Receiving Documents

This guide will walk you through receiving a document securely from a George & Bell representative. This is achieved through a service called LiquidFiles.

> A recent LiquidFiles update has changed how accessing a document works. Rather than signing in, you'll now be requested to enter in a Secure Token (password). More information on this change can be found below.

Instructions

1. After secure documents have been sent to you via the LiquidFiles service, you will receive the following email message:

> Please note the sender of this message will be noreply@georgeandbell.com.

Secure Message Info

Message ID	z96NsXuMEROz65OpiY1Jjl
Message Expires	Thursday, 5 October
Message URL	https://transfer.georgeandbell.com/message/
Permission	Only specified recipients can access the files attached to this message.

Files attached to this message

Filename	Size
	13.6 KB

Download Attached Files

Reply to this Secure Message

If you need assistance accessing or using this Secure Message System, please contact support at .

2. To access the documents, please click **Download Attached Files**. A browser window will appear requesting that you enter in your email address. Once entered, select **Authorize**.

Please Login to Access Secure Message

You are about to view a Secure Message. You need to login before viewing. Please enter your email address or login to continue.

If you don't have an account on this system, please enter your email address and we will send a Secure Link to validate your email address.

Email

🔒 Authorize

➔ SSO Login

3. LiquidFiles will confirm the email address is valid and send a Secure Token (password) to your mailbox.

Validate Email

You are trying to access: https://transfer.georgeandbell.com. In order to verify your email please either enter the Secure Token below, or click on the Validate Email button/link.

Secure Token: 8bEr-fUnq

Validate Email

Secure Token Expires at: 16:31:36

If you need assistance accessing or using this system, please contact support at .

George & Bell Consulting — Secure File Transfer System: https://transfer.georgeandbell.com

4. Please enter in the received password into the provided box and select **Verify**.

Validate Your Email:

A Secure Token has been sent to your email address: _____. Please either click on the link or enter the Secure Token here to verify your email address and continue.

| 8bEr-fUnq | ✔ Verify |

☐ Create Account
Create an account on this system so you can authenticate with your email and password instead of using Strong Token authentication.

⟳ Resend Validation Email

5. If correct, a new page will appear, allowing you to download all securely sent files. Please click the **Download** button beside each file to download.

Attached Files

| _____.docx | 14 KB | ⓘ | ⬇ Download |
| 1 File | | | 13.6 KB |

⬇ Download Attachment Details (csv)

The files have been successfully downloaded onto your device.

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