choose the **Browse** button.



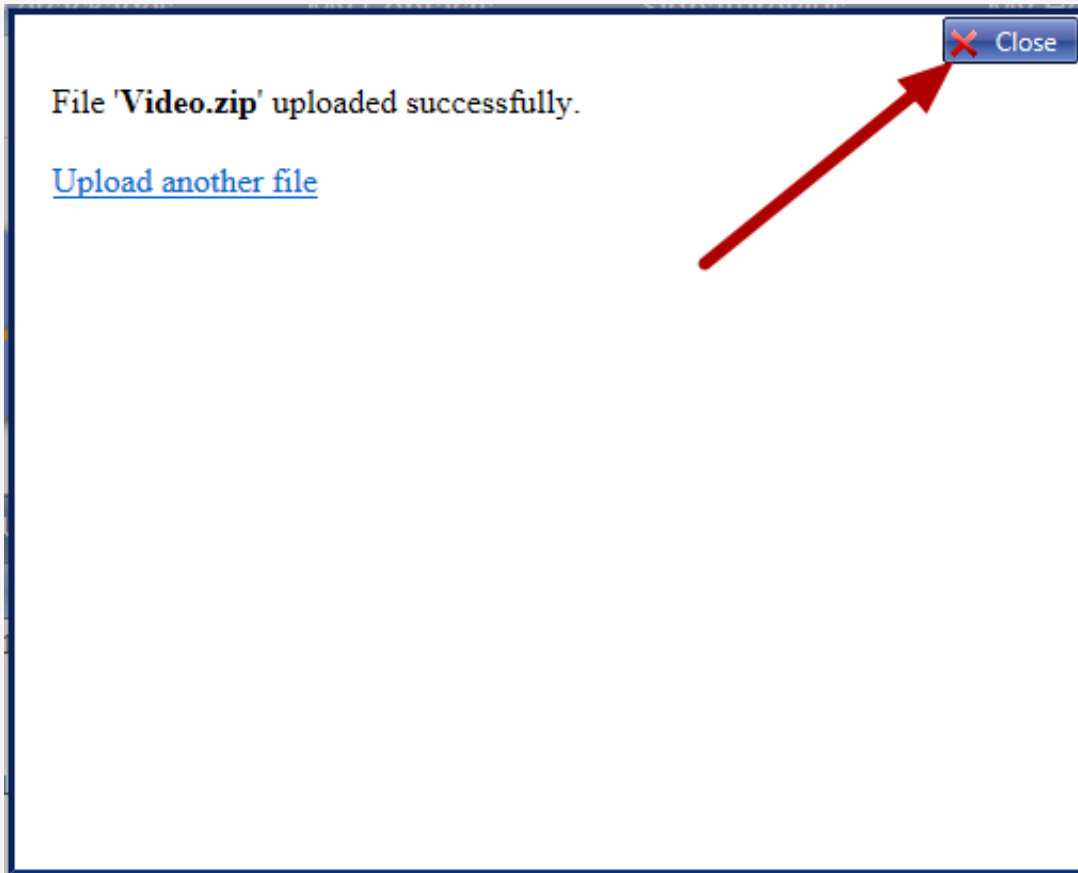
Here you will choose which file you wish to upload and send as an ePackage. Choose the file and click **Open**



Click the **Upload File** button.



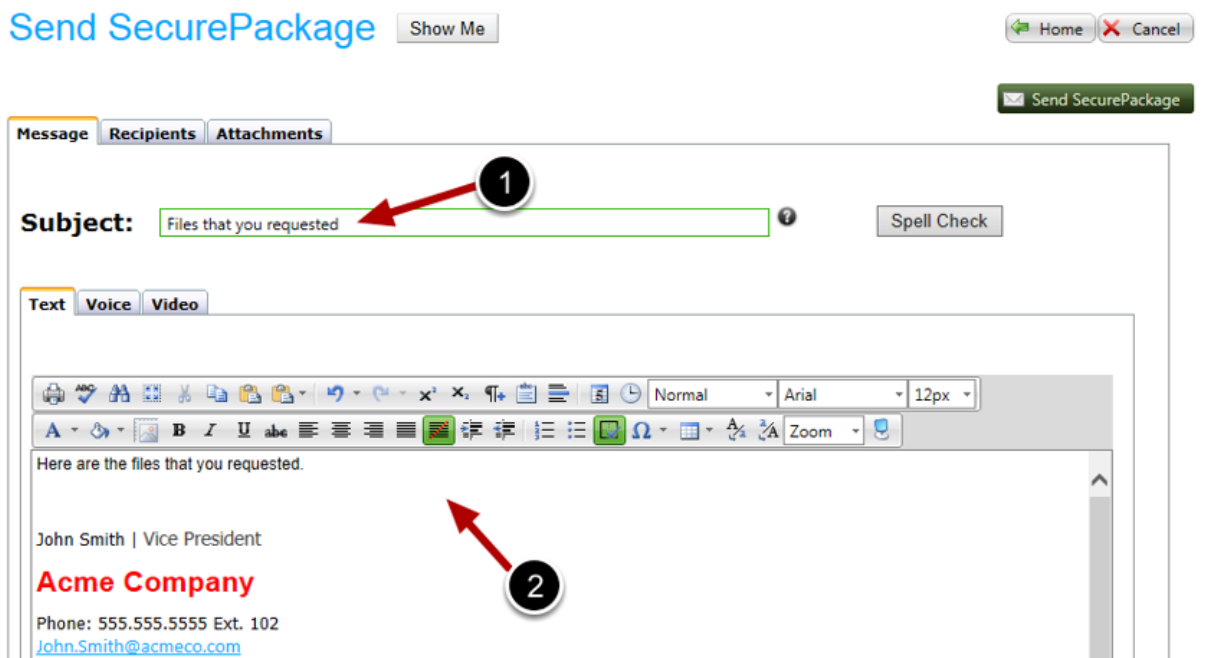
Wait patiently for your upload to complete. The progress bar shows how much of your file has been uploaded so far.



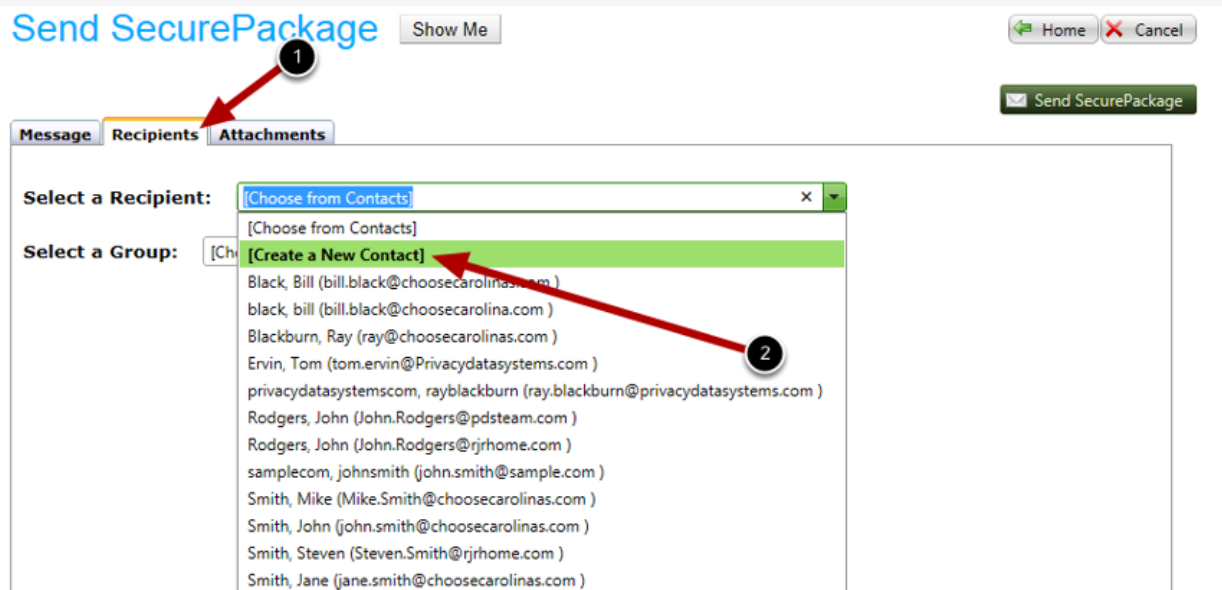
Click the **Close** button.

A screenshot of a web application dashboard. At the top, there is a navigation menu with tabs: "Dashboard", "SecurePackage", "SecureVault", "SecureSignature", "SecureInbox", "Contacts", and "Options". The "SecurePackage" tab is selected, and its dropdown menu is open, showing "Send SecurePackage" (highlighted in green), "SecurePackage Inbox", and "SecurePackage Outbox". A red arrow labeled "1" points to the "Send SecurePackage" option. Another red arrow labeled "2" points to a "SecureVault Capacity" box. This box contains a pie chart and text: "SecureVault Capacity: 5,096 MB", "Used Space: 1.55 MB (0.03%)", and "Free Space: 5,094.45 MB (99.97%)". Below the dashboard, there is a file upload section with buttons for "Upload", "Upload Large File (100 MB+)", and "Download". A table lists three files: "2011 EFILE AUTHORIZATION FORM.pdf" (47 KB, 7/22/2013 3:38:06 PM), "ATM_Reciept_723201362305.jpg" (45 KB, 7/23/2013 2:23:05 PM), and "Personal_Tax_Return_2009.pdf" (47 KB, 7/17/2013 12:19:41 PM). A search icon is visible in the bottom right corner.

Now choose **SecurePackages** and then click **Send SecurePackage**



Here you fill out the **Subject** and **Text** of your **SecurePackage**.



Click the **Recipients** tab and select a recipient from the drop down or **Create a New Contact**.

Send SecurePackage

Show Me

Home Cancel

Send SecurePackage

Message Recipients Attachments

Create a New Contact

Enter Contact's Email:

Bill.smith@pdsteam.com

Enter Contact's First Name:

Bill

Enter Contact's Last Name:

Smith

Add as Recipient

Back to Contact List

1

2

We are creating a new contact here if you already have the contact you wish to send your **SecurePackage**

to proceed to the next step. Otherwise enter your **Contacts Email** and **Name** and then click **Add as Recipient**.

Send SecurePackage

Show Me

Home Cancel

Send SecurePackage

Message Recipients Attachments

Select a Recipient:

[Choose from Contacts]

Select a Group:

[Choose from Groups]

Bill Smith

Recipient email:

Bill.smith@pdsteam.com

First Name:

Bill

Last Name:

Smith

SMS/Text Country Code:

United States

1

SMS/Text Cell #:

555-555-5555

Delivery Options

Send Text Alert

Restrict Forwarding

Access Requirements

Electronic Acceptance

Access Code

Document Rights Management

(Click Here for Details)

If your contact is new then enter their **Cell #**

if you wish them to receive a text alert concerning their **SecurePackage**.

Send SecurePackage Show Me Home Cancel

Send SecurePackage

Message **Recipients** **Attachments**

Select a Recipient: [Choose from Contacts]

Select a Group: [Choose from Groups]

Bill Smith ✕

Recipient email: Bill.smith@pdsteam.com

First Name: Bill

Last Name: Smith

SMS/Text Country Code: United States 1

SMS/Text Cell #: 555-555-5555 1

Delivery Options

Send Text Alert ? Restrict Forwarding ?

Access Requirements

Electronic Acceptance ? Access Code ? abc123 2

Document Rights Management (Click Here for Details)

If you wish to send a Text Alert click the checkbox beside **Send Text Alert**. Optionally you may enter an **Access Code** that the recipient must enter to access the **SecurePackage**.

Send SecurePackage

Show Me

Home Cancel

Send SecurePackage

Message Recipients Attachments

Select a file from your SecureVault

[Select a File]

Attached Files (0)



To add an large file to your ePackage you must click the "Attachments" tab.

Send SecurePackage

Show Me

Home Cancel

Send SecurePackage

Message Recipients Attachments

Select a file from your SecureVault

[Select a File]

[Select a File]

[Upload a New File to SecureVault]

2011 EFILE AUTHORIZATION FORM.pdf



Click the drop down menu and then click the large file.

Send SecurePackage

Show Me

Home Cancel

Send SecurePackage

Message Recipients Attachments

Select a file from your SecureVault

[Select a File]

Attached Files (1):

File Name	Actions
2011 EFILE AUTHORIZATION FORM.pdf	 

Click the **Send SecurePackage**.