


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.



CO

Court of Appeal
sent you a message

In accordance with the recent [practice direction](#), counsel must submit all appeal documents electronically by uploading them to TitanFile* prior to the [filing deadlines](#). Once the documents have been accepted electronically, you will receive a further notification to attend to the Court of Appeal Registry at 408 York Avenue in Winnipeg to complete your filing by submitting the paper documents and paying any required fees. If the documents are rejected, you will receive a notice of rejection with a request to resubmit your documents.

Should you have any questions or wish to add a member of your firm to the channel to file documents, please contact the Registry staff at courtofappeal@gov.mb.ca or 204-945-2647, option 7.

Please immediately confirm receipt of this message*.

*To access the correct TitanFile channel for filing documents and to confirm receipt of this message, please click on Reply to Message and sign in by entering your email address and a password. For further instructions, [click here](#).

Reply to Message

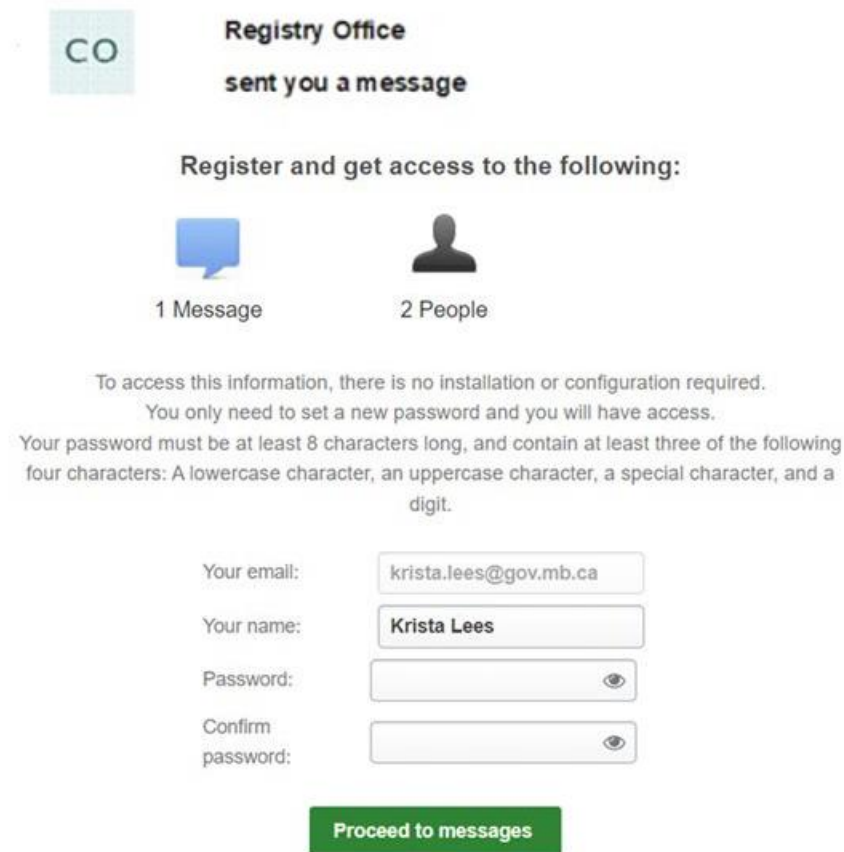
CONFIDENTIALITY NOTICE: *This e-mail message (including any attachments) is confidential and may also be privileged. All rights to privilege are expressly claimed and not waived. Any use, dissemination, distribution, copying or disclosure of this message and any attachments, in whole or in part, by anyone other than the intended recipient is strictly prohibited. If you receive this email in error, please notify the sender immediately, return the original and delete the email.*

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 registration interface. At the top, a notification from 'Registry Office' states 'sent you a message'. Below this, a heading reads 'Register and get access to the following:'. Two icons are displayed: a blue speech bubble labeled '1 Message' and a person silhouette labeled '2 People'. A paragraph of text explains that no installation is required and that the user must set a new password. It specifies password requirements: at least 8 characters, including a lowercase character, an uppercase character, a special character, and a digit. The registration form includes fields for 'Your email:' (krista.lees@gov.mb.ca), 'Your name:' (Krista Lees), 'Password:', and 'Confirm password:'. Each password field has an eye icon for visibility control. A green button labeled 'Proceed to messages' is positioned at the bottom of the form.

CO Registry Office
sent you a message

Register and get access to the following:

1 Message 2 People

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.

Your email: krista.lees@gov.mb.ca
Your name: Krista Lees
Password:
Confirm password:

Proceed to messages


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.

Continue

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](#).

 Log in

[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 for a channel named "TEST" with 2 members and last activity 21 minutes ago. The channel members are "Add", "Krista", and "Krista". The chat interface includes tabs for "Conversation", "Files", "Contacts", "History", and "Options". The current message is from "KL" and contains the text: "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" indicator is visible. A progress bar shows "1 / 1 Files ready to send" and "100% - 0 left @ 4.77 Mbps, 481 KB Uploaded". The file being uploaded is "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.