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myTransfer2 User Guide for External Workers

1. Introduction

The myTransfer2 service provides external workers the ability to securely send files and emails via the Internet to Lilly email addresses (i.e. @lilly.com, @elanco.com, etc.). Files of any type, and nearly any size, are securely stored for 14 days.

Note: *Even if you already had an account in the old myTransfer system, you will need to be invited by a Lilly contact and setup an account in myTransfer2.*

For initial setup, follow below in Section 2: Registration. If you already have an account, follow [Section 3: Accessing myTransfer2](#).



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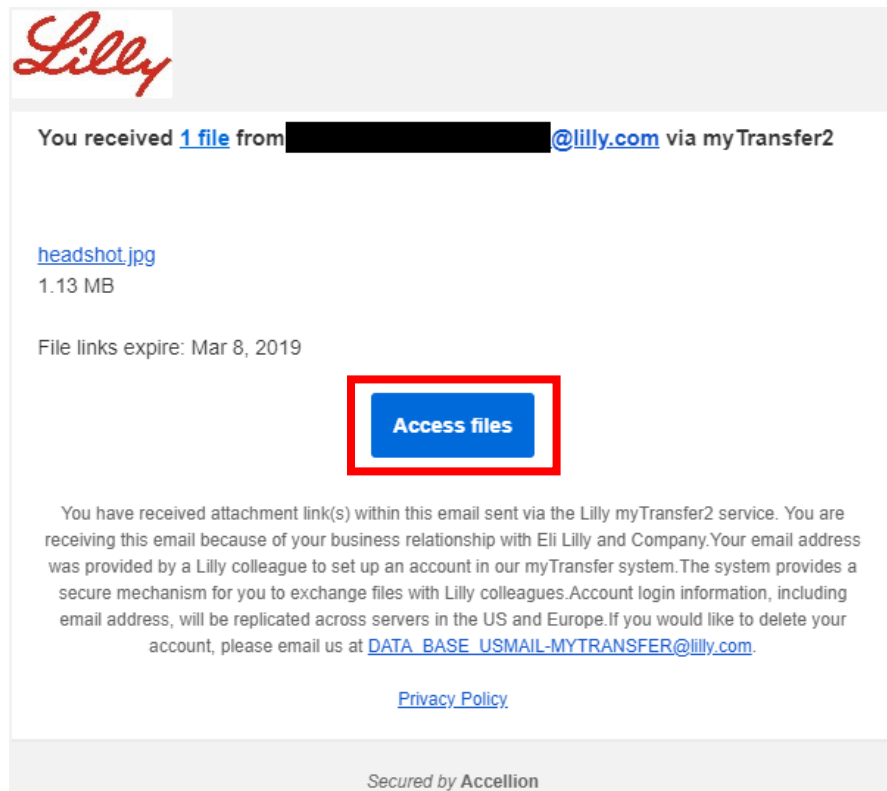
2. Registration

If you haven't received an email/file from your Lilly contact through myTransfer2, you won't be able to register yet. In the old myTransfer system, external users could request a file from their Lilly contact. This is no longer a feature.

External workers are able to register for myTransfer2 upon invitation from a Lilly employee by receipt of a secure file or email. A verified email address associated with that received file or message is required to proceed.

Note: *If you have multiple email addresses that may forward to one another, please make sure you create an account with the email address your Lilly contact sent the files to. If you try to create an account with a different address, the system will return an error saying you do not have access.*

1. Click **Access files** in the received email to proceed with registration.



Note: *If the email is missing the **Access files** button, please contact your Lilly sponsor so they can contact the Lilly IT Service Desk on your behalf.*



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2. You'll be taken to the Sign In page. Enter your email address and click **Next**.

myTransfer2

Sign in

Email Address or Lilly System ID

[Redacted]@gmail.com

Next

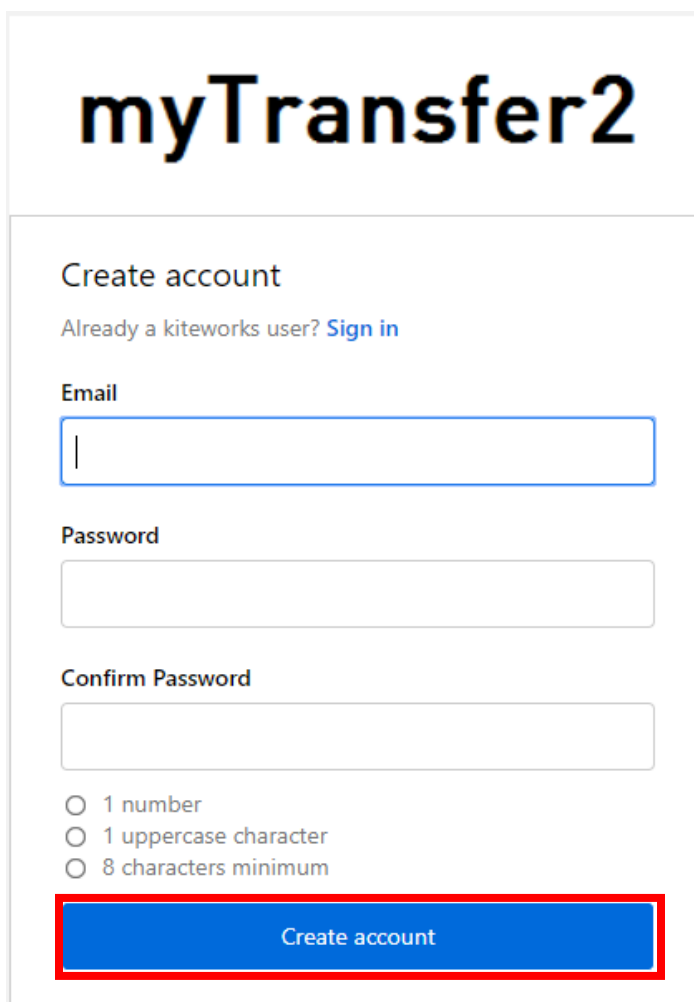
New user? [Create account](#)

[Login using Lilly SSO](#)

Secured by Accellion

*** ATTENTION *** System For Authorized Users Only Authorized Access and Use: You must be a user authorized by Eli Lilly and Company to use these resources. You must use all company resources in accordance with company policies. [Privacy Policy](#)

3. Enter your email address again and create a password that meets the requirements on the screen. Enter the password again in the Confirm Password field then click on **Create account**.



The image shows a web form for creating a myTransfer2 account. At the top is the 'myTransfer2' logo. Below it is the heading 'Create account' and a link 'Already a kiteworks user? Sign in'. There are three input fields: 'Email', 'Password', and 'Confirm Password'. Below the 'Confirm Password' field are three radio button options: '1 number', '1 uppercase character', and '8 characters minimum'. At the bottom is a blue 'Create account' button, which is highlighted with a red rectangular border.

myTransfer2

Create account

Already a kiteworks user? [Sign in](#)

Email

Password

Confirm Password

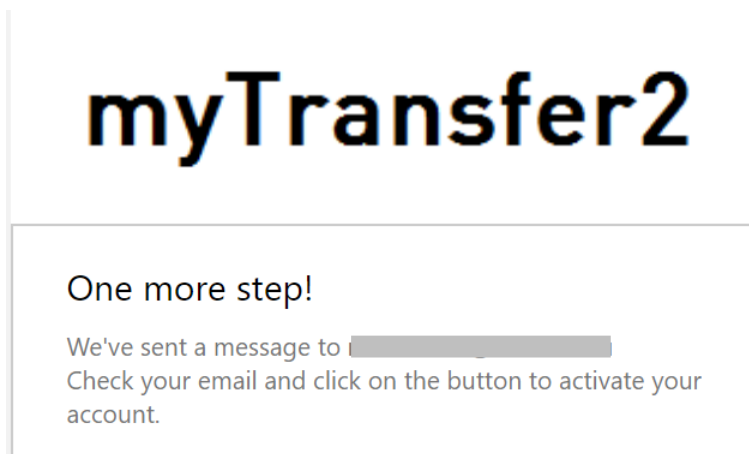
☐ 1 number

☐ 1 uppercase character

☐ 8 characters minimum

Create account

4. Once you've done this, you'll see a similar screen.



The image shows a web screen for account activation. At the top is the 'myTransfer2' logo. Below it is the heading 'One more step!'. The text says 'We've sent a message to [redacted]' and 'Check your email and click on the button to activate your account.'.

myTransfer2

One more step!

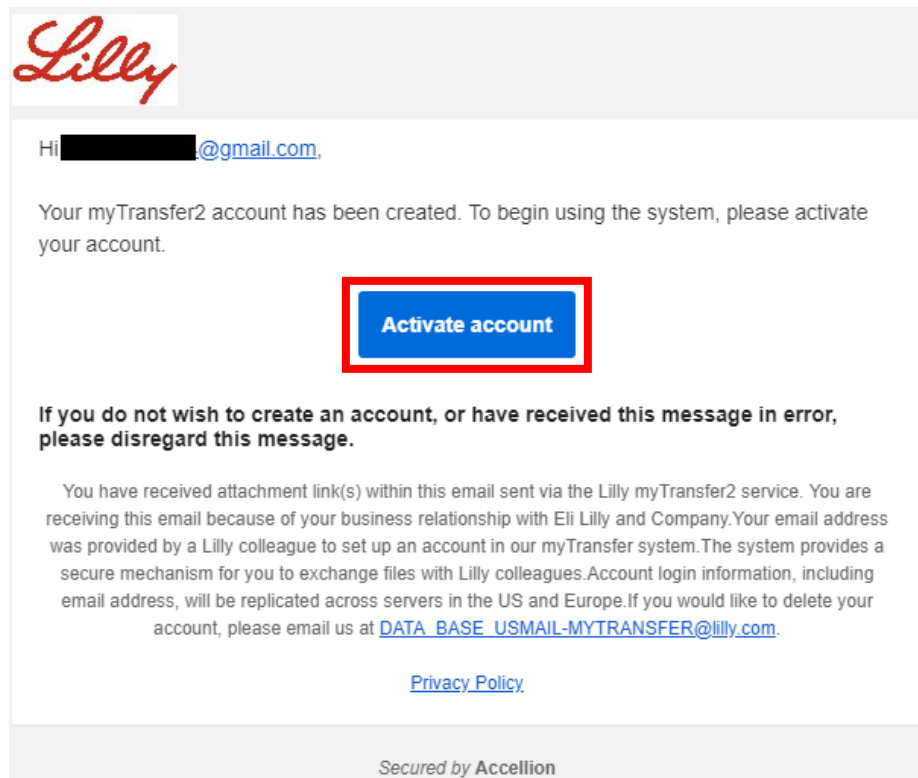
We've sent a message to [redacted]

Check your email and click on the button to activate your account.

5. Check your email for the myTransfer2 email and click on the **Activate account** button.

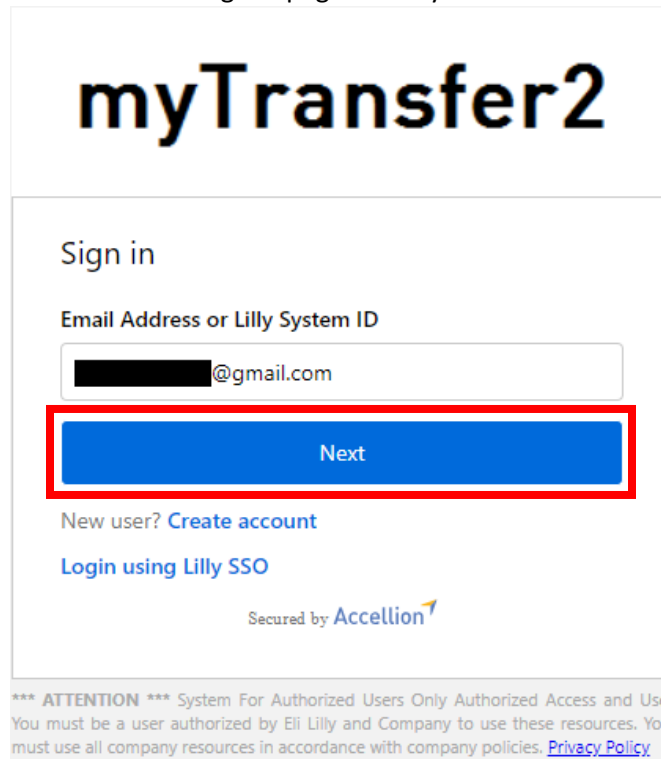


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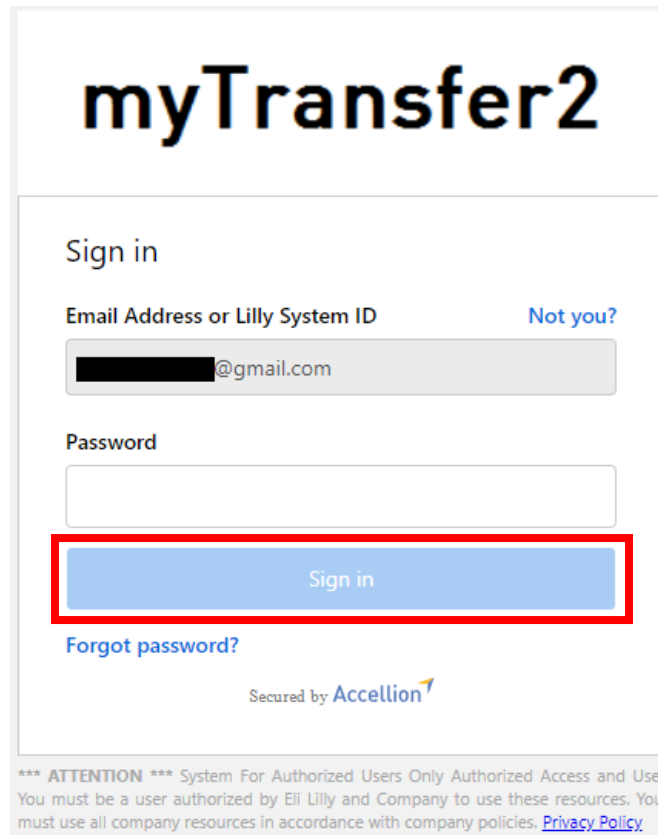


Note: If the email does not display the **Activate account** button, please contact your Lilly sponsor so they can contact the Lilly IT Service Desk on your behalf.

6. You will then be presented with the Sign In page. Enter your email and click **Next**.

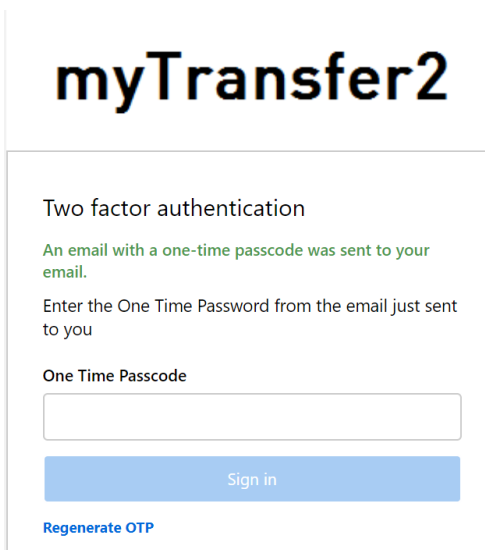


7. Enter your password you just created and click **Sign in**.



The image shows the myTransfer2 sign-in interface. At the top is the 'myTransfer2' logo. Below it is a 'Sign in' section. This section contains a label 'Email Address or Lilly System ID' with a link 'Not you?' to its right. Below the label is a text input field containing a redacted email address followed by '@gmail.com'. Below the email field is a 'Password' label and an empty password input field. A blue 'Sign in' button is located below the password field and is highlighted with a red rectangular border. Below the button is a link 'Forgot password?'. At the bottom of the sign-in section is the text 'Secured by Accellion' with the Accellion logo. Below the entire sign-in section is a disclaimer: '*** ATTENTION *** System For Authorized Users Only Authorized Access and Use: You must be a user authorized by Eli Lilly and Company to use these resources. You must use all company resources in accordance with company policies. [Privacy Policy](#)'.

8. The Two factor authentication screen will now appear. Make sure you keep the below screen open since that's where you'll be entering the OTP.



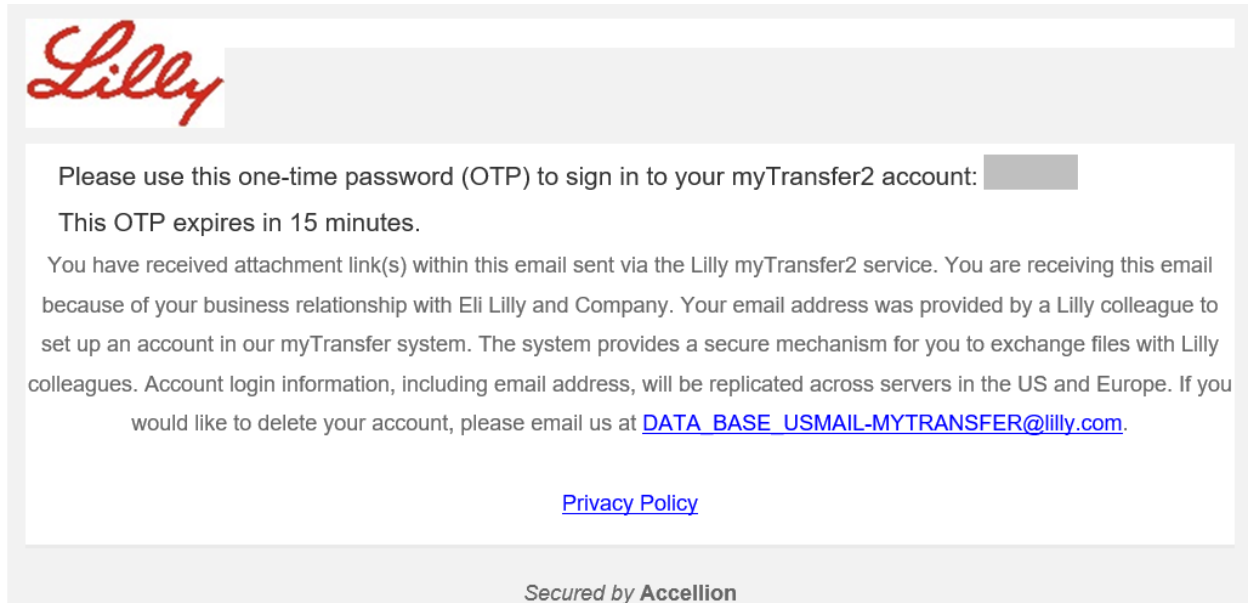
The image shows the myTransfer2 two-factor authentication screen. At the top is the 'myTransfer2' logo. Below it is a 'Two factor authentication' section. This section contains a green message: 'An email with a one-time passcode was sent to your email.' Below the message is the instruction: 'Enter the One Time Password from the email just sent to you'. Below the instruction is a 'One Time Passcode' label and an empty input field. A blue 'Sign in' button is located below the input field. Below the button is a link 'Regenerate OTP'.



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9. In a **separate** browser window, navigate to your email to retrieve the One Time Password that was just sent. Then, go back to the Two Factor Authentication window and enter the OTP. Click **Sign in**.

Note: If you didn't receive a One Time Password, click on the **Regenerate OTP** button in the above screenshot. If you are still unable to receive the OTP email, try checking your junk/spam folder and check with your company's IT team to see if they are blocking `data_base_usmail-mytransfer.lilly.com`.



Note: You will receive an OTP every time you log in. This is a security feature put in place for external workers.

10. Review the terms of service by clicking on the link. Read the tick box description and if you agree click on the tick box and then click **Accept**.

myTransfer2

Terms of service

<https://assets.ctfassets.net/hadumfdtzsru/2rt9E3TDtqCcGOMwCMi0MY/13decea4bf63f67198675449cdcbff51/myTransfer-Privacy-Notice.pdf>

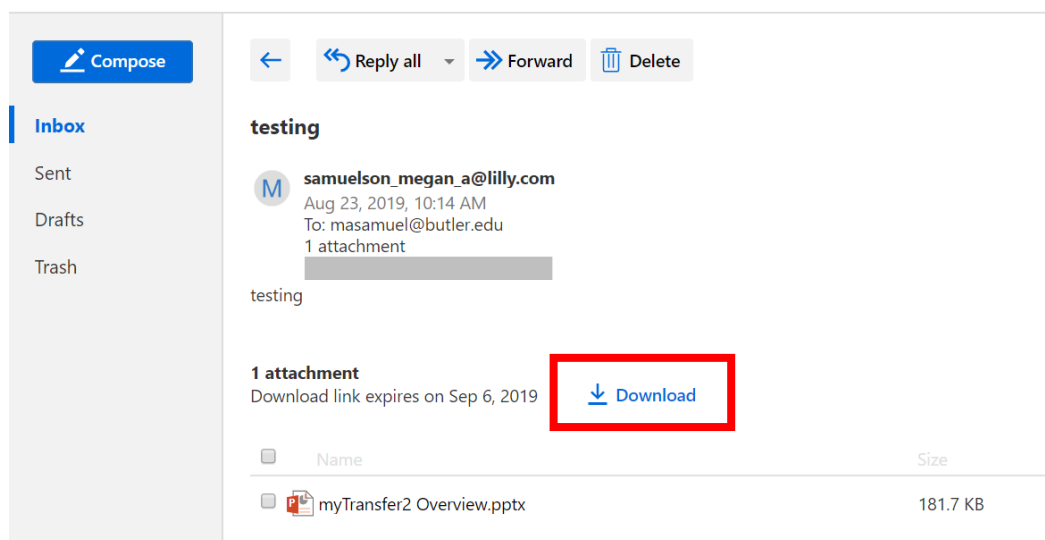
☐

I give my consent for the use of my personal information in order to provide me with myTransfer in accordance with the conditions provided in the notice. I may stop participating in this program at any time by emailing DATA_BASE_USMAIL-MYTRANSFER@Lilly.com.

Accept

11. You will now be able to view the email and file(s) received. Click **Download** to download the file to your device.

Note: Clicking on the filename presents a preview but does not download the file.



12. For further instructions on how to use myTransfer2 go to [Section 4: Using myTransfer2](#).

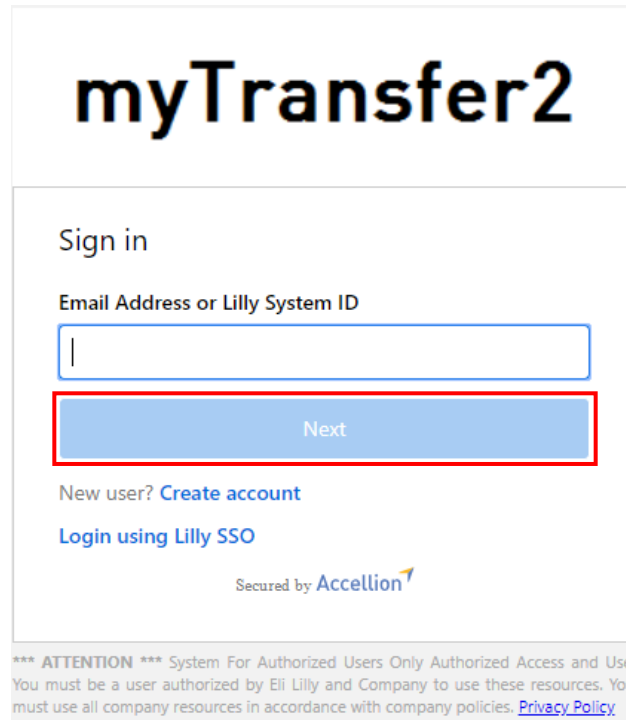
NOTE: The file will be grayed out and no longer be available to view or download after the expiration date.

3. Accessing myTransfer2

1. Open a browser and enter <https://mytransfer2.lilly.com>

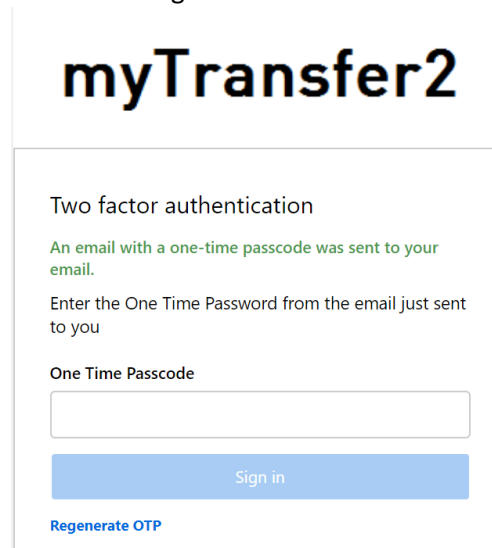
NOTE: Please bookmark mytransfer2.lilly.com for future use.

2. Enter your registered Email Address and click **Next**. Then enter your password and click **Sign in**.



The image shows the myTransfer2 sign-in interface. At the top is the 'myTransfer2' logo. Below it is a 'Sign in' section with a label 'Email Address or Lilly System ID' above a text input field. A blue 'Next' button is highlighted with a red border. Below the button are links for 'New user? Create account' and 'Login using Lilly SSO'. At the bottom of the sign-in box, it says 'Secured by Accellion'. Below the sign-in box is a disclaimer: '*** ATTENTION *** System For Authorized Users Only Authorized Access and Use: You must be a user authorized by Eli Lilly and Company to use these resources. You must use all company resources in accordance with company policies. [Privacy Policy](#)'.

3. The Two factor authentication screen will now appear. Make sure you keep the below screen open since that's where you'll be entering the OTP.



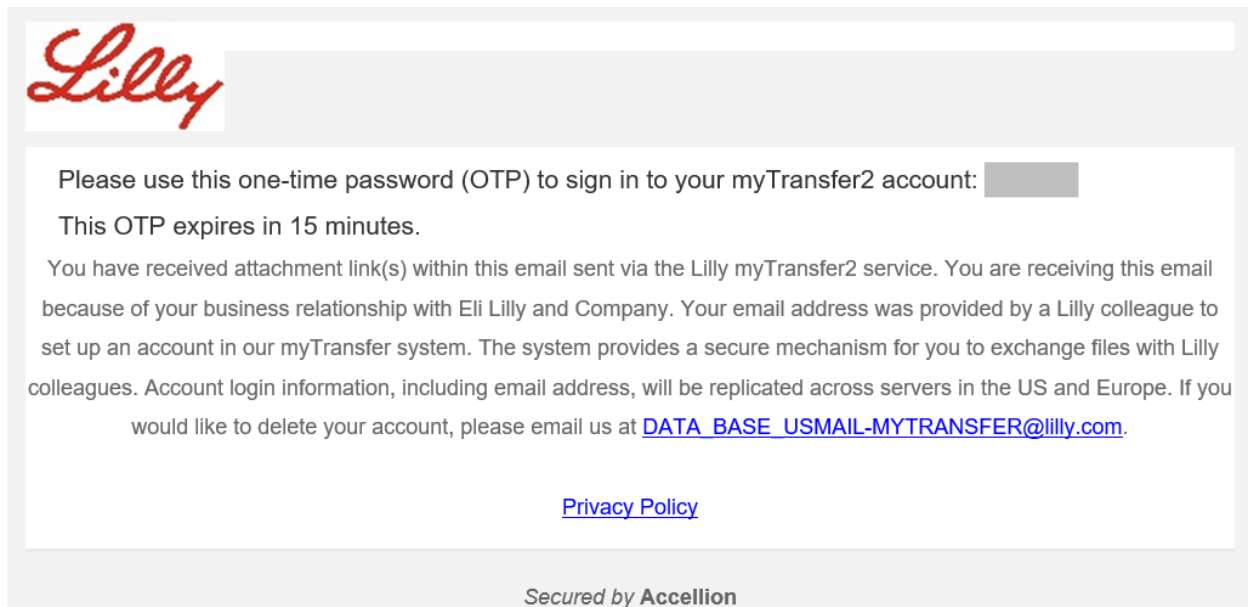
The image shows the myTransfer2 two-factor authentication screen. At the top is the 'myTransfer2' logo. Below it is a 'Two factor authentication' section. It contains a green message: 'An email with a one-time passcode was sent to your email.' followed by the instruction 'Enter the One Time Password from the email just sent to you'. There is a text input field for the 'One Time Passcode'. Below the field is a blue 'Sign in' button. At the bottom is a link for 'Regenerate OTP'.



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4. In a **separate** browser window, navigate to your email to retrieve the One Time Password that was just sent. Then, go back to the Two Factor Authentication window and enter the OTP. Click **Sign in**.

Note: If you didn't receive a One Time Password, click on the **Regenerate OTP** button in the above screenshot. If you are still unable to see the OTP email, try checking your junk/spam folder and check with your company's IT team to see if they are blocking data_base_usmail-mytransfer.lilly.com.

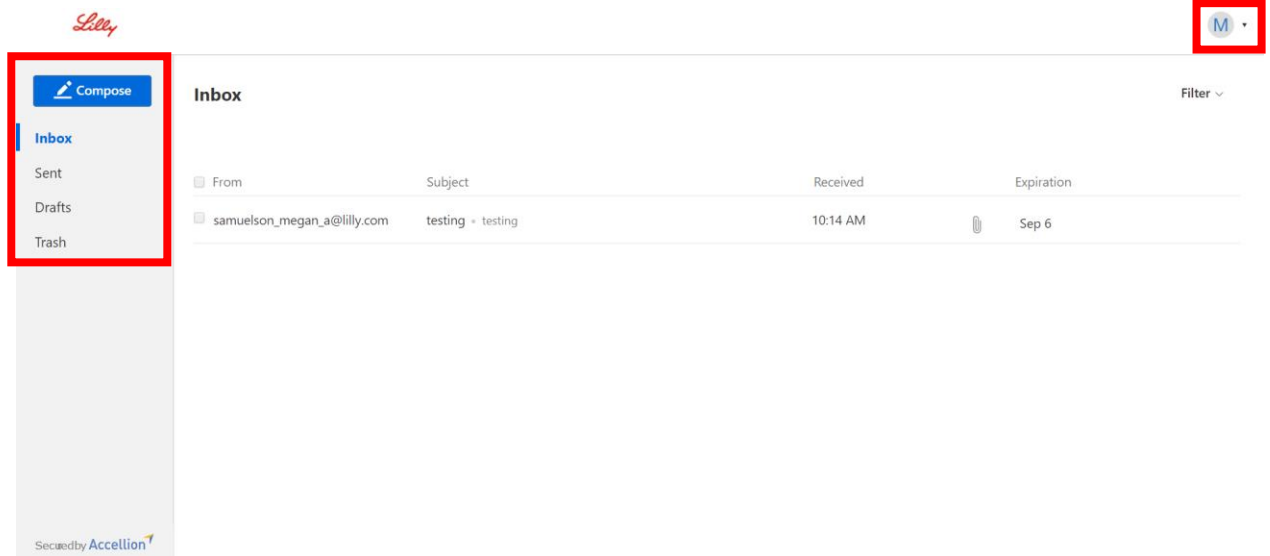


Note: You will receive an OTP every time you log in. This is a security feature put in place for external workers.

5. For instructions on how to use myTransfer2 after logging in, continue to the next section.

4. Using myTransfer2

1. Upon successful login, the following **Inbox** screen will appear the first time you access the service.



The left side **menu** lists all the available options. Selecting a heading will open the menu item.

- **Compose** starts a new email.
- **Inbox** shows your received myTransfer2 emails.
- **Sent** shows your sent myTransfer2 emails.
- **Drafts** shows your draft myTransfer2 emails.
- **Trash** shows your deleted myTransfer2 emails.

Additionally click the down arrow to the right of your first initial (top right) for access to **Settings** (display name, photo, email signature, language preference, etc.) and to **Sign out**.

Create new Mail

The **Compose** section allows creation of secure emails and the attachment of files as secure links.

1. Click on the **Compose** button.
2. Enter the recipient's email address in the **To** field. Use a comma or semicolon to separate multiple recipients. Select **cc** and/or **bcc**, to copy additional recipients.
NOTE: All recipients must be Lilly individuals and NOT external partners.
3. Enter the **Subject** of the email.
4. Enter the **Message** text for the email.



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5. **Add files** allows you to:

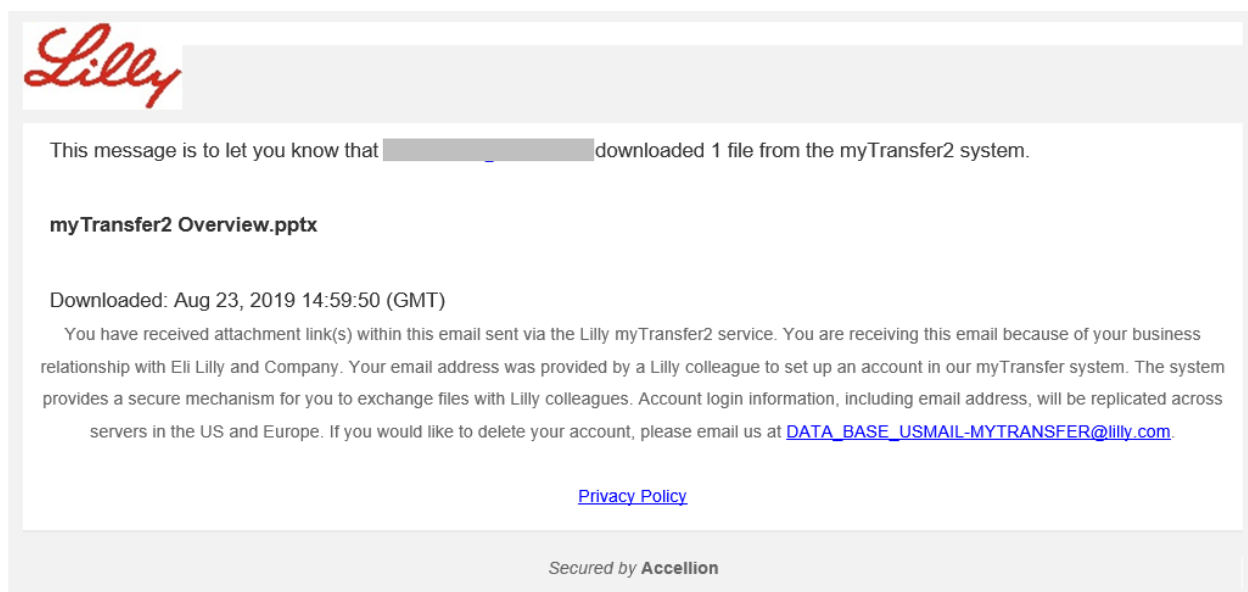
- Upload local files
- Upload local folders

Note: Internet Explorer does NOT support the uploading of folders – it only uploads files. Please use Chrome or Firefox if uploading folders.

Note: Wait for the progress bar to fully load and disappear before clicking send.

6. Click **Send**. The following events will occur:

- The email will show up in the sender's **Sent** box.
- The recipient will receive an email from the sender's email address with links to view/download the file(s).
- The sender will receive a notification email when the recipient downloads the file(s):





5. Using myTransfer2 on a Mobile Device

To use myTransfer2 to send secure files and/or messages on a mobile device, use the device's browser and go to: <https://mytransfer2.lilly.com> and follow the instructions in the previous sections.

Download functionality for Apple mobile devices (iPad/iPhone) is limited and doesn't allow saving to the device.

NOTE: *Kiteworks (myTransfer2) offers a mobile app, which has been disabled by Lilly and cannot be used.*

6. Get Help

For assistance with the myTransfer2 service, please contact your **Lilly sponsor**. They will need to contact the Lilly IT Service Desk on your behalf.