



Overview

NGS ShareFile is the perfect solution for any type of business that needs to transfer large files or sensitive data. NGS ShareFile is incredibly easy to use, totally secure and helps you present a professional appearance while avoiding hassles when you need to email large files.

Easy to Use

Forget about FTP or sending large files as e-mail attachments. NGS ShareFile is the easiest way to share documents, data, images and other business files with one person or with a hundred.

Just click on the "Send a File" link on the navigation bar, enter an e-mail address and click to upload your file. A message is instantly sent to the recipient with a link. They click on the link and can download the file quickly and easily, and you receive an e-mail notification that the user has downloaded the file.

For projects that require additional security or involve many files and users, you can set up password-protected online folders with just a few clicks. Giving users access to folders is as simple as typing their e-mail address. Set up as many different passwords and permissions as you need. You have the control!

Send Large Files

Many files are simply too large for standard e-mail. If you're a graphic designer, photographer, accountant, lawyer, architect or anyone who must receive or send large files, NGS ShareFile can simplify your life.

Stop wasting time breaking up large files into small pieces or hoping for the best when you click "send" (only to be disappointed). Avoid the hassles of FTP. NGS ShareFile is the one-click solution for any kind of file transfer.

Use Your Company Branding

When you sign up for an account, we will customize your NGS ShareFile portal to seamlessly match your company logo and web site. We'll even provide you with a snippet of HTML code so that you can put a NGS ShareFile login box right on your web site. NGS ShareFile helps you create a professional appearance and avoid the embarrassment of bounced e-mails or confusing FTP rules.

Thumbnails

Sometimes it's helpful to be able to identify files visually. That's why NGS ShareFile includes a thumbnail view. NGS ShareFile automatically creates thumbs for all standard graphics files including JPEGs, GIFs, PDFs, PNGs...even Photoshop files. NGS ShareFile helps you stay organized and save time.

Total Security

It's amazing how many sensitive files are sent "in the clear" — unencrypted and open to theft by any hacker or cyber thief. Many people are not aware that all files sent by e-mail or FTP travel across the internet completely un-encrypted. And even if files are not intercepted by hackers, many companies distribute the same FTP password to all clients because of the difficulty and inconvenience of managing users with FTP. This creates a situation where one client is able to browse through another clients files simply by clicking into their folder.

NGS ShareFile uses advanced 128-bit SSL encryption so you can send anything to anyone with complete peace of mind. And with our easy user management, your clients will only be able to see their own folders — not data intended for other clients.

Storage & Backup

Store your important files on our secure servers. Access them from anywhere. Your data is organized, protected and available to you 24/7/365.

Audit Trail

Want to know who viewed what file and when? NGS ShareFile makes it easy with powerful Audit and History features.

Industry Solutions

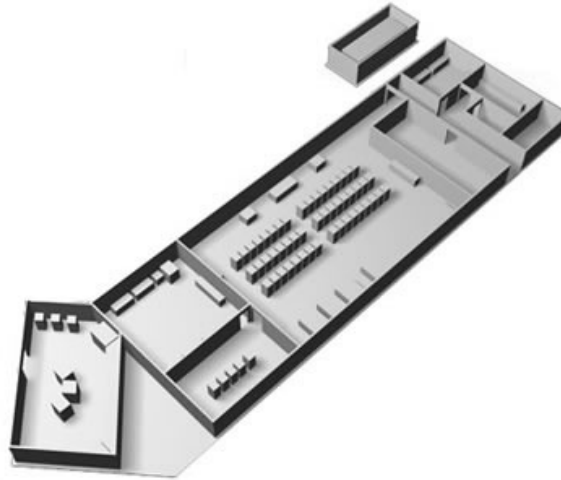
NGS ShareFile is the perfect online file storage solution for any business. Whether you're a large corporation or a small business, NGS ShareFile takes the hassle and insecurity out of file exchange and online data storage. Here are a few types of businesses that share files and use NGS ShareFile for their online storage needs:

- ✚ **Graphic Designers and Photographers** Stop wrestling with massive files, quirky compression routines and burning CDs. Just upload your work to NGS ShareFile and let your clients know its there waiting for them. Simple!
- ✚ **Lawyers and Accountants** If you consider the security of your data transmission an important issue, ShareFile is the right application for you. 128-bit SSL security encryption means sensitive files are safe from hackers and cyber thieves.
- ✚ **Health Care Professionals** Share files safely and easily with ShareFile. Our secure servers and custom password protection mean your important documents are always where you need them and safe from intruders.
- ✚ **Film Producers, Architects, Musicians** Get approvals from your clients quickly with ShareFile. Giant files? No problem. Save time, hassle and money with ShareFile.
- ✚ **Manufacturers / Engineers** Send data, documents or any files quickly, safely and professionally to customers, vendors and colleagues. Works great if your sales force is on the road or your clients are far away.
- ✚ **Small Businesses** If you need to send important documents or large files, ShareFile is the easy, secure, cost effective and professional solution.

Security Information

Your Data Is Protected

NGS ShareFile's servers are located in a secure and reliable data center facility.



The data center features the following computer network security measures:

- Ballistic-proof exterior, including doors & windows
- Fingerprint scanners and ID checking for all entry and exit of the facility
- Double Man Traps force double verification and provides extra secure data center entry
- Redundant off-site monitoring of all security systems
- Locked Cabinets and Cages

Our privately managed server farm is equipped with the latest firewalls and computer internet security updates to help keep your data completely safe.

All communications between NGS ShareFile and the user are encrypted using the Secure Socket Layer (SSL). This is the same functionality used by banks and popular e-commerce services such as Amazon.com for secure communication.

When NGS ShareFile users create folders in the system, only the specified users that are designated by owner of the folder are able to access the contents of those folders. Users who do not have access to the folder will not even see the folder in their view of the system.

Each user of the system has a unique login and password. All user passwords are hashed in the NGS ShareFile database, meaning that not even the NGS ShareFile support personnel have the ability to view or in any way determine a user's password.

NGS ShareFile's computer network security is subject to daily security audits by a third-party security monitoring firm. This helps us stay one step ahead of the latest security threats.



A Service You Can Count On

NGS ShareFile's service was built with reliability and scalability in mind. Our data center has a hurricane-rated roof, with multiple redundant power sources including a diesel generator with 7 days worth of diesel fuel in case of a power outage.

To protect against data loss, our servers are equipped with technology that automatically mirrors all data in real-time to two separate locations. Additionally, regular incremental and full backups of all system data are performed, including off-site data backups stored in two separate secure physical locations, to protect against almost all disaster scenarios.

FAQ

This FAQ page contains answers for many of the frequently asked questions about NGS ShareFile and how it works. If you have any questions that are not answered on our FAQ please contact us directly at 786-888-TECH (8324) or via email at hosting@ngstech.com.

Will my clients be able to see folders that I've made for other clients?

No. Your clients will only see folders that you have explicitly given them access to. Your company also has the option of preventing clients from seeing other users who have access to the same folder that they do.

How is NGS ShareFile different than FTP?

NGS ShareFile uses a completely different method of transferring files than FTP. Unlike FTP, which transfers files and passwords in clear text for anyone to see, NGS ShareFile uses SSL encryption to protect the privacy of passwords and files. NGS ShareFile can also be accessed using any web browser that can access the internet and does not require the opening of additional ports or the installation of special software to use it. Additionally, NGS ShareFile offers many value added features not available with FTP such as company branding, keyword searching of files and folders, configurable e-mail alerts on file uploads and downloads, and easy user management.

NOTE: As of December 2008, NGS ShareFile offers compatibility with standard FTP for those users within your company who may prefer to use existing FTP tools to access their data. FTP compatibility is an account preference that comes with our Power Tools package.

Is there a file size limit on uploading or sending files?

Files up to 10GB in size may be uploaded, sent, or stored on NGS ShareFile with our Professional or Enterprise plans. With our Basic Plan, individual files up to 2GB in size may be uploaded and transferred.

How does NGS ShareFile send large files through e-mail?

Instead of attaching the file to your e-mail, you upload it to NGS ShareFile's secure servers. NGS ShareFile will then provide you with a hyperlink that you can send to recipients, either through NGS ShareFile or using your own e-mail software. Recipients will be able to download the file by clicking the hyperlink.

For MS Outlook users, NGS ShareFile offers an Outlook Plug-In as part of our Power Tools package to more easily allow you to send large files via e-mail without using email attachments.

How do I upload more than 5 files at a time?

If you are uploading files into a ShareFile folder, there are two ways that you can upload several files at once:

1. If you have the latest version of the Flash Player, ShareFile will allow you to select as many files as you want when uploading. For a free download of the latest Flash Player, [click here](#). ShareFile also has a Java upload tool that lets you upload multiple files (or even entire folders) at once. For a free download of Java, [click here](#).
2. You can use the built-in functionality in Windows or Mac to create a zip file containing the files you wish to upload. On Windows, create a zip file by selecting any number of files and/or folders, then right-clicking and selecting Send To -> Compressed (zipped) folder. On Mac, right-click any number of files and/or folders, then choose the Archive option from the context menu. When logged into ShareFile, click 'Upload Files' and then click the 'upload multiple files' link. Once you upload your zip file, ShareFile will automatically unzip the file so that each individual file is visible to other users

Is NGS ShareFile secure?

Yes. Unlike e-mail and FTP, NGS ShareFile offers 128-bit SSL encryption to protect your files. Passwords are also hashed so that not even NGS ShareFile support staff is able to access them. All files on NGS ShareFile are backed up daily and hosted with best-of-breed servers and facilities.

How Much is NGS ShareFile?

NGS ShareFile offers competitive pricing plans to fit every company size and budget. Billing is based on total employees, bandwidth and storage used, so your payment for the system is based on the business value that you receive from it. NGS ShareFile has four standard plans: Basic, Professional, Enterprise, and Enterprise Gold. The plans differ in the number of employees, amount of storage, and amount of bandwidth that is included in the plan. The plans also have some feature differences, some of which can be viewed on our pricing page. All plans include unlimited accounts for clients and partners, custom branding, and customer support by both email and telephone. And if none of the standard plans fit your company's needs, you can create your own plan by adding users and bandwidth a la carte or calling NGS ShareFile for a custom quote.