

LiquidFiles Secure Transfer Service

LiquidFiles is a file transfer service that helps ensure the security and confidentiality of all documents provided to George & Bell Consulting. The service works by ensuring that all confidential documents are transmitted in encrypted form and that the recipient of any document is verified before allowed access.

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Receiving Documents

This guide will walk you through receiving a document securely using a services called LiquidFiles.

A recent LiquidFiles update has changed how accessing a document works. Rather than signing in, you'll now be requested to enter in a Secure Token (password). More information on this change can be found below.

Instructions

1. An employee of Convyta Partners will send you documents via the LiquidFiles services. You'll receive the following email message. Click **Download Attached** Files, to download the files.

Please note the sender of this message will be no-reply@convyta.com.

The email address must match the address the company representative sent the files to. If receiving forwarded email messages, please ensure the correct email address is entered.

Secure Message Info

Message ID	z96NsXuMEROz65Op1Y1Jj1
Message Expires	Thursday, 5 October
Message URL	https://transfer.georgeandbell.com/message/ [REDACTED]
Permission	Only specified recipients can access the files attached to this message.

Files attached to this message

Filename	Size
[REDACTED]	13.6 KB

[Download Attached Files](#)

[Reply to this Secure Message](#)

If you need assistance accessing or using this Secure Message System, please contact support at .

2. A browser window will appear requesting that you enter in your email address. Once entered, select **Authorize**.

Please Login to Access Secure Message

You are about to view a Secure Message. You need to login before viewing. Please enter your email address or login to continue.

If you don't have an account on this system, please enter your email address and we will send a Secure Link to validate your email address.

3. LiquidFiles will confirm the email address is valid and send a Secure Token (password) to your email address.

Validate Email

You are trying to access: <https://transfer.georgeandbell.com>. In order to verify your email please either enter the Secure Token below, or click on the Validate Email button/link.

Secure Token Expires at: 16:31:36

If you need assistance accessing or using this system, please contact support at .

George & Bell Consulting — Secure File Transfer System: <https://transfer.georgeandbell.com>

4. Please enter in the received password into the provided box and select **Verify**.

Validate Your Email: [REDACTED]

A Secure Token has been sent to your email address: [REDACTED]. Please either click on the link or enter the Secure Token here to verify your email address and continue.

Create Account

Create an account on this system so you can authenticate with your email and password instead of using Strong Token authentication.

5. If correct, links to all send files will be presented. Please click the **Download** button beside each file to download.

Attached Files			
[REDACTED].docx	14 KB		<input type="button" value="Download"/>
1 File		13.6 KB	

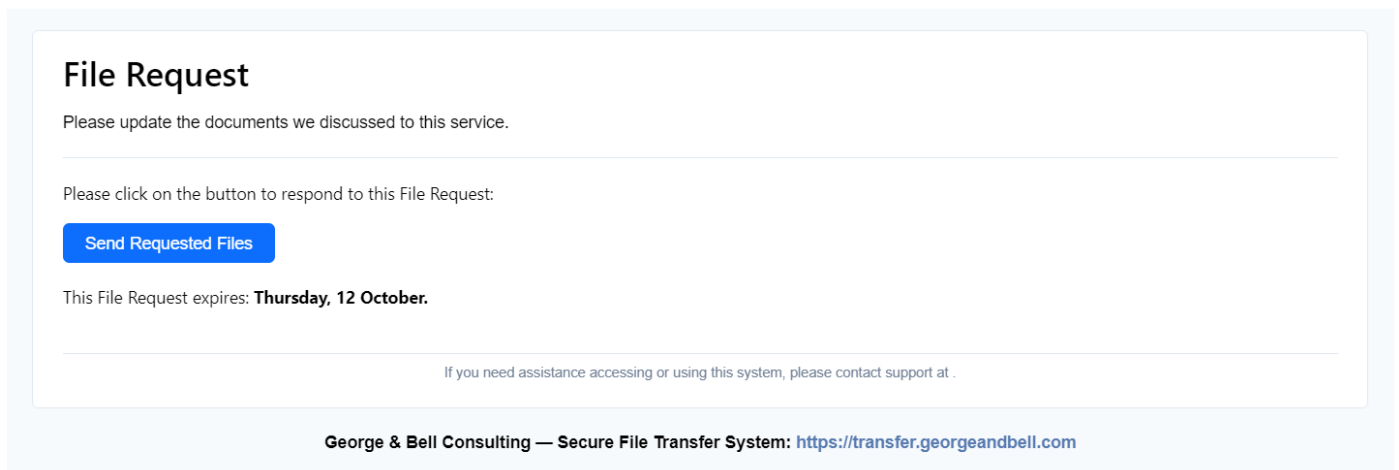
The files have been successfully downloaded onto your device.

Sending Documents

This guide will walk you through sending confidential documents securely to a Convyta Partners representative through a services called LiquidFiles.

Instructions

After a company representative has initiated a File Request, you will receive an email request with a link to upload the documents. On receiving this message, click **Send Requested Files**.



The screenshot shows an email interface for a 'File Request'. At the top, the title 'File Request' is displayed. Below it, the text reads: 'Please update the documents we discussed to this service.' A horizontal line separates this from the next section: 'Please click on the button to respond to this File Request:'. A blue button with the text 'Send Requested Files' is positioned below. Further down, it states: 'This File Request expires: **Thursday, 12 October.**' Another horizontal line follows. At the bottom of the email content area, there is a small line of text: 'If you need assistance accessing or using this system, please contact support at .'. Below the email content area, a footer line reads: 'George & Bell Consulting — Secure File Transfer System: <https://transfer.georgeandbell.com>'.

Feel free to write a message back to the company representative. To upload the documents, please either drag-and-drop the files over the *Drop Files Here* section or select **Add Files...**

Please note the total size of all documents may not exceed 10GB and the following extensions are blocked: exe, vbs, pif, bat, cmd, com and cpl.

File Request

From

To

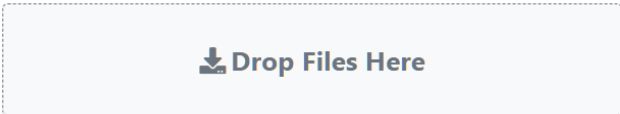
Subject Re: File Request

Message

Hi,

The review that we discussed has been fully completed.

Thanks,
Tyler

 **Drop Files Here**

[+ Add Files...](#)

[Send](#)

Limitations

Max size: 10 GB

[Blocked Extensions](#)

Once the files have been successfully attached, they will appear at the bottom of the page. Please check and confirm the files are correct.

Attached files

Confidential Document.docx 0.00 B [Cancel](#)

When ready, select **Send** to send the files to the company representative. The LiquidFiles service will upload all selected files.

Sending...

Overall 267.62 B/s 0 min 0 s

Progress

Currently Uploading

Filename: Confidential Document.docx
Size: 11.77 KB

[Abort](#)

Once all files have been successfully uploaded, The following message will be displayed:

Files Sent, Thank you!

The company representative will now be informed that the files have been uploaded and are available.