

## FTAPI Guest User

### Receive deliveries securely and easily

You have received a delivery with security level 1,2,3 or 4 from a licensed FTAPI user. How to download or decrypt the attachment of such a delivery (with security level 4 also the message text) and create your personal SecuPass key is described below.

#### Explanation of the different security levels

##### 1 Secure link

The delivery is stored under a secure link. The file transfer is encrypted. Any person who knows this link can open the delivery and download the files.

##### 2 Secure link + login

The delivery is stored under a secure link. In order to download the delivery, the recipient must have a FTAPI guest account or create a guest account.

##### 3 ( 4 ) Secure link + login + encrypted file (+ encrypted message)

The attachment (and message body) is end-to-end encrypted. For decryption you need a FTAPI guest account and a SecuPass key. The SecuPass key gives no one but you and the sender access to the sent file contents.



The creation of a guest account and a SecuPass key is a one-time requirement. You can use both for all further deliveries that you receive from or send to a licensed FTAPI user.



Don't forget your SecuPass key! Without your SecuPass key you can no longer access your end-to-end encrypted data (security level 3 & 4). Even the administrator cannot restore your SecuPass key!

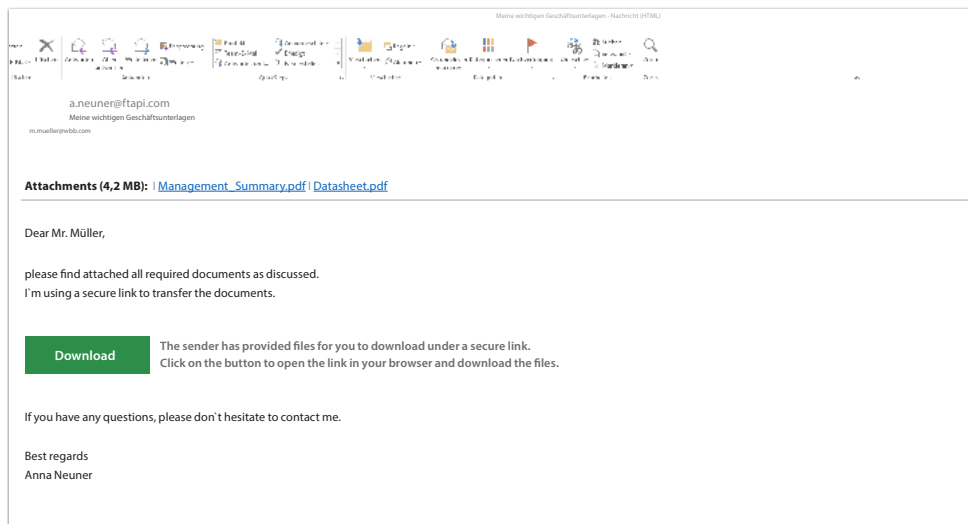
# 1. Download attachments with security level 1

Secure link



## 1. Open e-mail

You will receive a delivery from a licensed FTAPI user in your regular e-mail client. You can see the sender, the subject, the text message and the attachment of the e-mail. Click on „Start download“ at the end of the delivery.



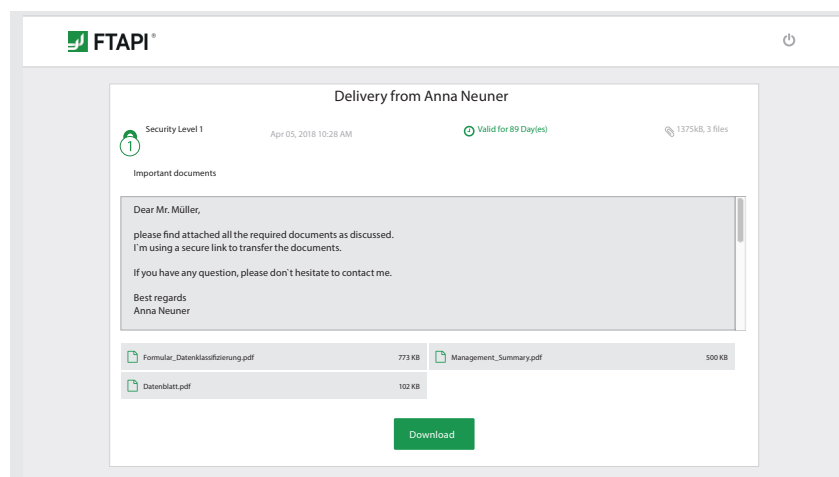
## 2. Confirm e-mail address

A browser window opens. Enter your e-mail address and click on „Confirm“. The delivery will then be opened via a secure link.



## 3. Download attachment

Download the attachment using the „Download“ button. If a delivery contains more than one attachment, all files are collected and stored as a zip file.



## 2. Download attachments with security level

Secure link + login



### 1. Open e-mail

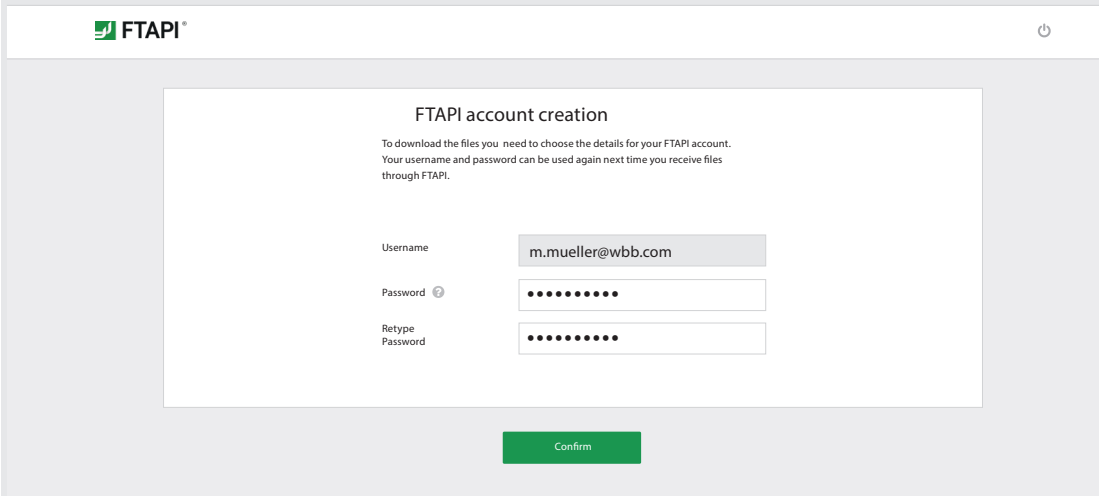
You will receive the delivery in your regular e-mail program (*see security level 1*). Click on the „Start download“ button at the end of the delivery.



### 2. Login to or create a free FTAPI account

Login to the web interface with your credentials to download the attachment.

If you do not yet have a FTAPI account, you will be asked to create a free guest account. Your user name is predefined (= *your e-mail address*), the password can be chosen freely. You will receive confirmation of the successful creation of the account by e-mail.



The screenshot shows the FTAPI account creation page. At the top left is the FTAPI logo and at the top right is a power icon. The main content area is titled "FTAPI account creation" and contains the following text: "To download the files you need to choose the details for your FTAPI account. Your username and password can be used again next time you receive files through FTAPI." Below this text are three input fields: "Username" with the value "m.mueller@wbb.com", "Password" with a masked password of 10 dots, and "Retype Password" with a masked password of 10 dots. A green "Confirm" button is located at the bottom center of the form.



### 3. Download attachment via the web interface

After you have created your account, you are directly on the FTAPI web interface and can start downloading the attachments via the „Download“ button.

### 3. Download attachments with security level **3** (**4**)

*Secure link + login + encrypted file (+ encrypted message)*

Deliveries with security levels 3 and 4 are **end-to-end encrypted**. To decrypt the attachment (*at level 4 also the message text*), you need a **FTAPI account** (*your front door key – authentication*) as well as a **SecuPass key** (*your Tresor key*).



#### 1. Open e-mail

You will receive the delivery in your regular e-mail program (*see security level 1*). Click on the „Start download“ button at the end of the delivery.



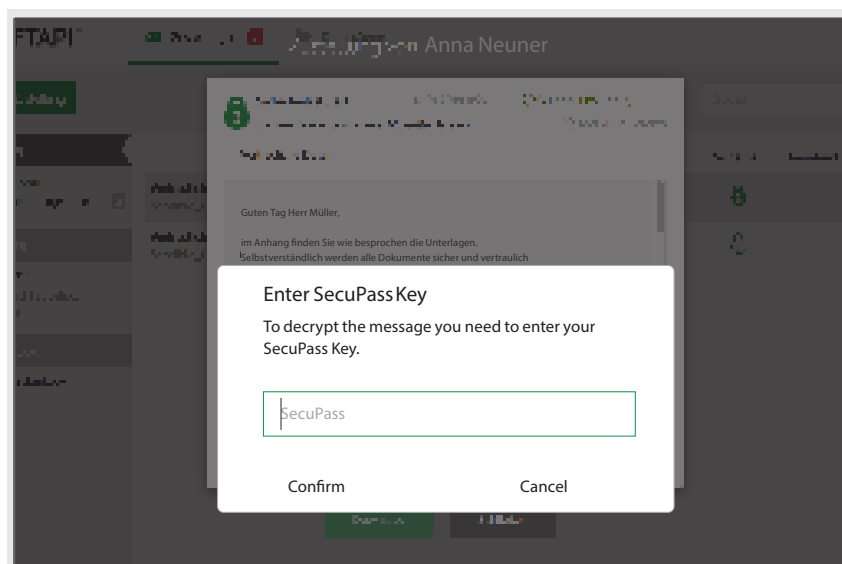
#### 2. Login to or create a free FTAPI account

Login to the web interface with your credentials to download the attachment. If you do not yet have a FTAPI account, you will be asked to create a free guest account. To do this, follow the instructions under „2. Download attachments with security level 2“.



#### 3. Decrypt and download the attachment with the SecuPass key

If you have successfully logged in, you must enter your SecuPass key in order to decrypt and download the end-to-end encrypted attachment (*at level 4 also the message text*). If you do not yet have a SecuPass key, follow the instructions under „4. Create SecuPass key“.



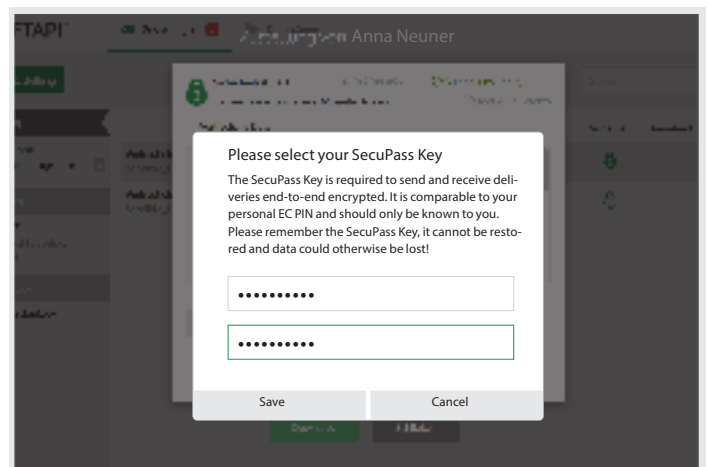
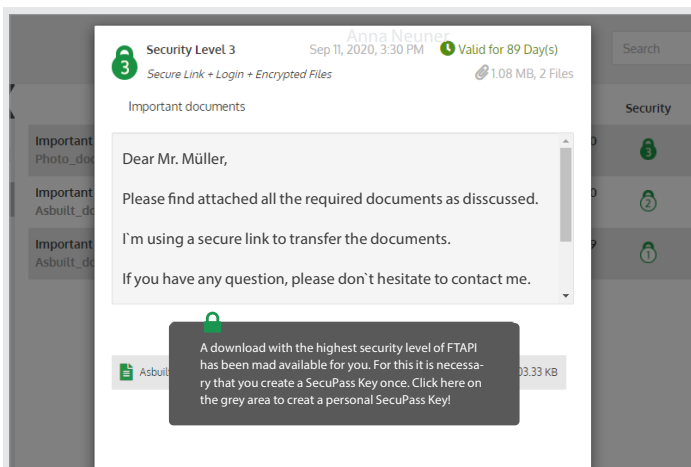
## 4. Create SecuPass key

The SecuPass key is required for end-to-end encrypted transfer. No one but the sender and the recipient can access the sent file contents (at level 4 also the message text). You only need to define your SecuPass key once and can then use it to encrypt and decrypt all further end-to-end decrypted deliveries.



### 1. Set SecuPass key

Click on the note for creating the SecuPass key. Specify this once and then click on „Save“. You will receive confirmation of the successful activation of the SecuPass key by e-mail.



### 2. Intermediate step: approval by the sender

After you have created the SecuPass key, the sender must approve the first access for you once. He will be informed about this automatically by e-mail.



### 3. Decrypt delivery

Once the sender has granted you access, you can use your SecuPass key to decrypt and download the delivery attachment (at level 4 also the message text).