

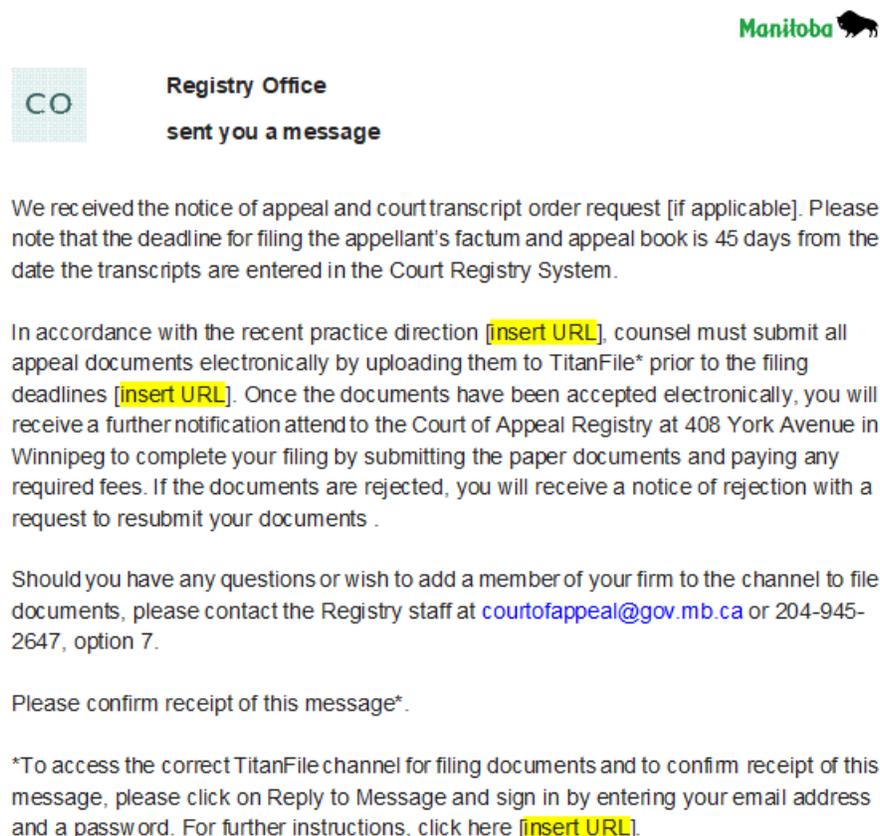
## About TitanFile

TitanFile is a secure file sharing and client collaboration platform trusted by professionals in the government, legal, healthcare, financial services, insurance and accounting industries.

## Accessing the TitanFile Channel

Once the notice of appeal has been filed in paper copy, the Court of Appeal Registry will open a new channel in TitanFile using the email addresses provided by counsel. The Registry will send a message to counsel in TitanFile indicating that this is the channel they will be using to submit electronic filings prior to the filing of the paper copies.

Below is an example of an email notification you will receive. Click the Reply to Message button to access the channel.



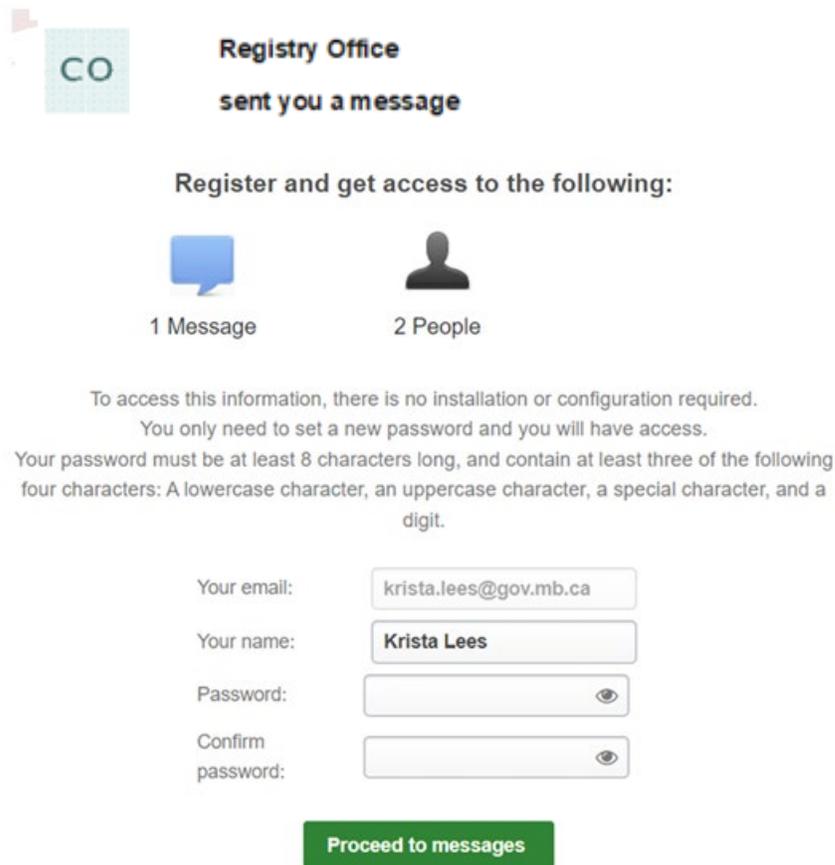
[Reply to Message](#)

## Logging into the TitanFile Portal

The process will be different depending on whether you are a **new TitanFile user** or an **existing TitanFile user**.

### New TitanFile Users

You only need to enter your name and choose a password. Then, click **Proceed to messages** to log in.



The screenshot shows a notification from the 'Registry Office' (CO) stating 'sent you a message'. Below this, it says 'Register and get access to the following:' and lists '1 Message' and '2 People'. A registration form follows with the following fields:

- Your email:
- Your name:
- Password:
- Confirm password:

Below the form is a green button labeled 'Proceed to messages'.

To access this information, there is no installation or configuration required.  
You only need to set a new password and you will have access.  
Your password must be at least 8 characters long, and contain at least three of the following four characters: A lowercase character, an uppercase character, a special character, and a digit.

After clicking **Proceed to messages**, you may be taken to a page asking you to set up two-factor authentication.

### 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?](#)  
[More information about OATH apps and devices.](#)

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

Choose your two-factor authentication method to continue. Then, follow the setup instructions to receive a login PIN. You will need to enter this PIN to gain access to TitanFile.

### Existing TitanFile Users

Enter your email address the notification was sent to and the password associated to your existing TitanFile account. Then, click the **Log in** button.

### Log in to your existing account

Email Address:

Password:

Remember me [Forgot password?](#)

By logging in you accept the [Terms of Service](#).

[Or Log In With Google Apps](#) [Français](#)

## Responding in the Channel and Uploading Documents

TitanFile allows two-way communication. You can reply to the sender using the message box next to your name (under the Conversation tab). Just type a message, attach files, and click the green **Send** button.

The screenshot displays a chat window titled "TEST" with 2 members and last activity 21 minutes ago. The chat header shows two participants, both named "Krista" with initials "KL". The main chat area has tabs for "Conversation", "Files", "Contacts", "History", and "Options". The "Conversation" tab is active, showing a message from "KL" that reads: "Good morning, Please find attached the Appellant's factum. Thank you,". Below the message box are buttons for "Send", "Attach Files", and "Attach Folder". A "Draft saved." notification is visible. At the bottom, a progress bar indicates "1 / 1 Files ready to send" and "100% - 0 left @ 4.77 Mbps, 481 KB Uploaded". A file attachment is shown: "Smith v Jones AI-25-30-00001 Appellant Factum 1-30.pdf.pdf (481 KB)".

Once Registry has reviewed the electronic filings, they will send a message in the channel to advise counsel to proceed to filing the paper copies.