

Instruction ShareFile Cloud for Extern user

DeNederlandscheBank

EUROSYSTEEM

Contents

- 1 Login >
- 2 Files >
- 3 Navigation >
- 4 Change mobile number >
- 5 Notifications >
- 6 Common Issue >
- 7 Contact >

1 Login

1.1 Activate your account

1.2 Personal settings

1.3 Log in again

2 Files

2.1 Upload

2.2 Download

2.3 Delete

2.4 Favorites

2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

5.1 Download

5.2 Share a file

5.3 Request files to be uploaded

5.4 Inbox

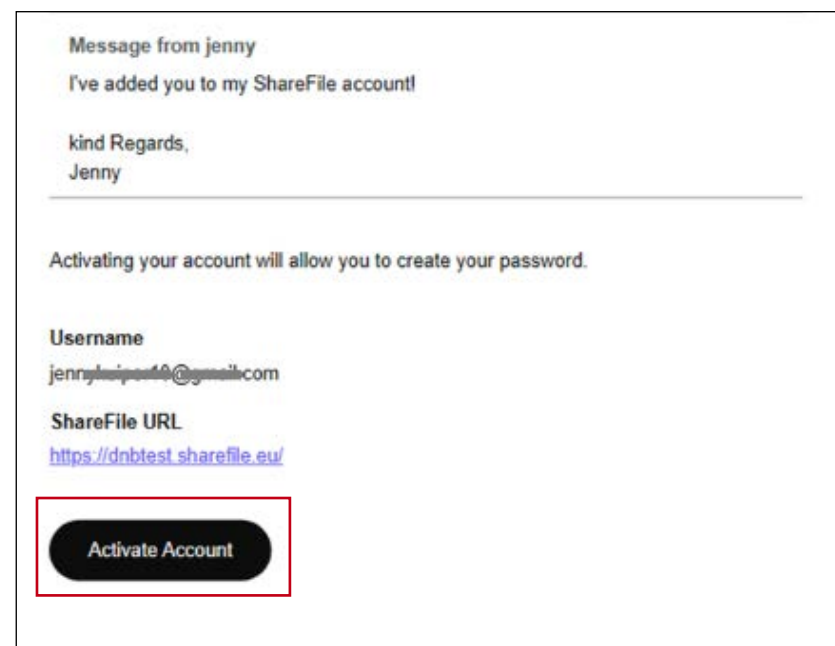
6 Common Issue

7 Contact

1 Login

Only registered members have access to the tool. Registration requests can be sent to your DNB contact. Once you are a registered member of the tool.

Once your rights have been set, you will receive an email. If you are unable to log in, you can request a password reset using a link in the email. You can log in with the URL <https://denederlandschebank.sharefile.eu>.



1.1 Activate your account

- Open the email with the title: **Activate Account**
- Click the **Activate Account**

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

Instruction ShareFile
Cloud for Extern user

1 Login

The screenshot shows the DeNederlandscheBank login page. At the top, the bank logo and 'EUROSYSTEEM' are visible. Below the logo, there are three numbered steps: 1 (active), 2, and 3. The text 'Welcome! Please confirm your personal information.' is displayed. The form contains the following fields: 'First Name:' with the value 'Jens', 'Last Name:' with the value 'Kuiptester', 'Company:' with the value 'DNBTest', 'Country:' with a dropdown menu set to 'United States', and 'Phone Number:' with the value '+1'. Below the phone number field, there are two radio buttons: 'Text (SMS)' (selected) and 'Voice Call'. A red arrow points to the 'Text (SMS)' option. At the bottom, there is a blue 'Continue' button.

Step 1

- Select the **Country**
- Enter your **mobile number**
- By default, Text (SMS) is checked.
- When SMS doesn't work, use **Voice Message**
- Click **Continue**

If the activation link has expired, a screen will appear with a **Request New Activation Link**. Click on the link and you will receive another email with an activation link.

The screenshot shows the DeNederlandscheBank login page. At the top, the bank logo and 'EUROSYSTEEM' are visible. Below the logo, there are three numbered steps: 1 (checked), 2 (active), and 3. The text 'Enter your verification code *' is displayed. The form contains a single text input field with the placeholder text 'Enter Code'. Below the input field, there is a link that says 'Didn't receive a code?'. At the bottom, there are two buttons: 'Back' and 'Verify'.

Step 2

- With **Text** you will receive (SMS) (tel: +44 7873 077777) a 5-digit code per SMS
- With **Voice message**, you will be called (tel: +1 (714) 707-3260) and you will receive a spoken code
- Enter the code
- Click the **Verify** button

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

Instruction ShareFile
Cloud for Extern user

1 Login

DeNederlandscheBank
EUROSYSTEM

1 2 3

Your username is jennykuiper10@gmail.com.
Please create a password.

Passwords must meet the following requirements:

- ✓ at least 1 upper case letter
- ✓ at least 1 lower case letter
- ✓ at least 1 number
- ✓ at least 1 special characters
- ✓ at least 14 characters in length
- ✓ Passwords should match

We'll also perform an additional strength check on save.

Password:

Confirm Password:

Back Save and Sign In

Step 3

- Enter a **password** of at least 14 positions long (write this down in notepad first and check whether it meets the requirements!)
- **Confirm** this and save the password
- Click **Save & Login**

DeNederlandscheBank
EUROSYSTEM

Welcome!
Enter your details to sign in to ShareFile

* Email

Remember me

Continue

DeNederlandscheBank
EUROSYSTEM

Welcome!
Signing in as jennykuiper10@gmail.com

* Password

Forgot password?

Sign in

After completing steps 1, 2 or 3, the next Login screen will be displayed.

ShareFile Cloud opens with **the Login screen**

- Enter your **email address**
- Click **Remember me** and the email address will be filled in by default when you log in
- Click **Continue**
- A next screen displays
- Enter your **password**
- Click **Sign in**

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

Instruction ShareFile
Cloud for Extern user

1 Login

The screenshot shows the DeNederlandscheBank login page. At the top, the bank's logo and 'EUROSYSTEEM' are displayed. Below the logo, the text reads: 'How would you like to verify this device? Standard data fees and text messaging rates may apply.' There are three selection options: 'Text Message', 'Voice Call', and 'Authenticator App'. At the bottom, there is a 'Back to Sign In' button.

The screenshot shows the verification code entry screen. The text reads: 'Enter the code that was sent to your device.' Below this is a 'Verification Code *' input field. A red arrow points to the checkbox labeled 'I trust this computer', which is checked. To the right of the checkbox is a link: 'Use another verification method'. At the bottom, there are two buttons: 'Back to Sign In' and 'Verify'.

The screenshot shows the verification code entry screen. The text reads: 'Enter the code that was sent to your device.' Below this is a 'Verification Code *' input field. The checkbox labeled 'I trust this computer' is unchecked. To the right of the checkbox is a link: 'Use another verification method'. At the bottom, there are two buttons: 'Back to Sign In' and 'Verify'.

Verification step follows, select one of 3 choices:

Choice **Text Message**

- Text message: you will receive an **SMS with a verification code** (5 digits) on your mobile, enter it
- The checkbox next to **I trust this computer** is checked. If you log in again to the same browser, you do not have to enter a verification code again.
- Click the **Verify** button

NB. After 41 days the application asks for a new password.

Choice **Voice message**

- You will be called and receive a **spoken verification code** (5 digits), enter it
- Click **Verify**

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

Instruction ShareFile
Cloud for Extern user

1 Login

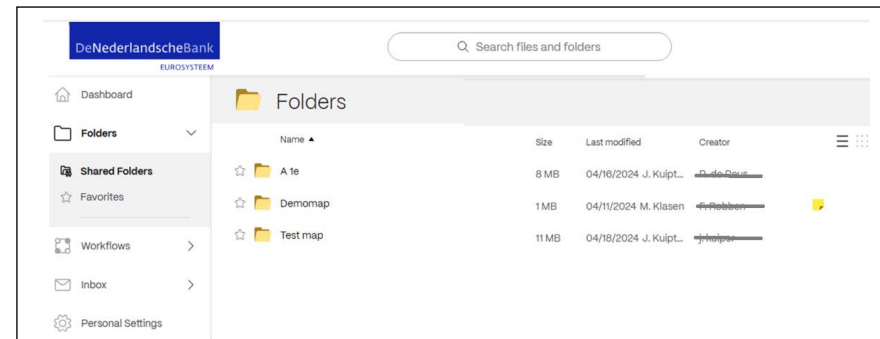
The screenshot shows the login verification interface for DeNederlandscheBank. At the top, the bank's logo and 'EUROSYSTEEM' are displayed. Below, a prompt asks the user to 'Enter the code from your authenticator app.' A text input field labeled 'Verification Code *' is highlighted with a red border. A checkbox labeled 'I trust this computer' is checked. At the bottom, there are two buttons: 'Back to Sign In' and 'Verify'.

Choice **Authenticator app**

You will receive a code in the Microsoft Authenticator app if it is installed.

→ Enter the received verification code

→ Click **Verify**



You are logged in and will go directly to **Shared folders**

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

1 Login

Time and Date

Time Zone: *
(UTC +01:00) Central Europe Time

Daylight Saving Time: *
Observe Daylight Saving Time (European Union)

Date format: *
day/month/year

Time format: *
12-hour format with AM/PM

1.2 Personal settings

You can change the date and time to the correct time zone, the date and time will then be displayed correctly behind files.

→ Click on **Personal Settings > Edit Profile at the bottom left**

A page with your profile will appear. Go downstairs.

→ Change **Time Zone, Daylight Savings Time and Time Format**

→ You can also change the **Date format**

1.3 Login again

Log in with the URL: <https://denederlandschebank.sharefile.eu>. You will immediately arrive at the **Sign-in screen**.

→ Enter your email address and password and click **Register**

DeNederlandscheBank
EUROSYSTEEM

De Nederlandsche Bank N.V.

ShareFile is a safe, secure method for sharing files. To access, use your Active Directory credentials.

Sign In

Email *
Email

Password *
Password

Remember Me [Forgot Password?](#)

Instruction ShareFile
Cloud for Extern user

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

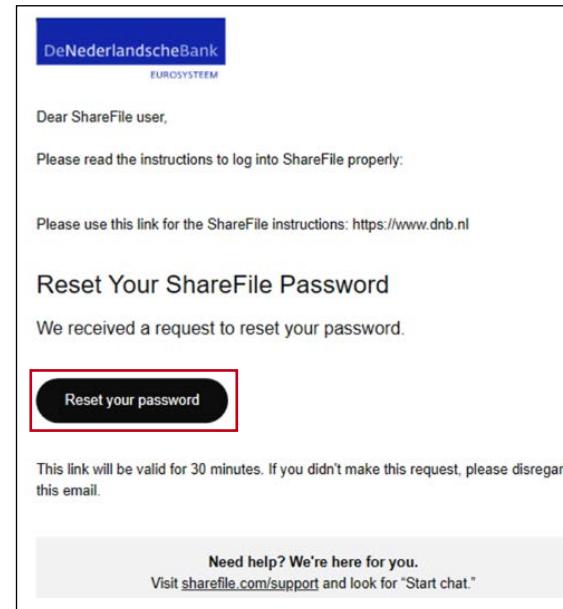
5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

1 Login



→ You are locked out after 5 failed attempts and have to wait for an hour to login again or you can click on the link: **Forgot password?**

Have you forgotten your password or is it not accepted?

→ Click on the link **Forgot your password?**

→ You will receive an email with a link **Reset your password**

→ Click on **the link** within 30 minutes, otherwise you will receive a message that the link is no longer available and you will have to request a password reset again.

The password requirements are:

- At least 1 capital letter
- At least 1 lowercase letter
- At least 1 digit
- At least 1 special character digit
- At least 14 characters
- Passwords must match
- Do not use last 10 passwords

When saving, additional security is applied to the password (weak/strong password).

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

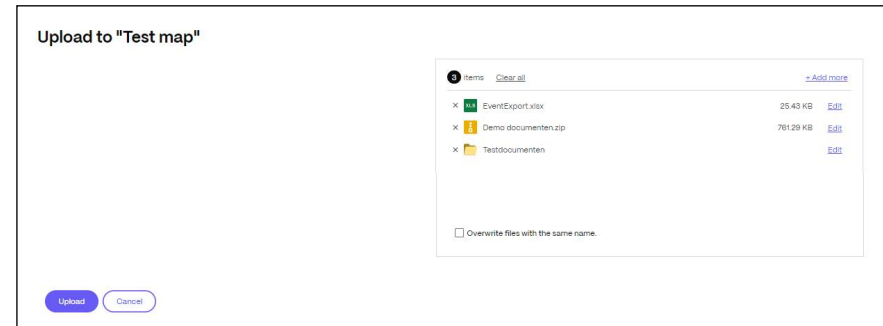
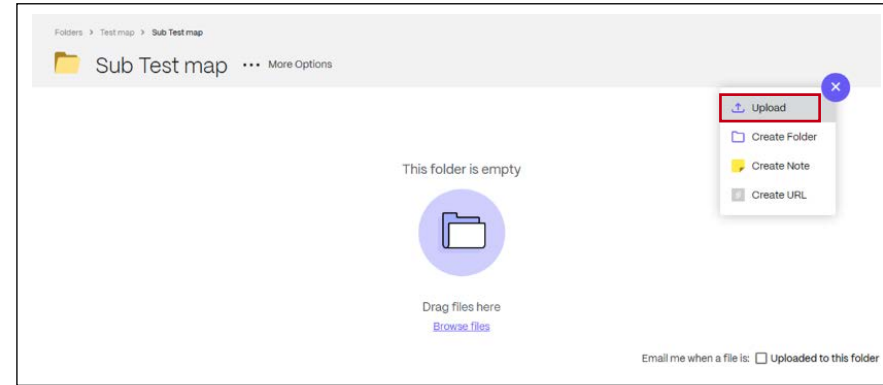
- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

Instruction ShareFile
Cloud for Extern user

2 Files



To upload or download a file, a folder can be created within the main folder.

2.1 Upload

You can upload 1 or more files by using the + button.

- Navigate to the folder where you want to upload a file
- Click the **+** button, select **Upload**

- Select a file and drag it to the folder
- With **Ctrl key** you can select multiple files at the same time
- Click on the button **Upload**
- The status is shown in the folder

Besides files, you can also add **sub folders, URLs** and **Zip files**. All file types are supported.

Tip! If you want to upload all files in a folder, upload the folder (by dragging it from Explorer) instead of all the individual files.

Please note: If you only have upload rights, you will no longer see the files you uploaded after uploading and logging in again to ShareFile!

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

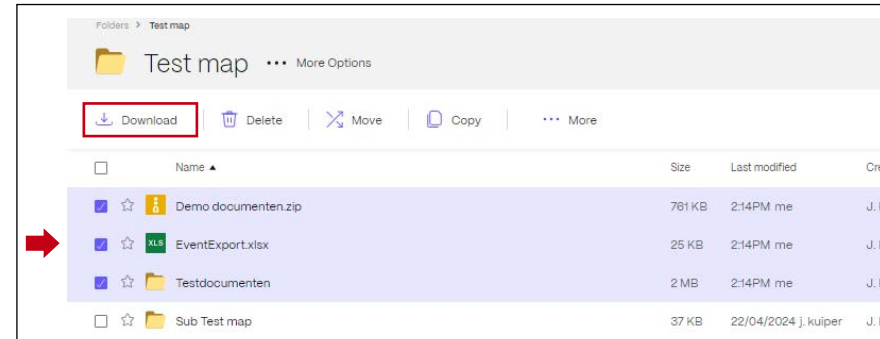
5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

2 Files



2.2 Download

1. Download from ShareFile

- Select one or more files or folders that you want to download.
- Press the **Download** button to start the download
- You can save the files to a device by using the **Save as** button.

Tip! If you want to download all the files in a folder, download the parent folder instead of all the individual files. The files are saved as a Zip file on your device.

2. Download via a link (email notification)

- Open the email (from: sender name <mail@sf-notifications.com>)
- Click on the **Open** button: the file is shown in ShareFile (view). If an error message appears, it cannot be displayed, first download it to a device and then open it.

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

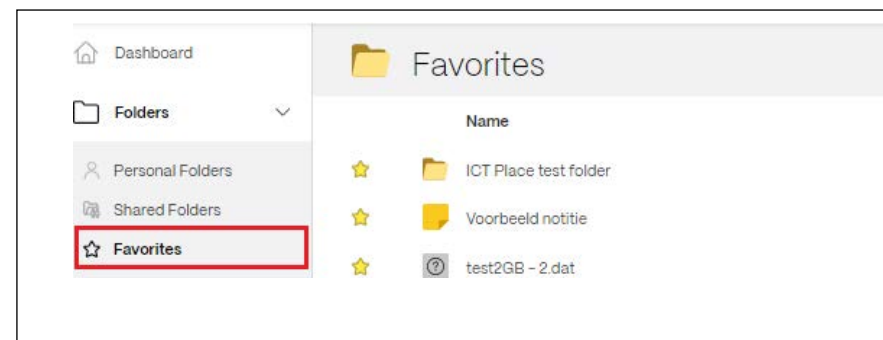
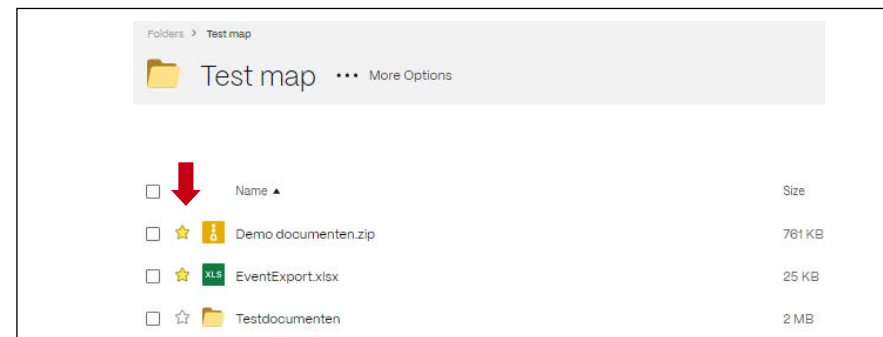
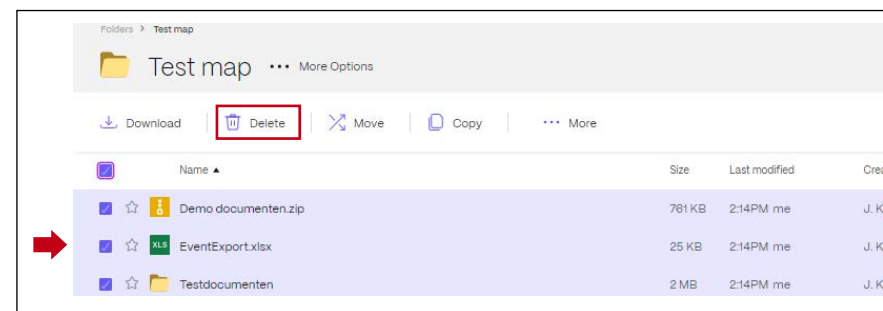
5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

2 Files



2.3 Delete

→ Select one or more files or folders and press the **Delete** button.

The deleted file goes to the **Recycle Bin**.


You can also delete a file by right-clicking on the file name.

A user with upload rights can only delete his own files.

Tip: Do you want to delete all files at once? Select the check mark to the left of **Name** and press **Remove**.

2.4 Favorites

Favorite a folder or file if you need it often!

- Select  it for a file or folder
- Navigate to Favorites

You can also uncheck the box for Favorite.

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

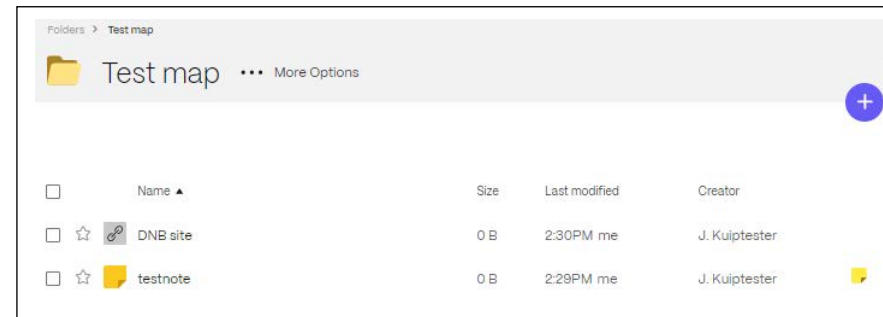
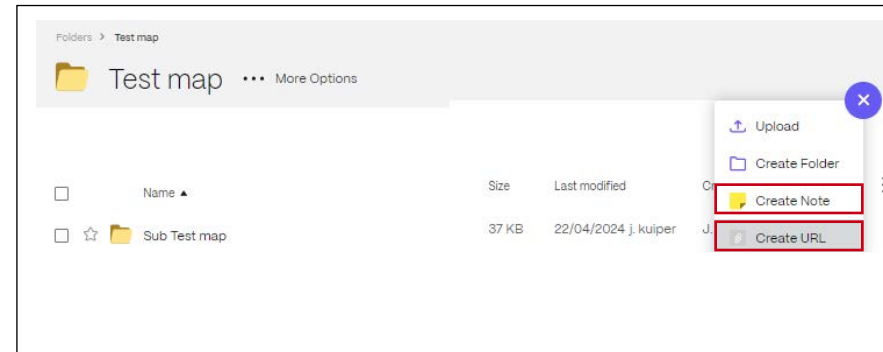
5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

2 Files



2.5 Notes

- Navigate to the folder where you want to create a note or URL
- Click the **+** button, select **Create note** or **Create URL**

Result a URL and a Note

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation



4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

Instruction ShareFile
Cloud for Extern user

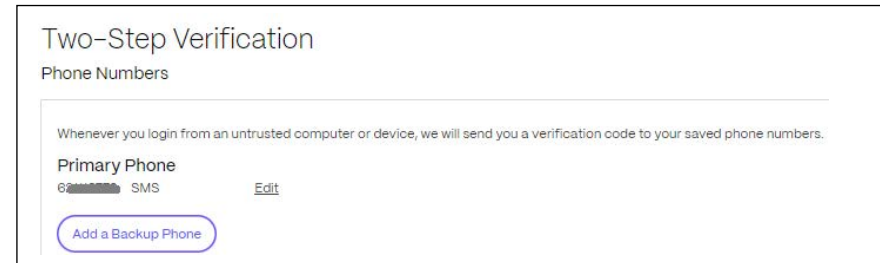
3 Navigation



You can navigate from the sub-folder to the folder above it by clicking on the folder to the left of it.

- 1 Login
 - 1.1 Activate your account
 - 1.2 Personal settings
 - 1.3 Log in again
- 2 Files
 - 2.1 Upload
 - 2.2 Download
 - 2.3 Delete
 - 2.4 Favorites
 - 2.5 Notes
- 3 Navigation
- 4 Change mobile number ▶
- 5 Notifications
 - 5.1 Download
 - 5.2 Share a file
 - 5.3 Request files to be uploaded
 - 5.4 Inbox
- 6 Common Issue
- 7 Contact

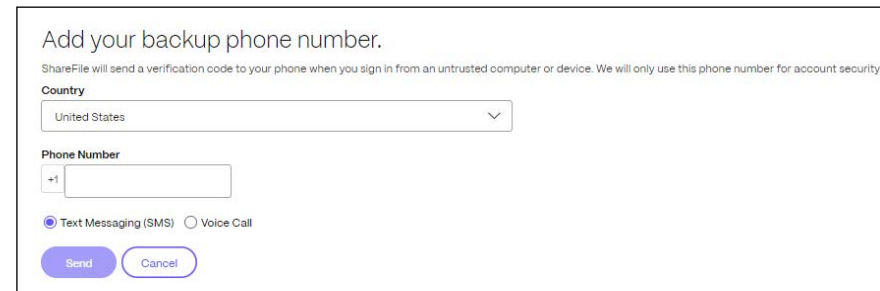
4 Change mobile number



The screenshot shows the 'Two-Step Verification' section for 'Phone Numbers'. It includes a note: 'Whenever you login from an untrusted computer or device, we will send you a verification code to your saved phone numbers.' Below this, there is a section for 'Primary Phone' with a masked number and an 'SMS' label, and an 'Edit' link. At the bottom, there is a button labeled 'Add a Backup Phone'.

If you want to change or add your mobile number, you can arrange this yourself in ShareFile. You must confirm this change with verification with an SMS or voice message.

1. Change your mobile number or add a second one
 - Click on the **Personal Settings > 2-Step Verification at the bottom left**
 - When changing your number, click on the **Edit** link
 - When adding a second number, click the **Add a backup phone link**



The screenshot shows the 'Add your backup phone number' form. It includes a note: 'ShareFile will send a verification code to your phone when you sign in from an untrusted computer or device. We will only use this phone number for account security.' The form has a 'Country' dropdown menu set to 'United States', a 'Phone Number' input field with a '+1' country code prefix, and radio buttons for 'Text Messaging (SMS)' (selected) and 'Voice Call'. At the bottom, there are 'Send' and 'Cancel' buttons.

Continued page appears with:

Add your primary phone number or Add your backup phone number

- First select the country where you are staying under **Country**
- Enter your mobile number under **Phone number**
- Click **Send**

A screen: **Verify your number** appears. You will receive an **SMS** (Your verification code is) on your mobile phone.

- Enter the **SMS** code and click the **Send** button.

- 1 Login
 - 1.1 Activate your account
 - 1.2 Personal settings
 - 1.3 Log in again
- 2 Files
 - 2.1 Upload
 - 2.2 Download
 - 2.3 Delete
 - 2.4 Favorites
 - 2.5 Notes
- 3 Navigation
- 4 Change mobile number
- 5 Notifications ▶
 - 5.1 Download
 - 5.2 Share a file
 - 5.3 Request files to be uploaded
 - 5.4 Inbox
- 6 Common Issue
- 7 Contact

5 Notifications

Email me when a file is: Uploaded to this folder

Dear ShareFile user,


Please read the instructions to log into ShareFile properly:

Please use this link for the ShareFile instructions:

Jens,

jenny [redacted] has uploaded a file to the folder **Test map**.

Test map

 handleiding test.docx

Size 37.16 KB
Date 04/09/2024 7:21:50 pm
User jenny/[redacted] (DNS)

[Download](#)

[Click here to change how often ShareFile sends emails](#) Dates are displayed in UTC +1

Need help? We're here for you.
Visit sharefile.com/support and look for "Start chat."

5.1 Download

If you have download rights to a folder, you can enable **Upload alerts** in ShareFile yourself.

→ Open the folder and go down and click the option

If a file is uploaded, you will receive a notification from: sender name <mail@sf-notifications.com> with title: **<sender name> Has Created a New Item in ShareFile**

→ Open the email and click the **Download** button
→ If you are not yet logged in, the ShareFile login screen will be shown

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

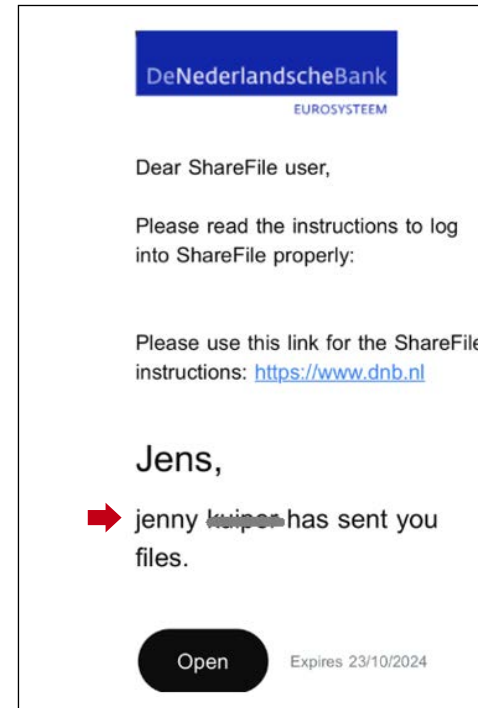
5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

5 Notifications



5.2 Share a file

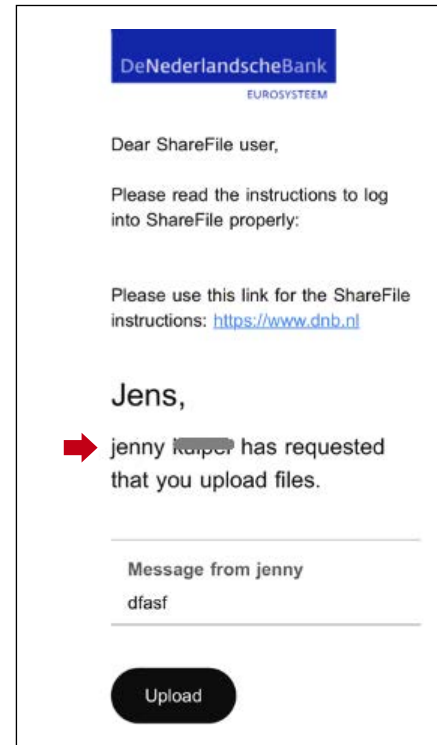
→ You will receive a notification, click on the **Open** button

You will see an overview of the files that you can download.

- Open the email and click the **Download** button
- If you are not yet logged in, the ShareFile login screen will be shown

- 1 Login
 - 1.1 Activate your account
 - 1.2 Personal settings
 - 1.3 Log in again
- 2 Files
 - 2.1 Upload
 - 2.2 Download
 - 2.3 Delete
 - 2.4 Favorites
 - 2.5 Notes
- 3 Navigation
- 4 Change mobile number
- 5 Notifications ▶
 - 5.1 Download
 - 5.2 Share a file
 - 5.3 Request files to be uploaded
 - 5.4 Inbox
- 6 Common Issue
- 7 Contact

5 Notifications



5.3 Request files to be uploaded

- You will receive a notification, click on the **Upload** button
- If the upload was successful, this will appear behind the file **Geupload**

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

5 Notifications

<input type="checkbox"/>	From	Subject	Received	Expiration
<input type="checkbox"/>	jenny@sharefile.com	jenny@sharefile.com has sent you files	24/05/2024	170 days left

5.4 Inbox

In addition to email notifications, you can also receive email in ShareFile in the **Inbox**!

You will receive a link as a user:

1. Share a link of a file with you or
2. A request to upload data into a folder (Requested for)

The number of days the link is valid is indicated in the **Expiration** column.

You may receive a link to a file located in a folder that you have **no rights** to!

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

6 Common Issue

It is not possible to make a folder or upload files

Check if the https-traffic has been blocked the URL's below must be whitelisted

→ denederlandschebank.sharefile.eu

→ *.sharefile.io

Report this to your IT

1 Login

- 1.1 Activate your account
- 1.2 Personal settings
- 1.3 Log in again

2 Files

- 2.1 Upload
- 2.2 Download
- 2.3 Delete
- 2.4 Favorites
- 2.5 Notes

3 Navigation

4 Change mobile number

5 Notifications

- 5.1 Download
- 5.2 Share a file
- 5.3 Request files to be uploaded
- 5.4 Inbox

6 Common Issue

7 Contact

7 Contact

If you have a question or problem, send an email to Sharefile@dnb.nl

De Nederlandsche Bank N.V.
PO Box 98, 1000 AB Amsterdam
+31 (0)20 524 91 11
[dnb.nl/en](https://www.dnb.nl/en)

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