

To Download a Single file from the DSS Web Portal

This procedure should be used by "Data Storage Service (DSS)" customers to download folders/files from on-line storage using another computer.

NOTE 1: You MUST use Internet Explorer.

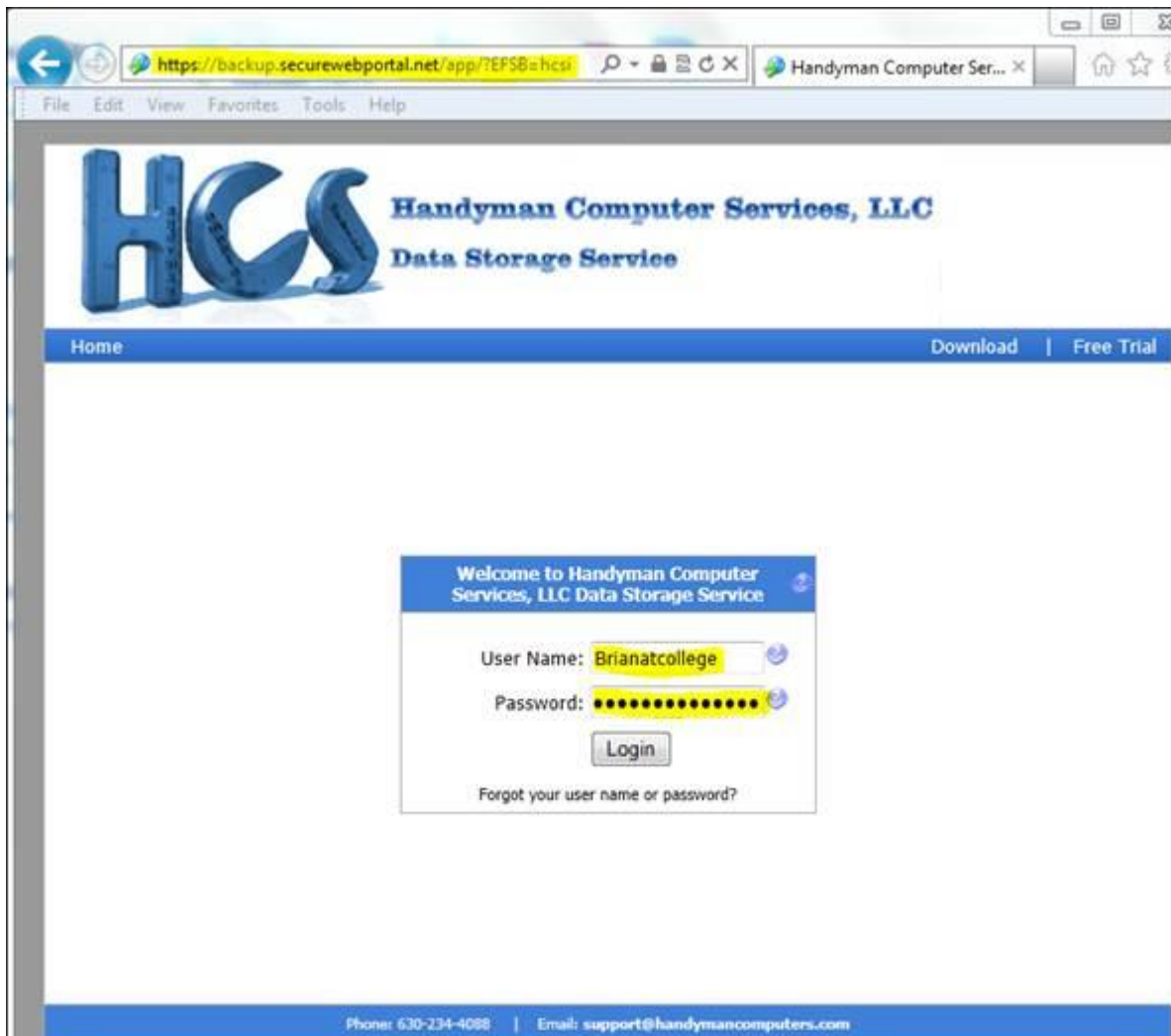
NOTE 2: You will need your DSS login, password and pass phrase. If you don't have this information with you, please obtain it before beginning this procedure.

To login to your on-line account

1. Open Internet Explorer and enter the following URL:

<https://backup.securewebportal.net/?EFSB=hcsi>

2. On the "Login" screen, enter your user name and password then click on the "Login" button.



To access the Web interface

3. On the "Home" page, click on the "Web Access --> Online Access" menu item in the upper right hand corner.



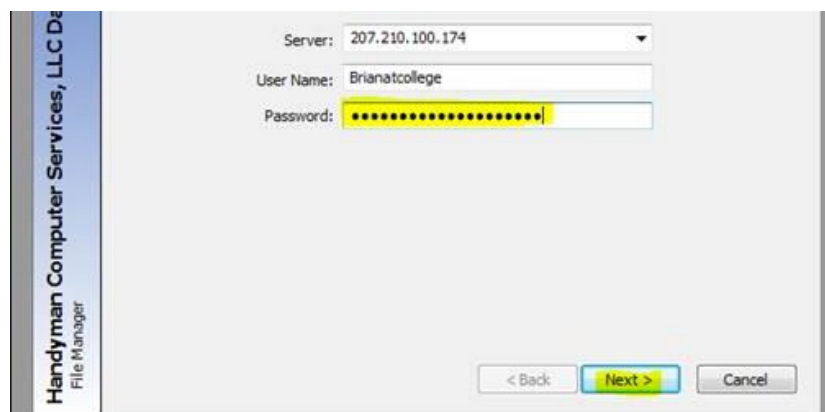
4. **First time access ONLY:**
 - a. On the "Web Access -- Plugin Required" dialog box, click on the "browser plugin" link.



5. When prompted to allow an ActiveX plugin to be installed, click on the "Yes" button.
6. On the "Internet Explorer Add-on Installer - Security Warning" dialog box, click on the "Install" button.



7. On the "Welcome to the File Manager" screen, enter your password then click the "Next>" button.

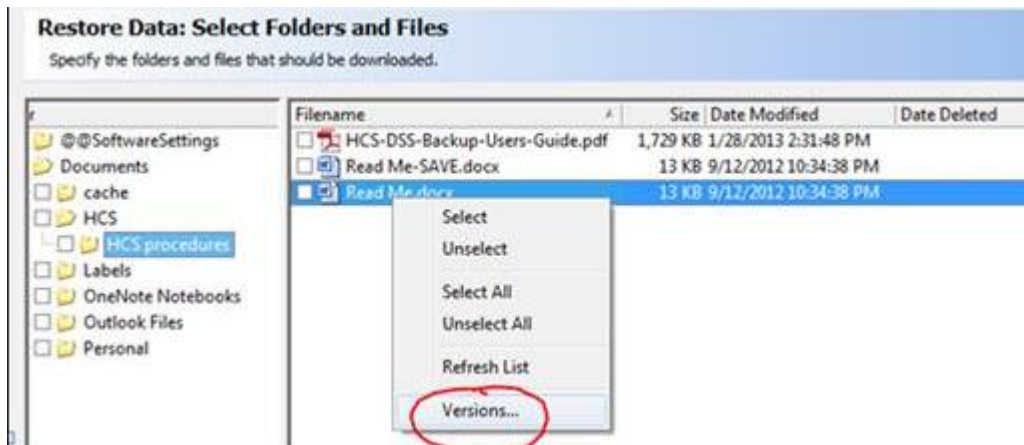


To download a file

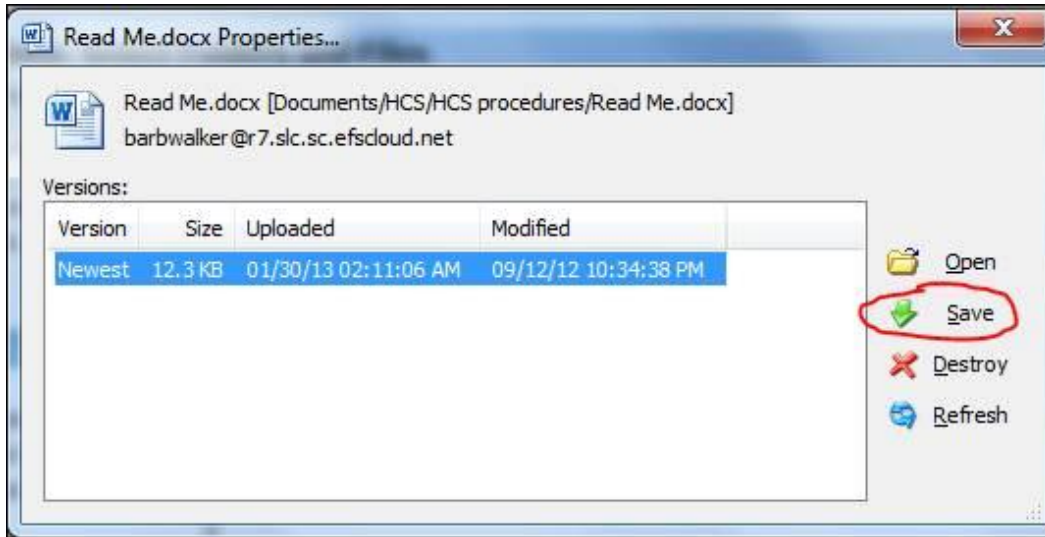
8. On the "File Management: Task Selection" screen, click on the "Restore Data" button.



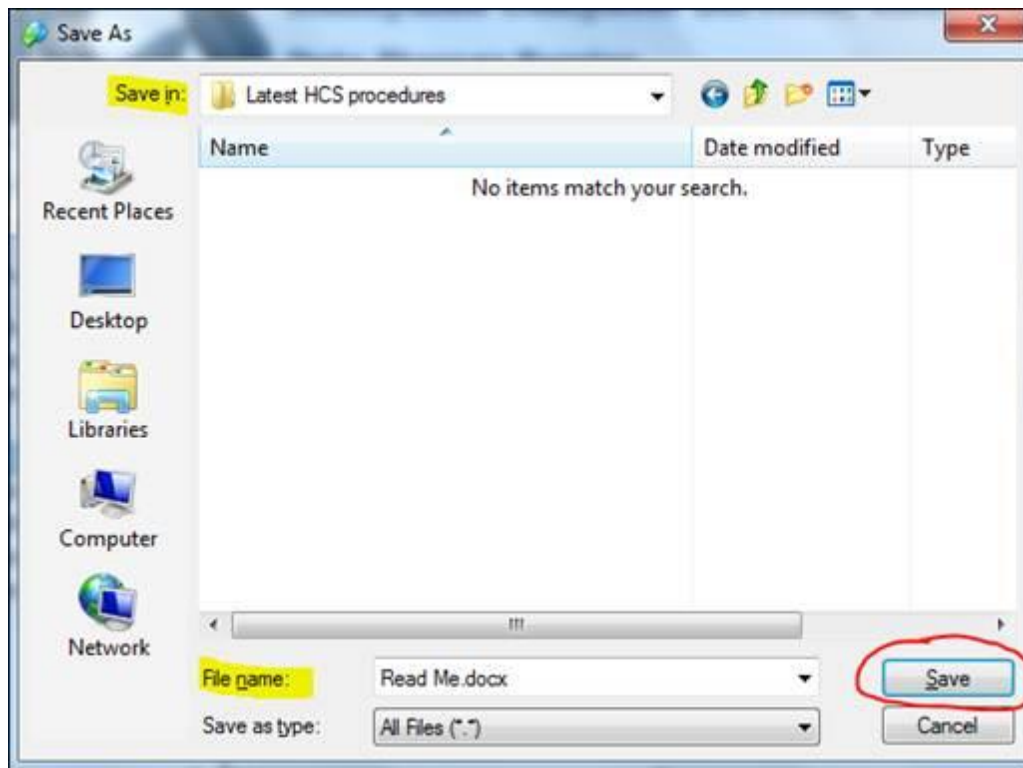
9. On the "Restore Data: Select Folders and Files" screen, highlight the file you want to restore, right click, then select "Versions..." from the list.



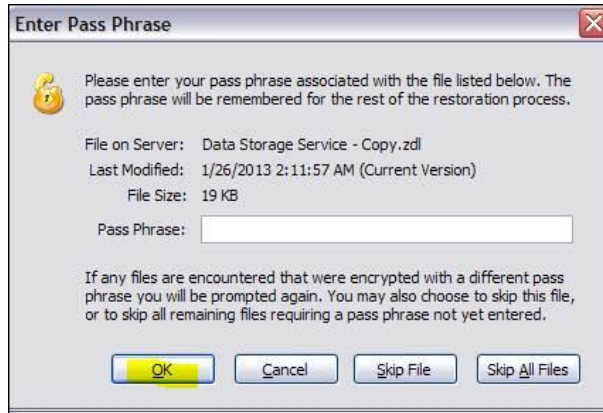
10. On the "Properties..." dialog box, choose the version that you want restored and click on the "Save" button.



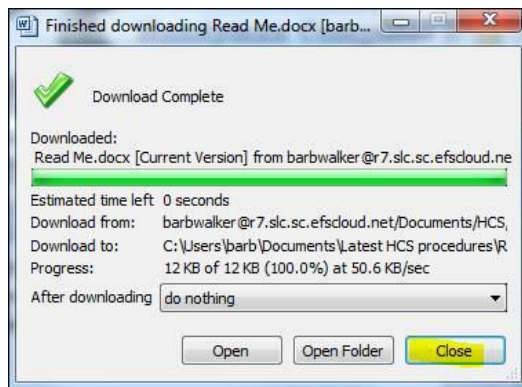
11. On the "Save As" dialog box, navigate to the location you want to save the file, enter the filename then click on the "Save" button.



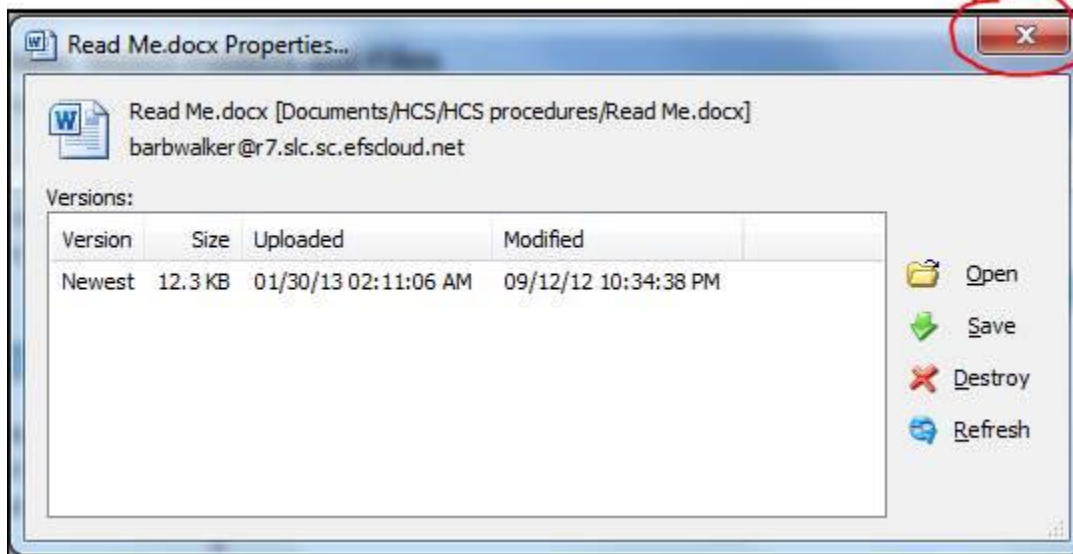
12. On the "Enter Pass Phrase" dialog box, enter your Pass Phrase you used when setting up the account, then click on the "OK" button.



13. After the download is complete, the following dialog box will appear. Click on the "Close" button.



14. When put back on the "Properties..." dialog box, click on the "X".



To logout from your on-line account

15. When put back on the "Restore Data: Select Folder and Files" screen, if you are done restoring files, click on the "Logout" button.

