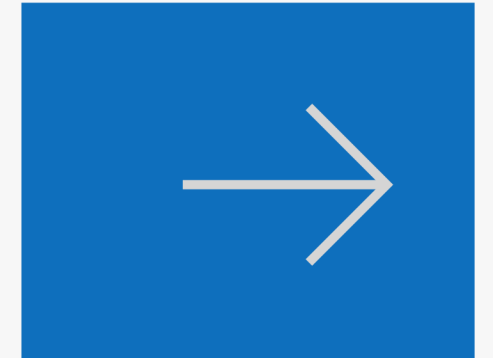


ONBOARDING



# WELCOME TO **SafeSuite**

# DEAR FRIENDS AND SHAREHOLDERS



We are happy to present for your use an application that utilizes Keyavi's Self Protecting Data technology. This application will be offered under the brand name **SafeSuite.**

This demo aims for the initial trial group to use the technology and share feedback before the formal launch in a few weeks.



The opportunity to self protect your key data across devices is finally ready.




Respectfully,  
Stan Solomonson

# SAFE SUITE WEB APP

Desktop & Mobile



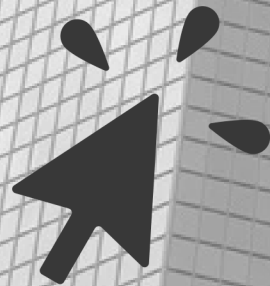
THIS BROWSER-BASED APPLICATION  
ALLOWS YOU TO:

-  Protect your files
-  Set access policies for authorized users
-  Authorize users to decrypt and view files
-  In-app decryption for authorized users



# GETTING STARTED

Select Application



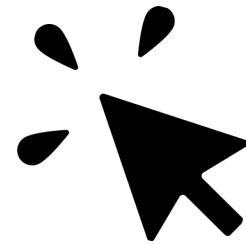
Web App  
(Windows, MacOS)

Desktop App  
(Windows)



1

**Launch Web App**



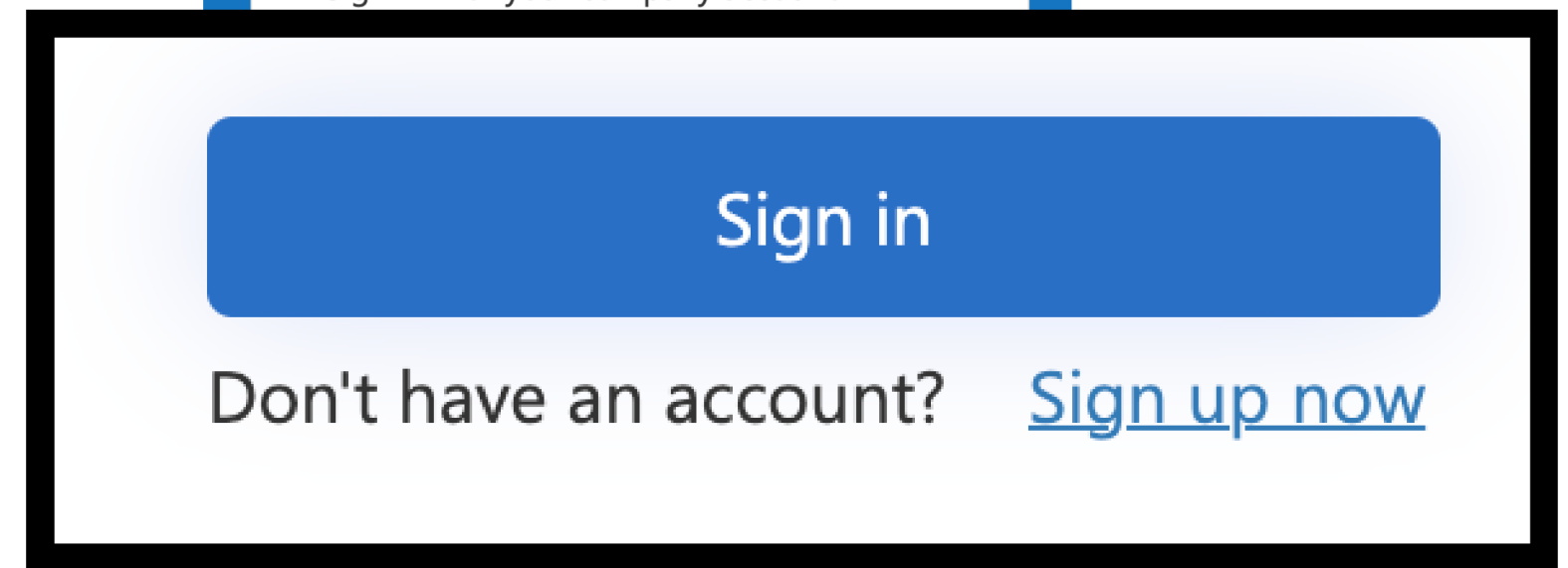
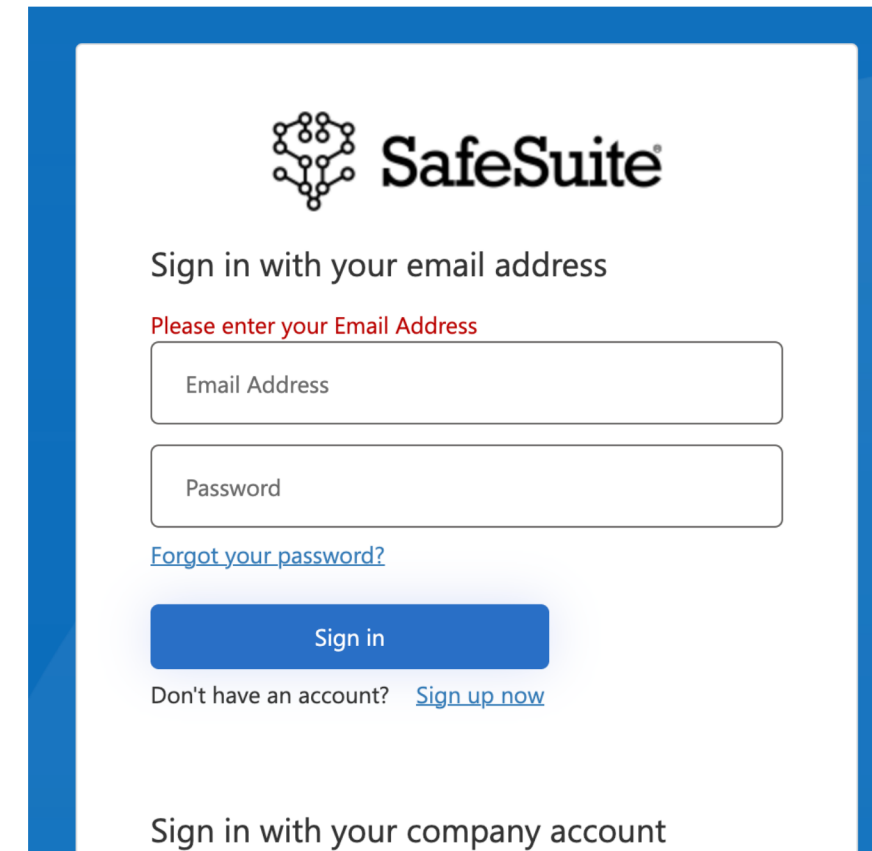
\*If this page does not launch: [clear cookies](#) and relaunch app\*

Copy & Paste URL in browser:

<https://webapp-safesuite.keyavicloud.com/>

2

In your browser: select Sign up now





- 3** Enter email address & click 'send verification code'. You will receive a code in 1-2 minutes.
- 4** You will receive an email from MSFT. Open and click 'verify code'.
- 5** Return to your browser and complete the form, then click 'Create'.

A screenshot of the SafeSuite 'User Details' form. The form is titled 'SafeSuite User Details' and includes a 'Cancel' link at the top left. It features several input fields: 'Email Address' (with a red error message 'Email Address is required.' and an asterisk), 'New Password' (with an asterisk), 'Confirm New Password' (with a placeholder 'Confirm new password' and an asterisk), 'Display Name', 'Given Name', and 'Surname'. A blue 'Send verification code' button is positioned below the email field, and a light blue 'Create' button is at the bottom. The entire form is enclosed in a blue border.



6

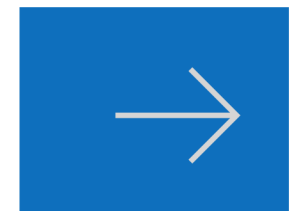
Once you see the homepage, upgrade your account to a “Full” user.

**Please send this message to: [customersupport@keyavi.com](mailto:customersupport@keyavi.com):**

*I have created my account. Please upgrade my status to a “Full” user.*

This allows you to encrypt and decrypt. Recipients you send to will be able to use the Viewer decrypt option only, unless they request a Full user account.

**These will be free for the next 60 days for all recipients to allow seeding the markets the technology will enter with this WebApp.**

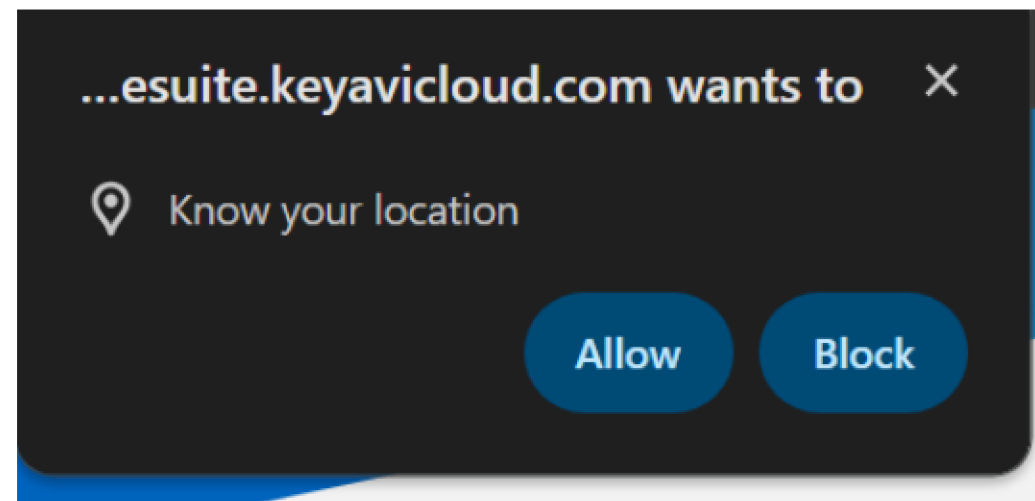






- 7 Once upgrade confirmation email is received, launch the web app in a new browser. Sign in with the password you created.

8



Click "Allow"

\*Encrypt and decrypt capabilities will not work otherwise

9

- 9 To protect a file, go through steps 1-5 in the "Protect a file" tab.





To protect a file, go through steps 1-5 in the “Protect a file” tab.

### ADD NEW RECIPIENT

- “Add External User” button on the “External User(s)” tab;
- Enter the user’s information, and
- Click “Update”.
- This new user will now be available in the “Internal User(s)” list for you to select for access authorization.

A screenshot of the 'Add User' dialog box in the SafeSuite Web App. The dialog box is titled 'Add User' and has a close button (X) in the top right corner. It contains two sections: 'USAGE RIGHTS:' with radio buttons for 'Read Only' (selected) and 'Full Access'; and 'USER AUTHORIZATION:' with a text prompt: 'Please select the user(s) and group(s) from the list below which you would like to have access to selected file. (User authorization creates exceptions to the least privileged access determined by group membership)'. Below this is a table with columns for 'Internal User(s)', 'First Name', and 'Email'. A '+ Add External User' button is visible on the left side of the table. At the bottom of the dialog box, there are 'Update' and 'Cancel' buttons.

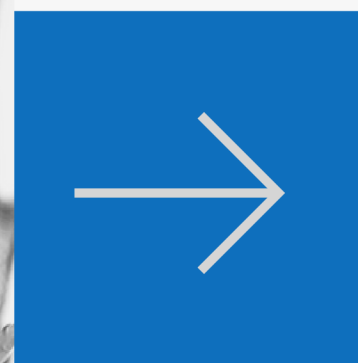
**SEND PROTECTED FILE**

You will find the protected file (“.ikd” extension) in your Downloads folder. Send that as an attachment to your authorized users with the instructions below:

To view this protected (.ikd) file,

- Download it from this email
- Sign up at <https://webapp-safesuite.keyavicloud.com>
- Click “Allow” on the location services pop-up
- Select the .ikd file via the “Select a file” button
- Click on the “Decrypt” button to view it.

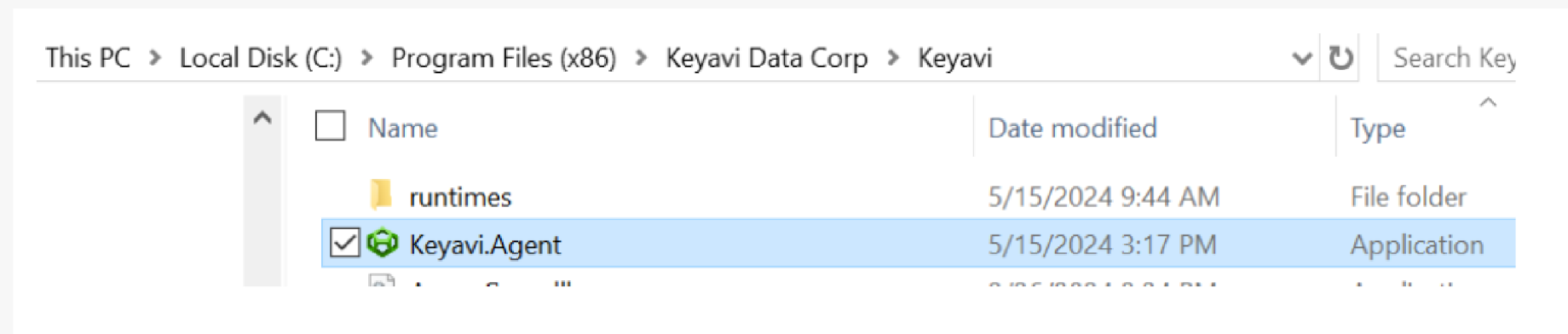




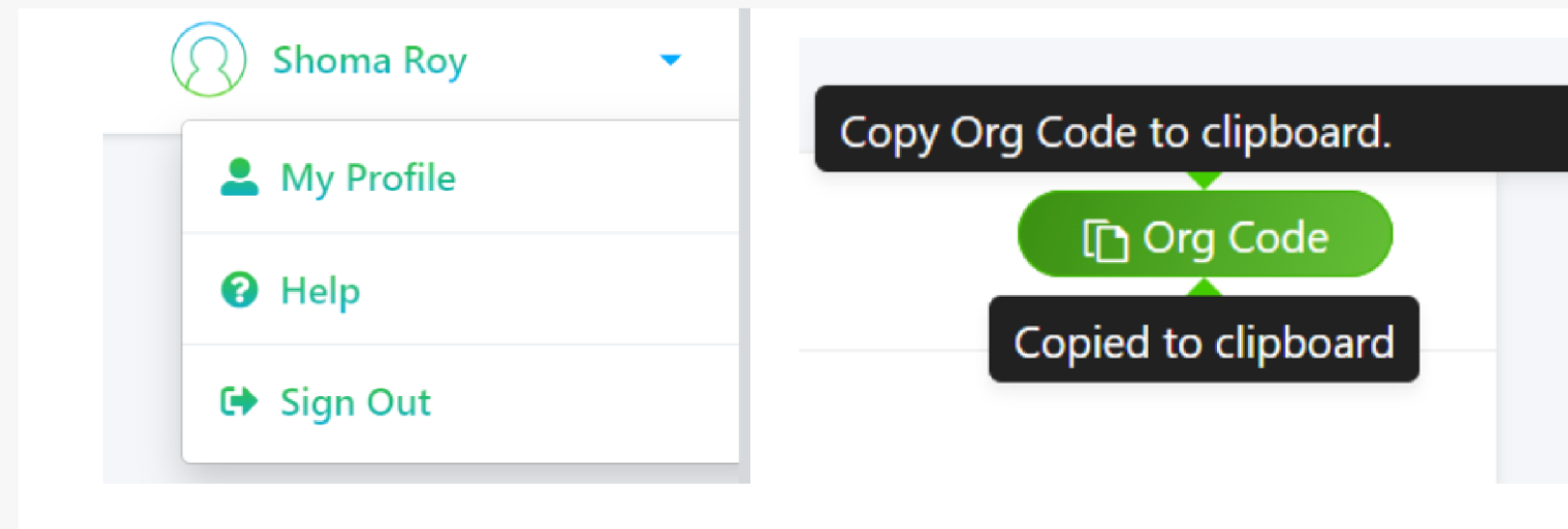
THANK YOU  
FOR TRYING  
**SAFESUITE**  
**WEB APP.** WE  
APPRECIATE  
YOUR TIME AND  
REVIEW.

## AGENT DESKTOP APP INSTALLATION & SET UP

- 1** From the left pane of the Portal Dashboard, download the Agent (**Clients > “SafeSuite”**).
- 2** You will find the installer in your Downloads folder. Double click on it to install the Agent.
- 3** Go through the install wizard. At the end, you will find the Agent installed in the location below:



- 4 Double click on the Agent to launch it. Pin it to your taskbar after launch.
- 5 In the Portal, click on the arrow on the top right, and then on “My Profile”. Then, click on the “Org Code” button to copy in on your clipboard.



- 6** In the agent, click on the top right icon, and then hover over “Profiles”. Click on **Manage > Add > Add a new profile**.
- 7** Set Name to “SafeSuite” and **paste in the code in your clipboard** for “Organization Code”. Click on **“Save”**
- 8** Hover on Profiles again and select “SafeSuite”. You will see a sign in screen. Sign in with the email address and password for your SafeSuite account.
- 9** You can now protect files and open protected files via the Agent.