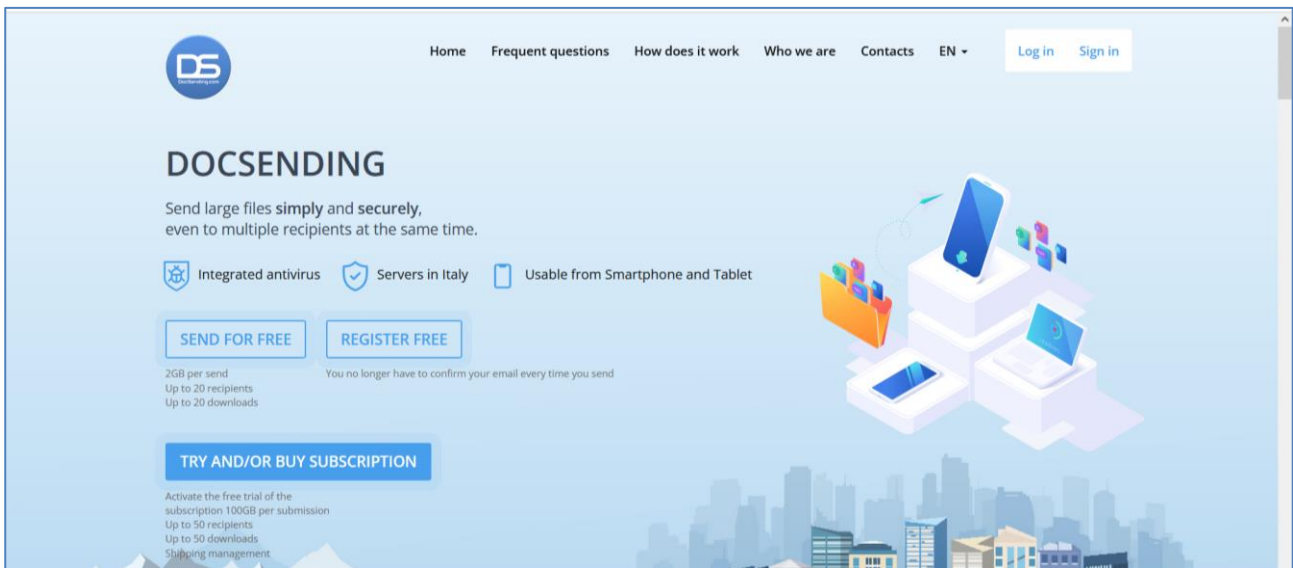


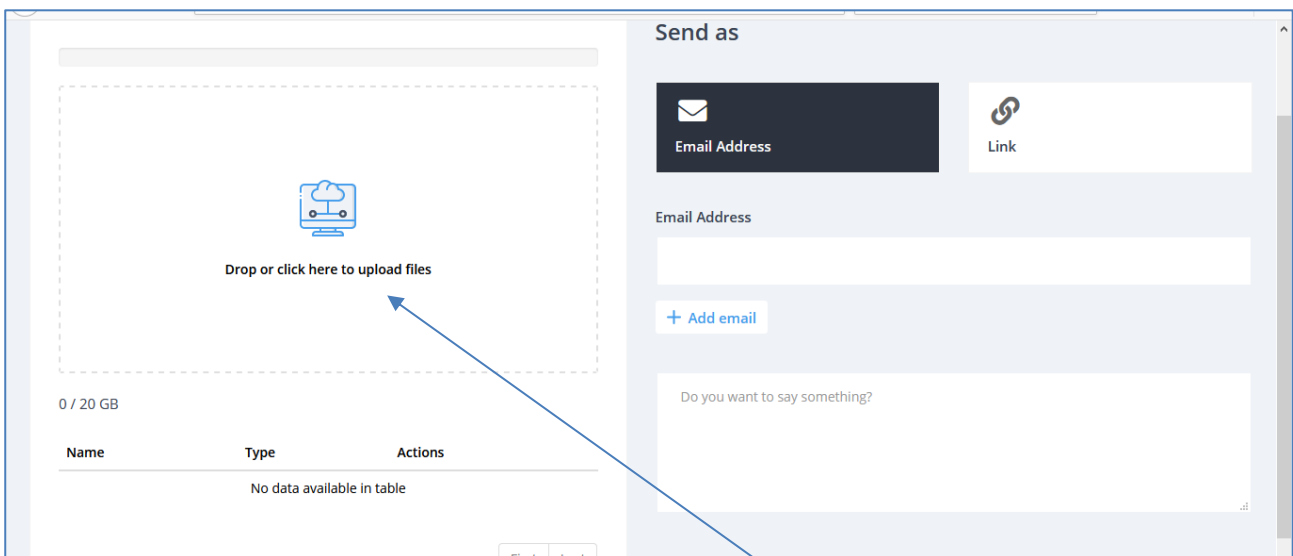
## How does it work

The [www.docsending.com](http://www.docsending.com) platform can be used free of charge or through the annual subscription formula. From the home page of the site, you can choose whether to make a free invitation (SEND FOR FREE), whether to register for free (REGISTER FOR FREE) (so as to avoid having to confirm your email address each time you send), send a test in SUBSCRIPTION mode or to subscribe with one of the packages offered (TRY AND/OR BUY SUBSCRIPTION). It is also possible to purchase a subscription for multiple users: just buy the single subscription and then make the purchase directly from the user page of the platform.

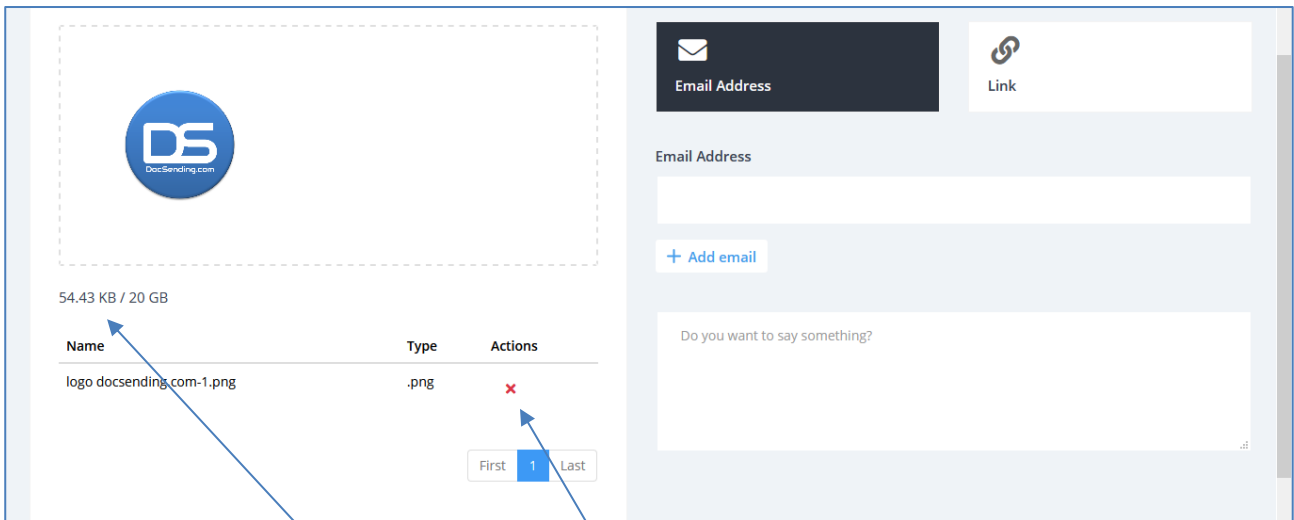


## FREE POST

To send for free, just click on the appropriate button on the SEND FOR FREE home page. The page where to send will open directly:



Drag / insert the files or drag the folder into the "Drag or click here to upload files" box, up to a maximum capacity of 2 Giga,



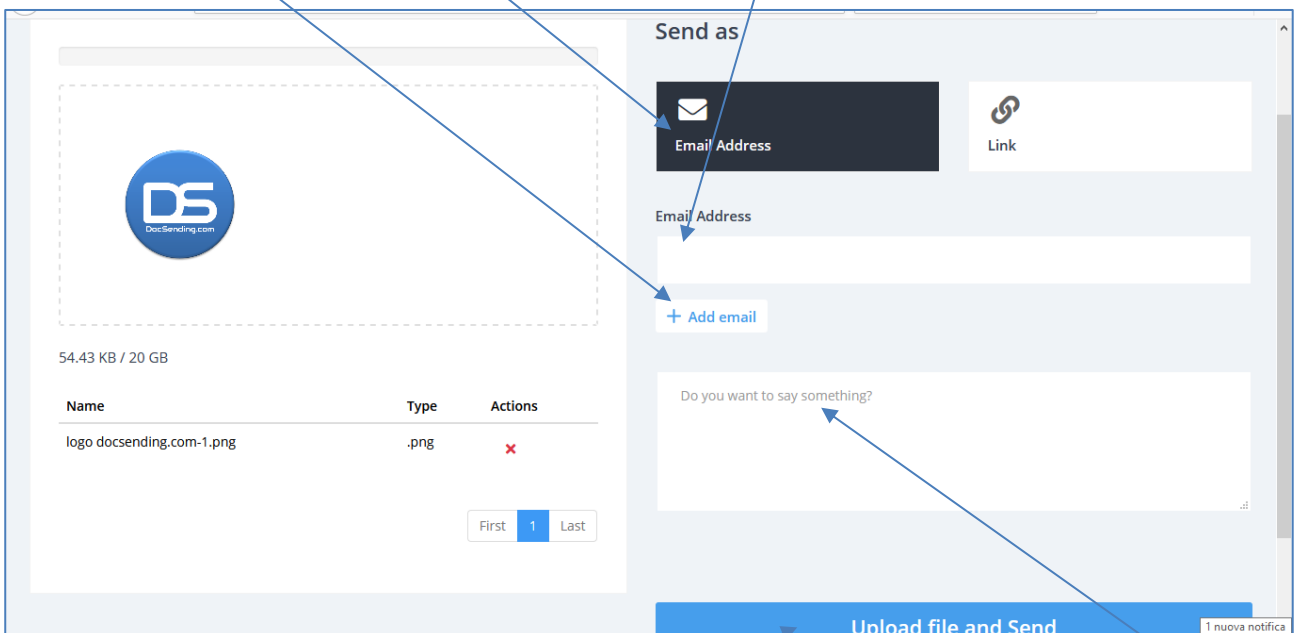
If you entered a file incorrectly, click on the red **X** to delete it before sending.

There is an indication of the **total size** of the uploaded files compared to the maximum capacity

Decide whether to send it **by email** or to use the **link**

### **SEND BY E-MAIL**

If by e-mail, click on **Email**, enter the e-mail under "**e-mail address**" also choosing it from those that will be proposed to you because already used. If the sending is to multiple e-mail addresses, select "**add mail**" as many times as there are addresses. Remember that you can share up to a maximum of 20 email addresses.



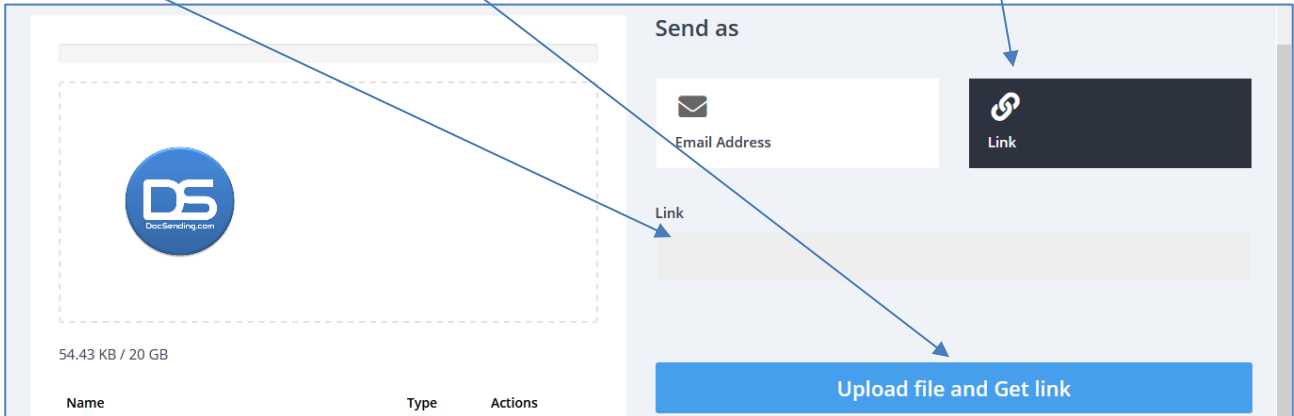
If you want, you can send a message to the recipient by entering it in the appropriate box "**Do you want to add something?**"

Press "**Upload File and Send**" and the document will be shared.

## GET THE LINK

If you decide to create a link to share, after uploading the files, click on "Link" and then on "Upload File and Get Link".

The link will be generated which you can copy and share. (note: the link can be used up to a maximum of 20 times)



## **What will the recipient receive?**

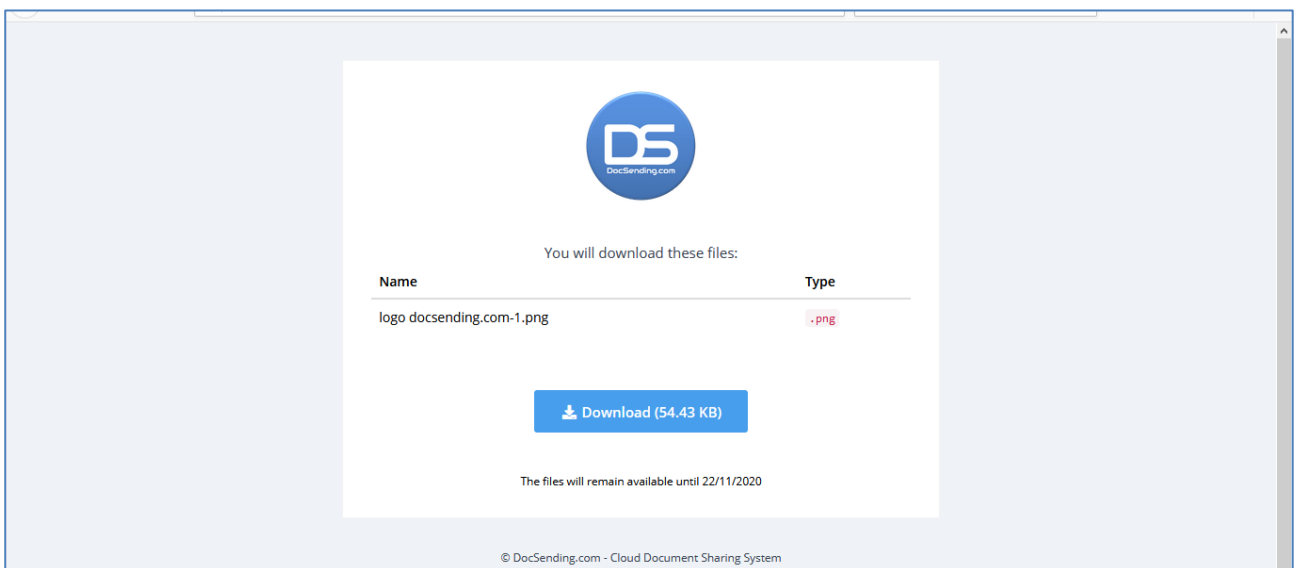
The recipient of the files will receive an e-mail message like:

**Hi, "First Name" "Last Name" wants to send you a file**

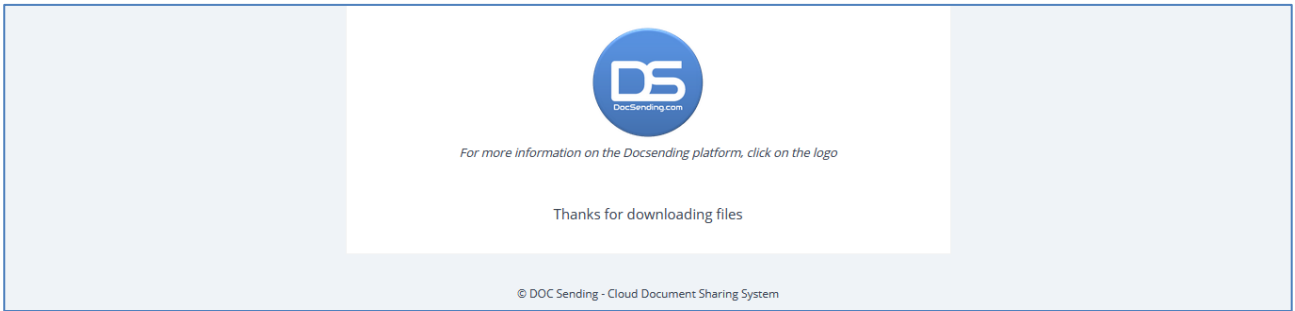
The text of the email will show:

**"Name" "Surname" sent you a file, [click here](#) to download it.**

**Clicking on the Link will open the following screen:**



Click on Download and download the file sent



**The sender will receive a message that the recipient has downloaded the sent files**

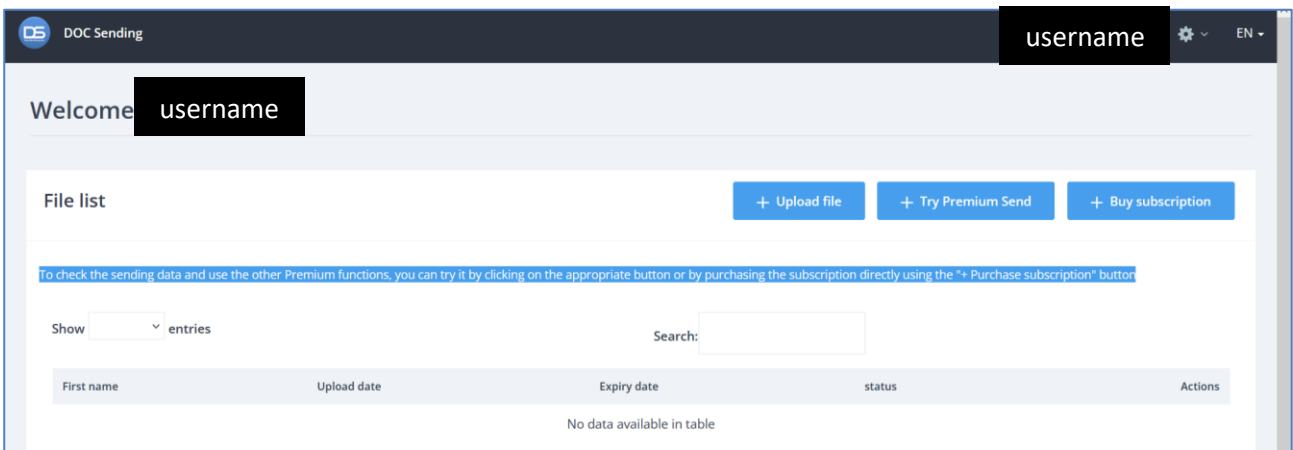
Clicking on the logo will connect directly to the home page of the [www.docsending.com](http://www.docsending.com) platform

### **FREE REGISTRATION**

In case of free registration, by clicking on the appropriate button on the home page REGISTER FOR FREE you will be asked to enter your registration data.

After the free registration, you will access the page where you can send: there is always the possibility to carry out the free trial of the subscription mode or to directly purchase one of the proposed subscriptions.

After confirming the registration you will access the "REGISTERED" user page



The sending data will not be present as they are reserved for those who have purchased a subscription package.

To submit for FREE, press the **+ Upload File** button and proceed as described in **USE FOR FREE**.

### **SUBSCRIPTION PURCHASE METHOD**

To purchase one of our subscriptions, first you need to register and then, directly from the user page, click on the + Buy subscription button

The single season ticket purchase page will open,

### Subscription

Configure your subscription

Subscriptions	
Number of months	Price
1	€ 5.00
2	€ 10.00
3	€ 15.00
4	€ 20.00
5	€ 25.00
6	€ 30.00
7	€ 35.00
8	€ 40.00
9	€ 45.00
12	€ 50.00

New subscription

**€ 5.00 + VAT**

Number of months

[Choose subscription](#)

Click on the row of the package of interest:

### Configure your subscription

Subscriptions	
Number of months	Price
1	€ 5.00
2	€ 10.00
3	€ 15.00
4	€ 20.00
5	€ 25.00
6	€ 30.00
7	€ 35.00
8	€ 40.00
9	€ 45.00
12	€ 50.00

New subscription

**€ 50.00 + VAT**

Number of months

[Choose subscription](#)

To confirm the selected subscription, press the button on the right **"Choose subscription"**

### Buy subscription

#### Billing data

First name

Tax ID code

Payment method

Credit card  bank transfer

\* I accept the contract and the License Terms

User Type

Private  Company

Surname

Email address

#### Subscription

Annual subscription

Months of subscription

TOTAL **€ 61.00**

[Complete payment](#)

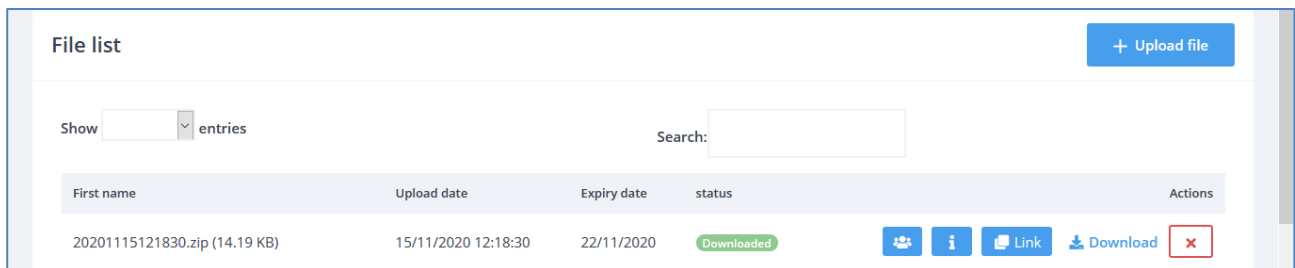
The requested data will be entered and, using the appropriate button, the subscription will be purchased. If the payment is made by credit card, the subscription will be made operational immediately, while in the case of a bank transfer, it will be made operational upon verification of the credit of the transfer itself

## PLATFORM FEATURES WITH SUBSCRIPTION

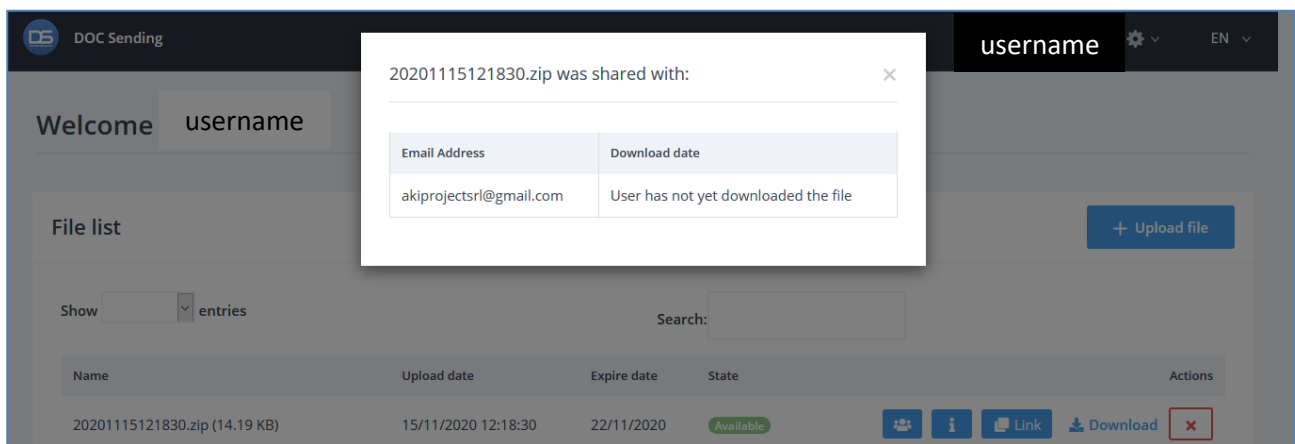
The file sending system is the same as for the free trial. The difference is that you can send up to 100GB of documents per mailing, to a maximum of 50 recipients.

Furthermore, in the paid function, the information on the sending made will appear on the user page:

**document name** (if cumulative document only .zip code), **date and time of sending**, **expiry date** (7 days after sending) **status of sending** (available, therefore downloadable, - expired - canceled).



In case of sending by e-mail, by pressing or it is possible to see who the file was sent to and the sending situation



In case of multiple files, by pressing on it is possible to know the names of the files sent

By clicking on you can have the sending link (just click on it and paste it),

By clicking on you can download the document

If I click on , I delete the document

First name	Upload date	Expiry date	status	Actions
20201115121830.zip (14.19 KB)	15/11/2020 12:18:30	22/11/2020	Downloaded	<a href="#">Link</a> <a href="#">Download</a>

NOTE: Obtain the **link** and **download**, it is only possible in the period in which the files are available (14 days)

## PURCHASE SUBSCRIPTION FOR MULTIPLE USERS

If a user wants to purchase more subscriptions for his workgroup or for his company, (function active only if the first user has already purchased a subscription), directly from the user page, select the **user's name** at the top right :

Press the "**Buy multi user subscription**" button and select the required subscription.

Number of months	Price
1	€ 3.50
2	€ 7.00
3	€ 10.50
4	€ 14.00
5	€ 17.50
6	€ 21.00
7	€ 24.50
8	€ 28.00
9	€ 31.50
12	€ 35.00

**New subscription**

**€ 35.00 + VAT**

Number of months:

[Choose subscription](#)

Press the "**Choose Subscription**" button.

The screenshot shows a registration form with the following sections:

- user's email address:** A text input field for the email address, with a blue arrow pointing to it.
- Billing data:**
  - First name: Text input field
  - VAT number: Text input field
  - Surname: Text input field
  - Email address: Text input field
- User Type:** A radio button selection with "Company" selected.
- Subscription:**
  - Annual subscription: Text input field
  - Months of subscription: Text input field with "12" entered.
  - TOTAL: € 42.70

Enter the **new user's email address**, fill in the required data and complete the purchase.

### GENERAL INFORMATION ON THE USER PAGE:

By clicking on the **user's name** at the top right, the following chapters will appear:

**Profile:** Information on registration data and subscription status

**Subscription:** Page where you can configure and purchase the subscription

**Buy multi-user subscription:** Page where you can configure and purchase the subscription for multiple users

**Orders and invoices:** List of your orders and invoices

**Terms and Conditions:** To check the terms and conditions for using the DocSending.com platform

**Assistance:** Link to manual page

The screenshot shows the DocSending user dashboard. At the top left is the "DOC Sending" logo. The main header area says "Welcome" followed by the user's name "username". On the right, there is a dark sidebar menu with the following items:

- Profile
- Subscription
- Buy multi-user subscription
- Orders and Invoices
- Terms and conditions
- Assistance
- LOGOUT

The main content area is titled "File list" and includes a "Show" dropdown menu, a search bar, and a table with columns for "First name", "Upload date", and "Expiry date".