

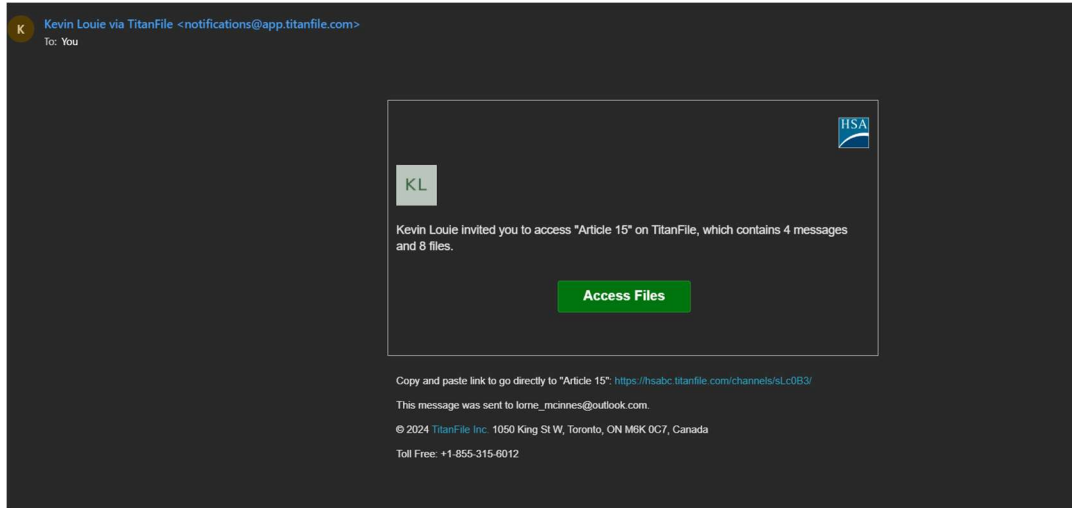


# HEALTH SCIENCES ASSOCIATION

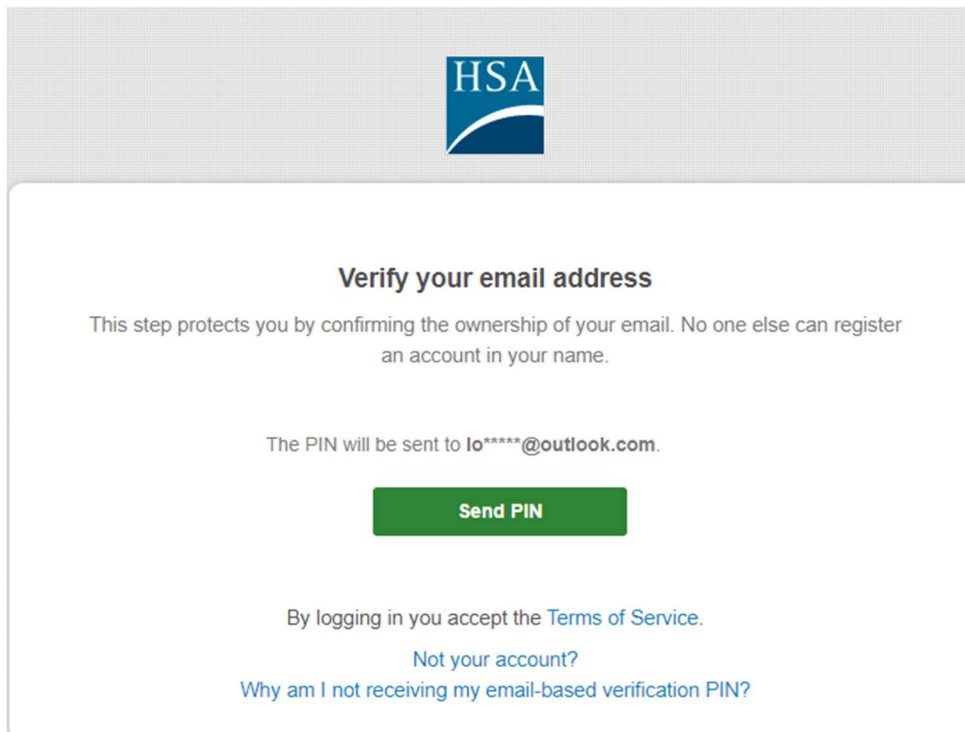
The union delivering modern health care

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.





# HEALTH SCIENCES ASSOCIATION

The union delivering modern health care

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.



# HEALTH SCIENCES ASSOCIATION

The union delivering modern health care

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.

Setup two-factor authentication

The TitanFile channel you're accessing requires two-factor authentication. To setup select a delivery device for verification codes.

[Why is two-factor authentication important?](#)

By submitting this form you agree to receive sms messages from TitanFile regarding two factor authentication services. Message and data rates may apply. Message frequency varies.

**SMS**  
PIN codes will be sent via SMS text message to your phone.

+1 e.g. 506-234-5678

**Voice**  
PIN codes will be sent via audio phone call to your phone.

**Authenticator app**  
PIN codes will be generated by an OATH app or device.

Continue

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

Filename	Size	Owner	Last modified
Member Expense (fake) test.pdf	137 KB	Dustin Keir	2024-03-11
How To Guides		Dustin Keir	2024-03-07
dummy.pdf	13 KB	Dustin Keir	2024-02-20
50MB-TESTFILE.ORG.pdf	51.05 MB	Dustin Keir	2024-02-20
10MB-TESTFILE.ORG.pdf	10.21 MB	Dustin Keir	2024-02-20



# HEALTH SCIENCES ASSOCIATION

The union delivering modern health care

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.

