

WSIAT E-SHARE

USER INSTRUCTIONS

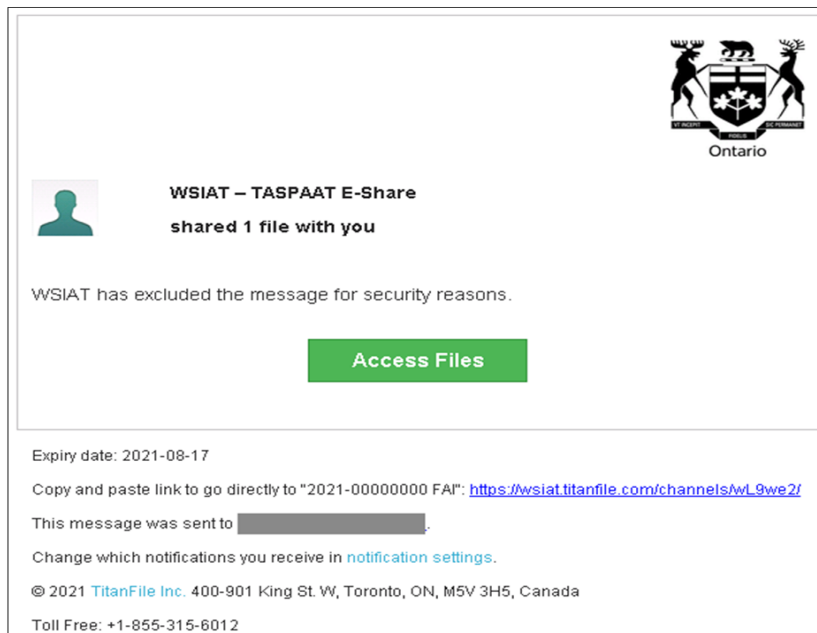
Thank you for your interest in using the Workplace Safety and Insurance Appeals Tribunal's (WSIAT) E-Share service. The information you added to your E-Share consent form is used to send you electronic file(s) via E-Share. You will be notified of each E-Share transmission by email. **Please note that E-Share communications from the WSIAT will expire after 30 days.**

The following instructions will show you how to access and download electronic files sent to you by the WSIAT.

1. You will receive a notification of each WSIAT E-Share transmission by email with these details:
 - a. Sender: WSIAT-TASPAAT E-Share via TitanFile <notifications@app.titanfile.com>
 - b. Subject: WSIAT # + first 3 letters of the casename

From: WSIAT – TASPAAT E-Share via TitanFile <notifications@app.titanfile.com>
To: [REDACTED]
Cc:
Subject: 2021-00000000 FAI

2. To access the file(s) from the WSIAT, click on the green *Access Files* button in the email, or copy the link under the green button into an internet browser.



WSIAT – TASPAAT E-Share
shared 1 file with you

WSIAT has excluded the message for security reasons.

[Access Files](#)

Expiry date: 2021-08-17

Copy and paste link to go directly to "2021-00000000 FAI": https://wsiat.titanfile.com/channels/wl_9we2/

This message was sent to [REDACTED].


Change which notifications you receive in [notification settings](#).

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Toll Free: +1-855-315-6012

3. The link takes you to a new log-in webpage identified with the WSIAT Logo. Here you are asked to “Register and get access to files and messages”.

Ontario

 **WSIAT – TASPAAAT E-Share**
Sent you a message.

Register and get access to the following:

 1 File  1 Message  2 People

To access this information, there is no installation or configuration required.
You only need to set a new password and you will have access.
Password must be at least 8 characters and must contain letters and numbers.

Your email:

Your name:

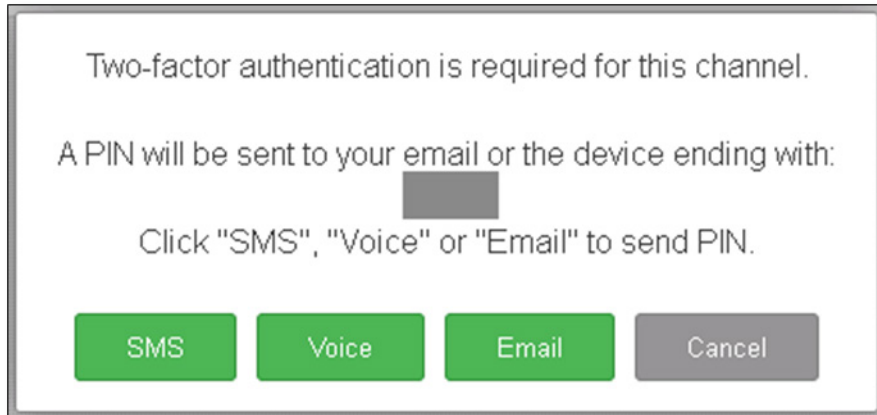
New password:

[Proceed to Files](#)

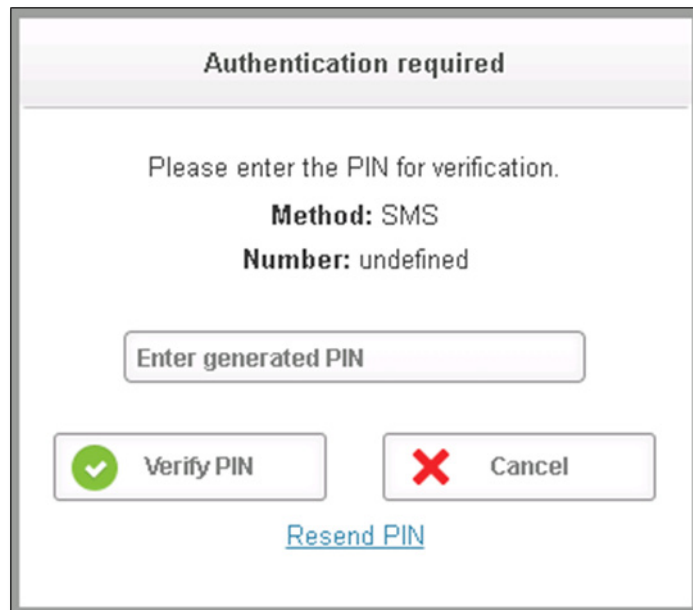
[Not your account?](#)

4. In the *New password* field, enter your existing password if you already have a TitanFile profile set up. If you do not yet have a profile, enter a new password of your choice containing at least 8-characters of letters and numbers to set up your profile. **Please remember this password** because you will need it to access your E-Share profile for any future E-Shares.
5. Click the green *Proceed to Files* button to continue.
6. The link takes you to a new window in wsiat.titanfile.com (i.e. the E-Share service landing page).

7. A small pop-up window will appear on the webpage to identify the need for Two-factor authentication for this channel. It notifies you that a PIN will be sent to your device and it will identify the last 4 digits. We recommend that you use SMS (text message) or Voicemail message for maximum security.



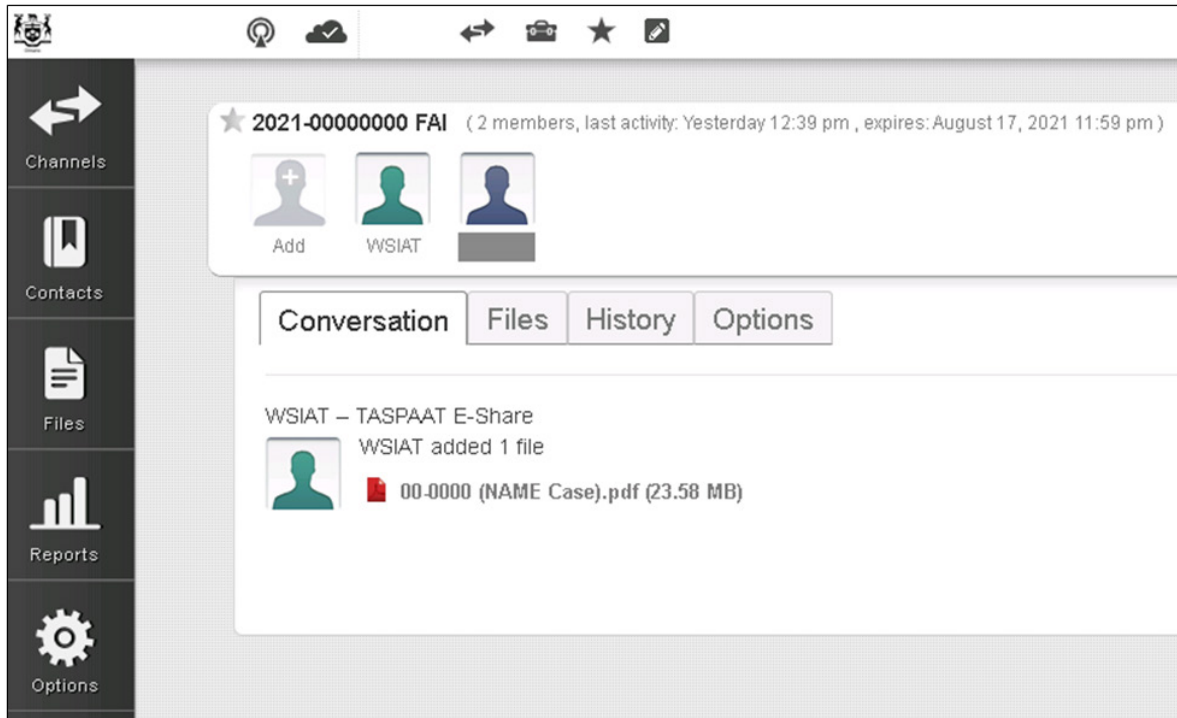
8. You will receive a message on your device, or a telephone call, identifying the PIN.
9. A new pop-up window will appear stating *Authentication required*. Enter the PIN number received into the *Enter Generated PIN* field. Click Verify PIN (green check-mark).



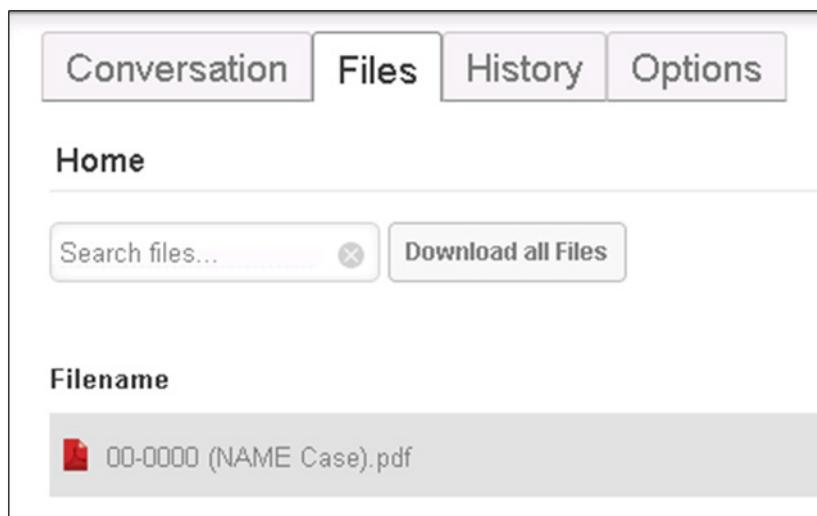
10. The small pop-up window disappears and your E-Share landing page appears in the Channels view. You will see all of your active E-Share channels here. Each WSIAT channel is named as the WSIAT # + first 3 letters of the casename. WSIAT E-Share Channels expire after 30 days.

11. In the Conversation tab of a channel, you will see the message(s) and file(s) that are attached.

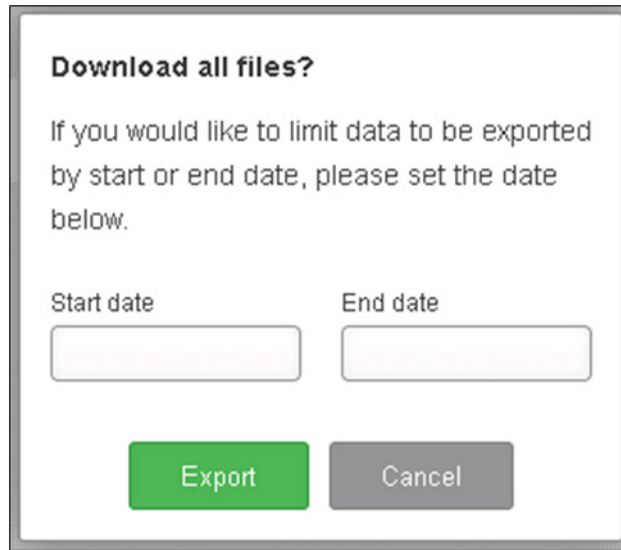
Note: If you do not see the *Conversation*, *Files*, *History*, and *Options* tabs in the channel you want to access, it is most likely in a minimized view. Click on the channel to expand it. An expanded channel will appear as:



12. In the *Files* tab, you will see the list of attached files. Click the *Download all Files* button to save all files to your computer.



13. If you see a date range option, leave blank to download all files. Click the green *Export* button.



Download all files?

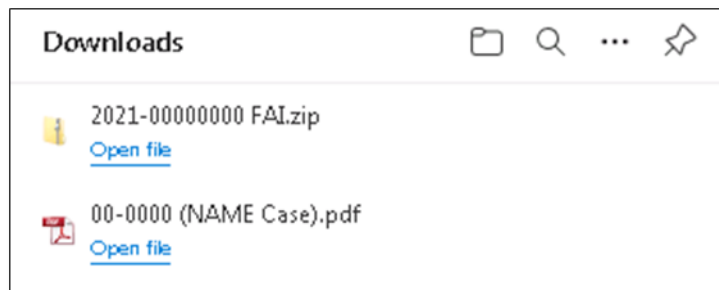
If you would like to limit data to be exported by start or end date, please set the date below.

Start date

End date

Export **Cancel**

14. Save the files to the location of your choice on your computer.
15. The files will be downloaded to your computer in a zip folder named *<WSIAT # + first 3 letters of casename>.zip*

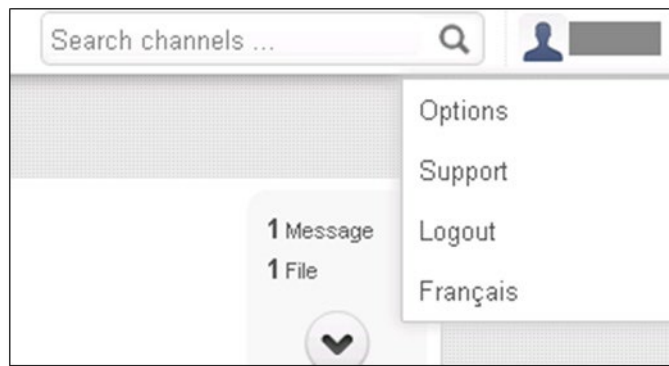


16. Go to the folder on your computer containing the downloaded zip folder and double-click the folder to unzip and open it.
17. Open the *Read me - Lisez-moi.txt* file first for some general information about E-share.

18. Open the other documents in numerical order.
19. You have now downloaded and opened the information sent to you by the WSIAT.
20. To log-out of your E-Share profile, click on the small black triangle arrow to the right of your name on the top right to open the user menu.



Select *Logout*



21. To return to your E-Share profile after logging out,
 - a. return to a WSIAT E-Share email and click the green *Access Files button*; or
 - b. open a browser and go to <https://wsiat.titanfile.com/>, and enter your log-in information.



Log in to your existing TitanFile account

Email Address:

Password:

Remember me

[Forgot password?](#)

By logging in you accept the [Terms of Service](#).

 Log in

[Or Log In With Google Apps](#)

[Français](#)

This service is hosted by [TitanFile Inc.](#) on behalf of
Workplace Safety and Insurance Appeals Tribunal.

If you have any questions, please call the WSIAT Call Centre at 416-314-8800 or 1-888-618-8846, or via TTY at 416-314-1787, 8:30 a.m. to 5:00 p.m. Monday to Friday.

You may also visit Titan File Support at <https://support.titanfile.com/en/>.