

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 | z96NsXuMEROz650piY1Jj1 |
| 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:

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.

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