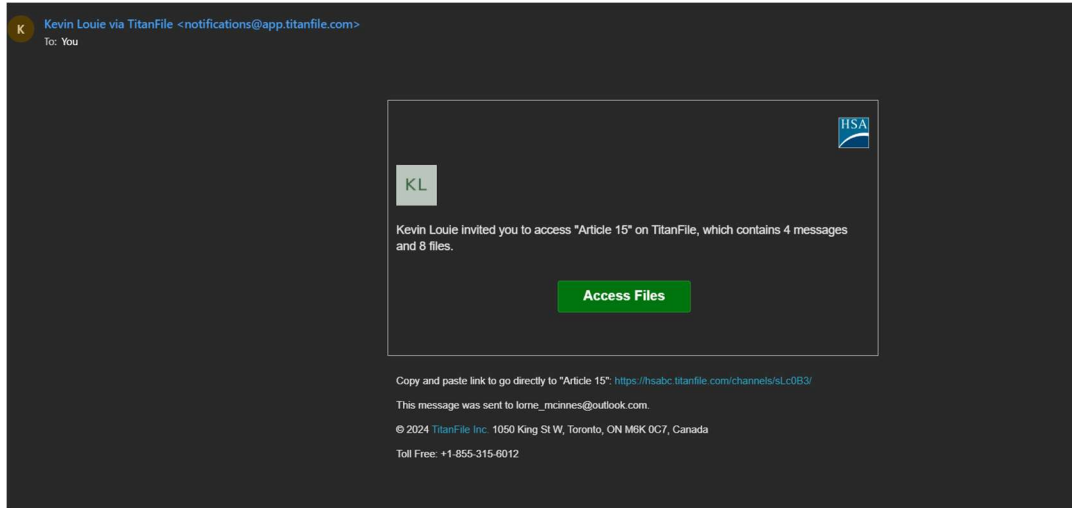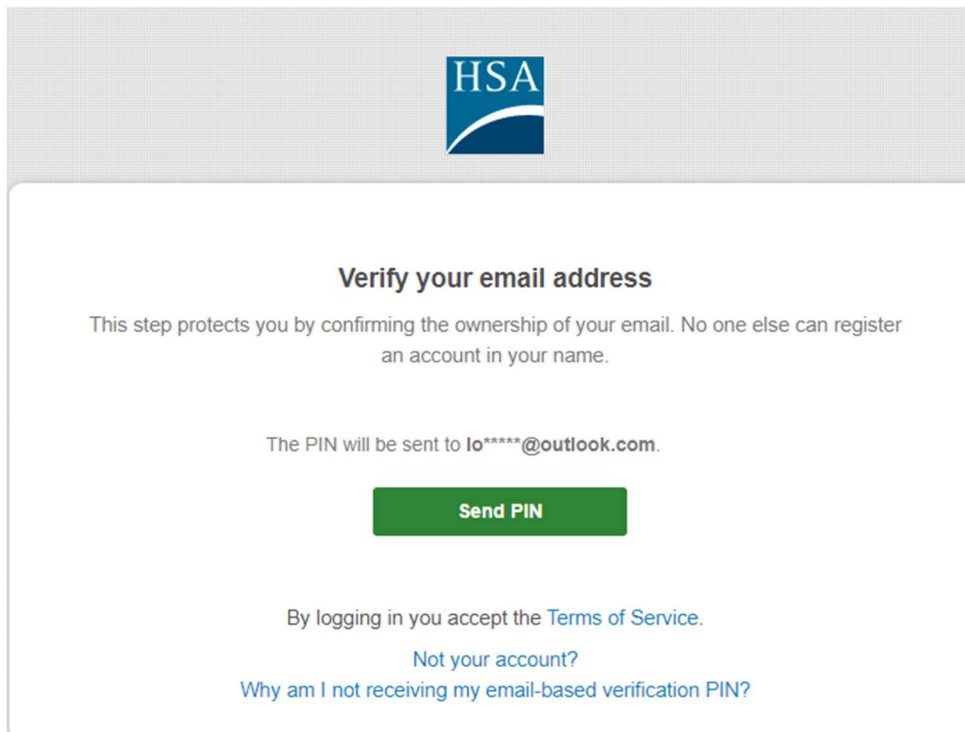# HEALTH SCIENCES ASSOCIATION
The union delivering modern health care

Using TitanFile for the first time.

Step 1: You will get an email inviting you to access the files. Click on the button that says access files.

Step 2: This will take you to the file site. You will be asked to verify your email address and click on the button to send a pin.

Step 3: Click on the button to generate the pin. Then click verify. You will enter the pin on the next page.

Enter the pin you received here. Then press Verify. On the next window you will enter a password for you to use the site. Read the instructions on length and type of characters to use. Do not use a password that you already use. Make it unique.

Step 4: This site uses two-factor authentication so you will have to pick how you want it to be sent to you. SMS means the PIN number will be sent to you by text messaging on your phone. Press continue to enter the site.

Step 5: You will come to a page with some tabs. Click on the files tab.

Step 6: Click on the down arrow next to the file you want to see and select preview. Depending on the size of the file this might take you a little time. Once it is finished it will open the file on your screen. It will have a watermark across it for you to review. You will not be able to print or save this document.

Example of PDF with watermark

Note: to change your password click on your name in the top right and select Options.

Always make sure to logout when you are finished with the site.