



SecureFile Third-Party User Guide

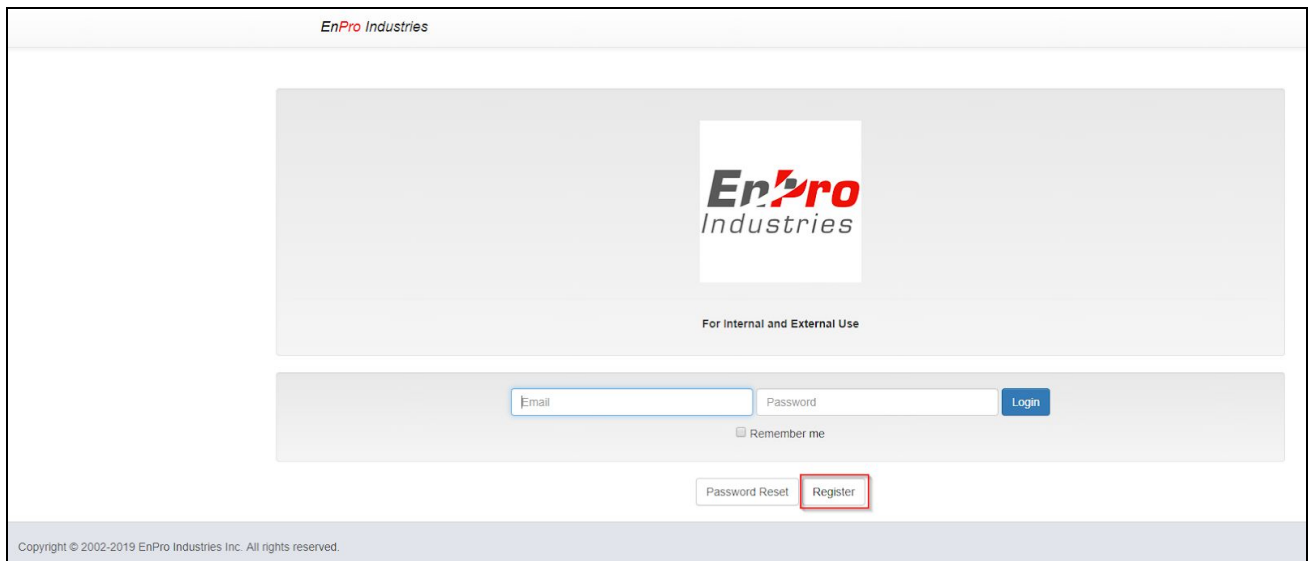
This guide contains instructions on general use of the EnPro Industries SecureFile portal. Use of SecureFile is restricted to EnPro Industries and divisional employees, contractors, and third party suppliers that require secure communication exchanges. Please direct any questions to cyber@enproindustries.com.

Purpose of SecureFile

EnPro Industries has launched a new secure portal that allows for the sharing of sensitive information between EnPro and Division employees with third party vendors and suppliers who have been identified. As a partner, we are sending documentation to you on how to use the new solution to communicate and send data only to EnPro corporate or division employees. This tool allows us to meet regulatory compliance requirements and provide a more secure way of transmitting sensitive data and large files with our partners.

Third-Party User Enrollment Process

1. For users in the AMER region, navigate to <https://securefile.enproindustries.com>.
2. For users in the APAC/EU region, navigate to <https://securefileeu.enproindustries.com>.
3. Click “Register” in order to create a new account for an external vendor or supplier.



The screenshot shows the EnPro Industries SecureFile login page. At the top, the EnPro Industries logo is displayed. Below the logo, the text "For Internal and External Use" is visible. The login form includes an "Email" input field, a "Password" input field, and a "Login" button. A "Remember me" checkbox is located below the password field. At the bottom of the form, there are two buttons: "Password Reset" and "Register". The "Register" button is highlighted with a red rectangular box. The footer of the page contains the text "Copyright © 2002-2019 EnPro Industries Inc. All rights reserved."

4. On the registration screen, enter a full name, email address, and SecureFile password that the vendor will use to access the portal.
5. Click “Save”.

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Register

Name

Email
A confirmation email will be sent to this address

Password

Password Confirmation

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6. You will then see a page prompting you to verify email.

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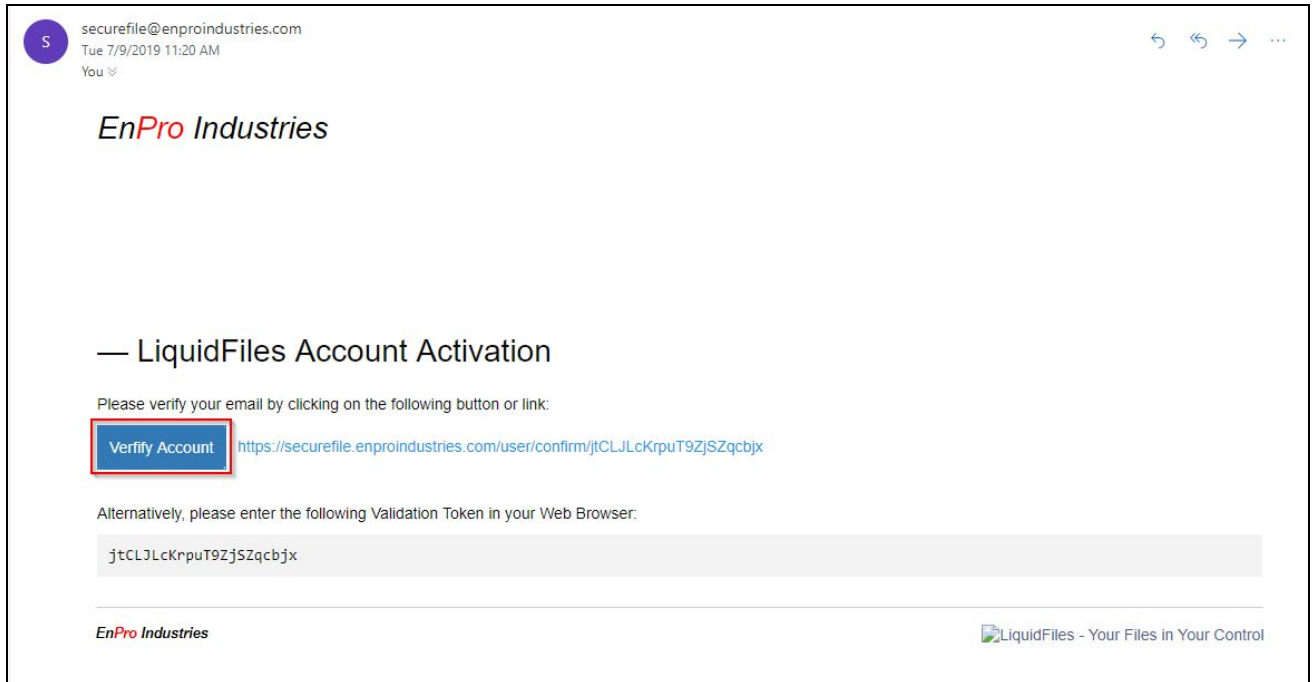
Confirmation email sent

Validate Email

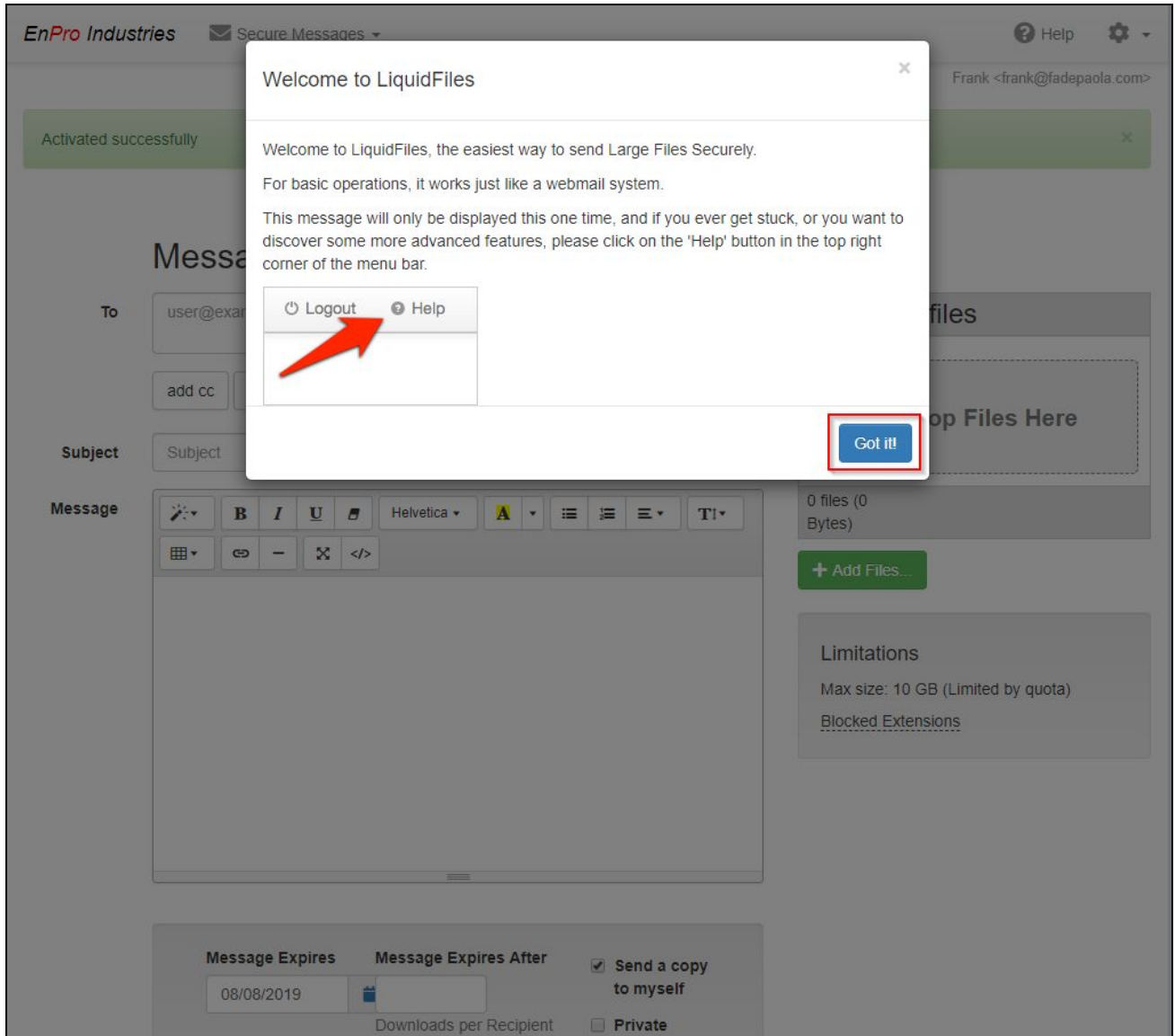
An email has been sent to you with a link and a randomized token. Please either click on the link or enter the token here to verify your email address and continue.

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7. Go to the email account that you registered, and click on the email sent from SecureFile.
 - a. Alternatively, you could copy the code from the SecureFile email and paste into the SecureFile verify site.



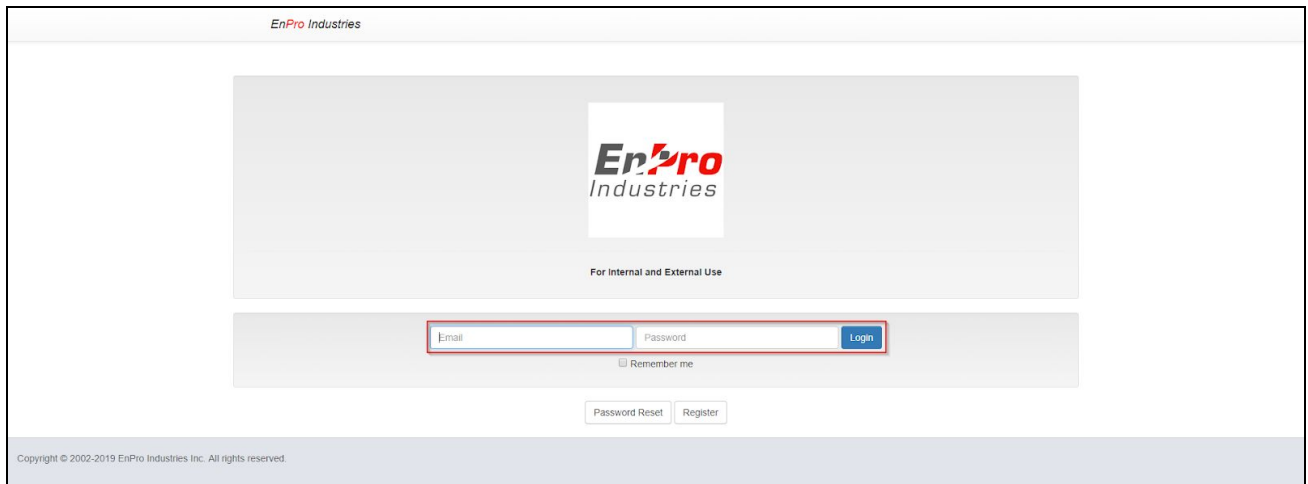
8. Click “Verify Account”.
9. They will then be redirected to their SecureFile account.
10. Click “Got It”.
11. The third-party’s account will then be verified, and they can then interact with internal EnPro Industries and divisional users.



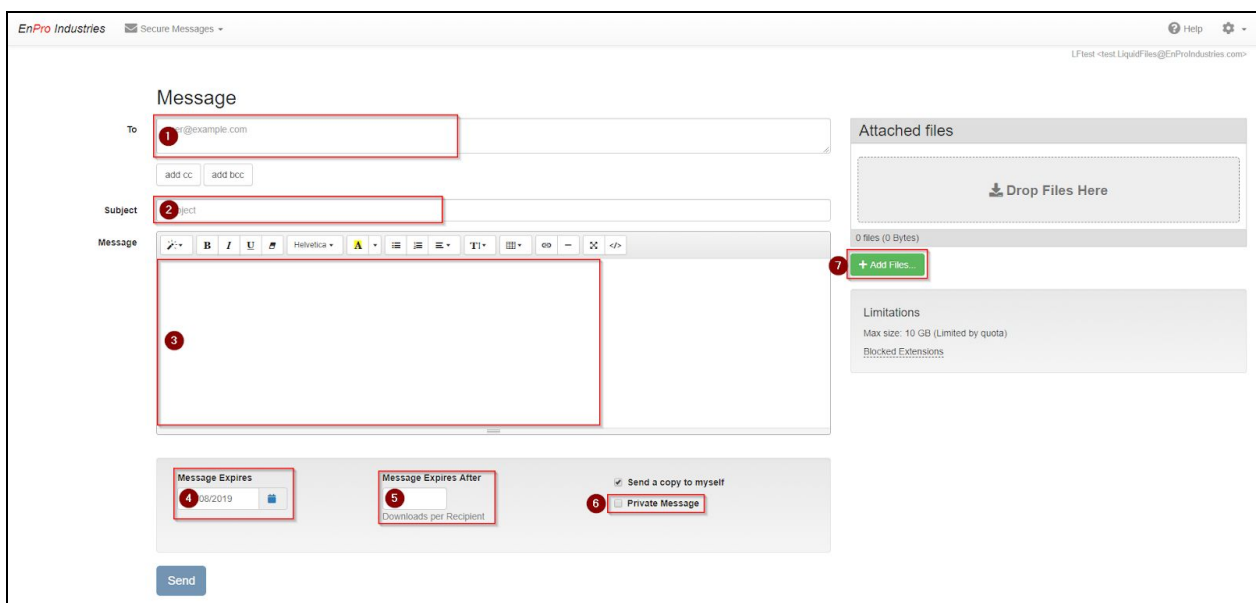
12. Third-party users in the AMER region, navigate to <https://securefile.enproindustries.com>.
13. Third-party users in the APAC/EU region, navigate to <https://securefileeu.enproindustries.com>.
14. Use the email address and password combination used when creating their account to use the SecureFile portal.

Web Portal Use For Third-Party User

1. For users in the AMER region, navigate to <https://securefile.enproindustries.com>.
2. For users in the APAC/EU region, navigate to <https://securefileeu.enproindustries.com>.
3. Enter the following credentials to login:
 - a. Username: Email address used to create the third-party account
 - b. Password: Password used when creating the third-party account
4. Click "Login".



5. Once logged in, you will see the SecureFile secure message portal, where you will be able to add your intended email recipients, attach files you wish to securely exchange, and set various security parameters.

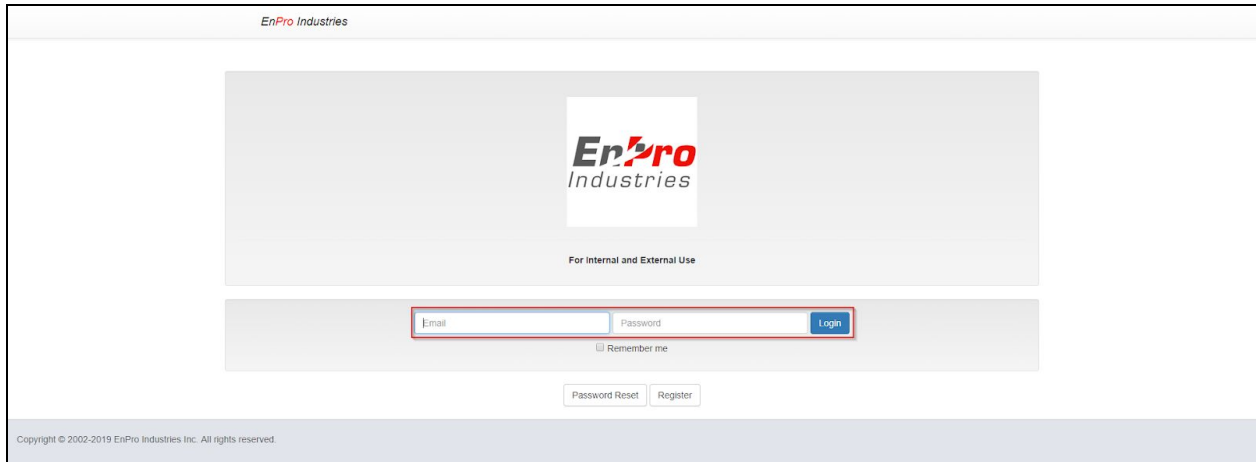


1. Email address of recipient
2. Email Subject
3. Email message body
4. Date that you wish the email message to expire on
5. Number of email attachment downloads you wish to allow
6. Private message checkbox allows you to protect the attachments as well as the email message.
7. Add Files button, allowing the sender to browse and attach files they wish to share

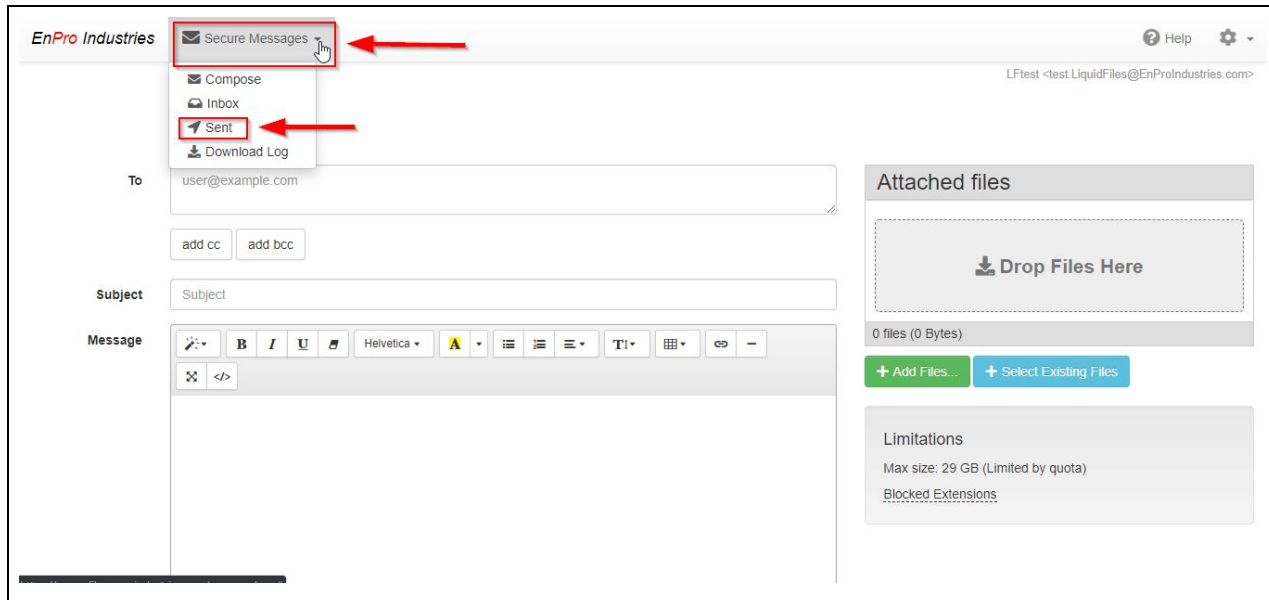
6. Click "Send" when all desired settings have been configured.

Delete a Previously Shared File

1. For users in the AMER region, navigate to <https://securefile.enproindustries.com>.
2. For users in the APAC/EU region, navigate to <https://securefileeu.enproindustries.com>.
3. Enter the following credentials to login:
 - a. Username: Email address used to create the third-party account
 - b. Password: Password used when creating the third-party account
4. Click "Login".

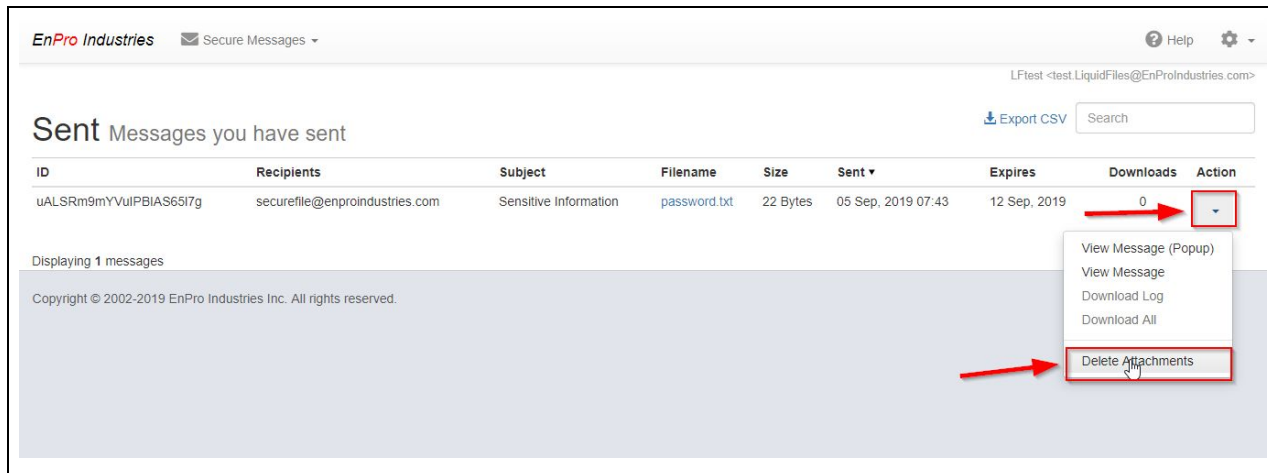


4. Once logged in, you will see the SecureFile secure message portal.
5. At the top of the screen, click "Secure Messages" dropdown menu, and click "Sent".



6. From the “Sent” messages screen, find the message and attachment that you wish to delete. From the right-hand side, click the “Actions” dropdown and click “Delete Attachments”.

NOTE: This will delete the attachment from the SecureFile server, thus preventing the recipient from successfully downloading it from SecureFile again. It will not protect the file if it has already been downloaded. It will also not remove the email message that the recipient received with the file download link. If a sender truly requires protection of the message and attachment, then use the PrivateMessage feature.



Questions

1. For any questions, please contact your EnPro or Division representative.