

# How to receive your cost of claims report

## User guide

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### Supported Browsers

Chrome on Windows 7, 8, 8.1 x86-64, 10x86-64

Firefox on Windows 7, 8, 8.1 x86-64, 10x86-64

Edge on Windows 10x86-64

### Support

Please contact your I.T. Support if you are unable to access the Syncplicity portal. The website may be blocked by your organisation.

# How to create a Free Syncplicity Personal Account

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# How to create a Free Syncplicity Personal Account

## ① Navigate to [syncplicity.com/en/pricing](https://www.syncplicity.com/en/pricing)

https://www.syncplicity.com/en/pricing

rites folder

**syncplicity** Products Solutions Service & Support Pricing Resources Contact Company

### Pricing

There's a plan for you, however you want to collaborate.

**Choose a perfect plan for you however you want to collaborate**

**Personal**  
For Individual Users

**Free Personal Edition (10 GB)**  
**Paid Personal Edition (100 GB)**

\$5 / month / Individual  
\*annual contract

**SIGN UP FOR FREE**

Click 'SIGN UP FOR FREE'

## ② Create your account

### Start your free Personal Edition account\*

First Name \* Last Name \*

Email Address \* Password \*

Cloud Storage Location \*  
Select Cloud Storage Location

I agree to the General Terms and Conditions for Subscription Services. By registering, you confirm that you agree to the processing of your personal data by Axway as described in the [Privacy Statement](#).

I'm not a robot

**SIGN UP FOR FREE**

Enter your first name, last name, email address and password. Password requirements include:

- minimum of 8 characters
- 1 uppercase character
- 1 lowercase character
- 1 number or symbol

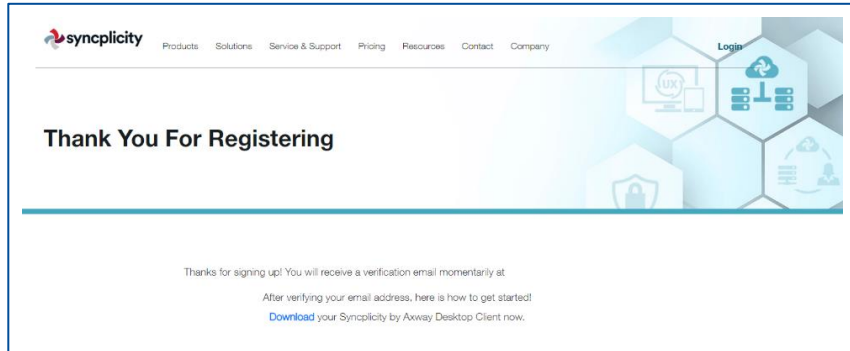
Select 'EU Cloud Storage Location' from the drop-down menu

Tick the box to agree to the terms and conditions

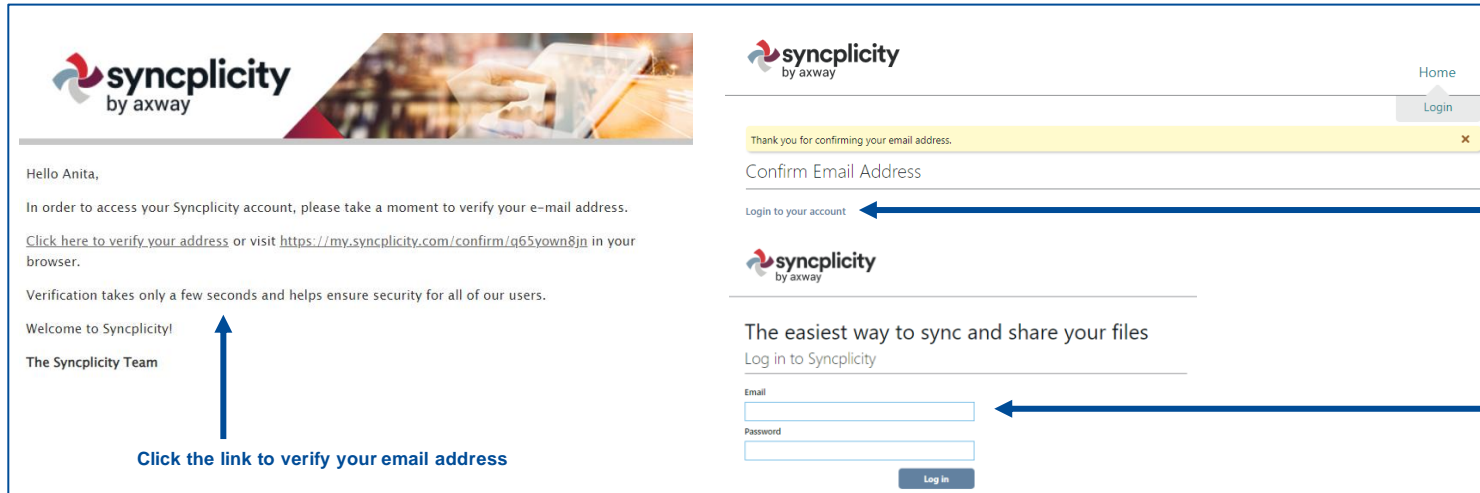
Tick 'I'm not a robot'

Click 'SIGN UP FOR FREE'

### 3 Confirmation that your account has been created



### 4 Verify your email address and log into your account



Click 'Login to your account'

Enter your email address and password, then click 'Log in'

Click the link to verify your email address

## 6 Files received can be located under shared links

syncplicity  
by axway

Anita - Logout | Support

Activity Feed Files Shared Links Install Account

Sent • Received

### Received Shared Links

Displaying 0 shared links

Name	From	Access	Shared	Expiration
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When you see your name on the top right-hand corner of the webpage, you are successfully logged in

You are now set up to receive files securely from icare. Files will be sent from [no-reply@syncplicity.com](mailto:no-reply@syncplicity.com) - When you receive your first email from this email address, please refer to the 'Receiving files from icare' section of this guide.

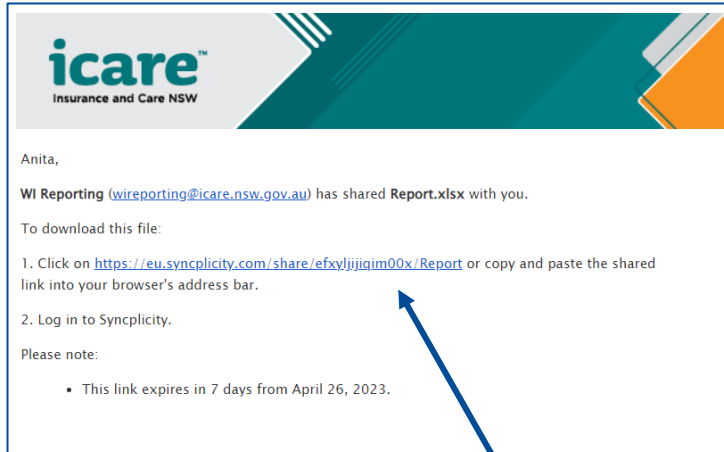
You are not required to download the Syncplicity app.

# Receiving files from icare

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# Receiving files from icare

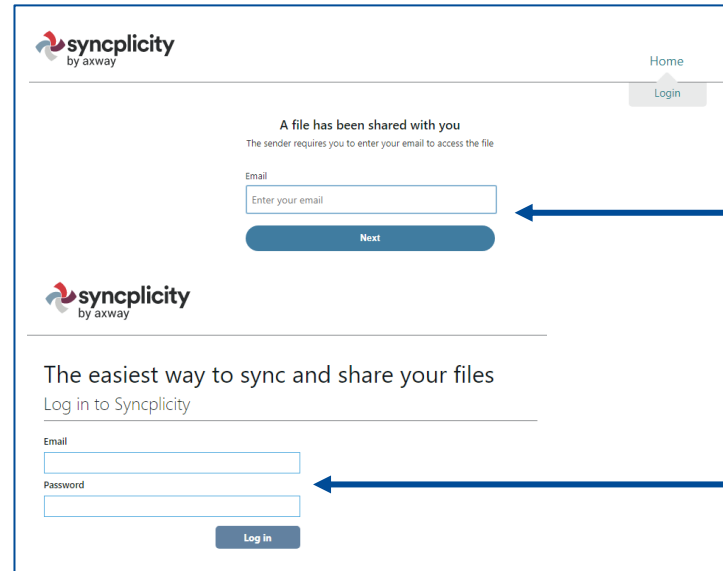
## ① Receive an email from icare



Click the link to log into Syncplicity

When icare securely shares a file with you, it will be sent from **no-reply@syncplicity.com** with a subject that contains the text **'has been shared with you by WI Reporting'**

## ② Login to your Syncplicity account

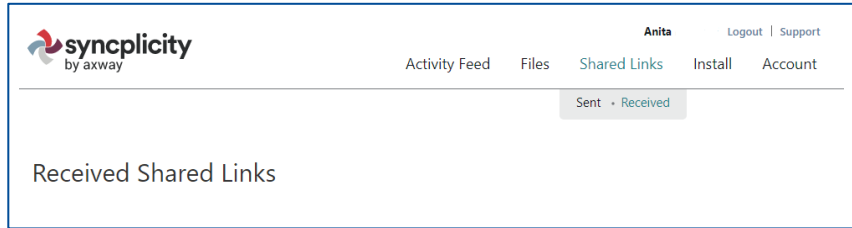


Enter in your email address and click 'Next'

Your email address will populate in the email field

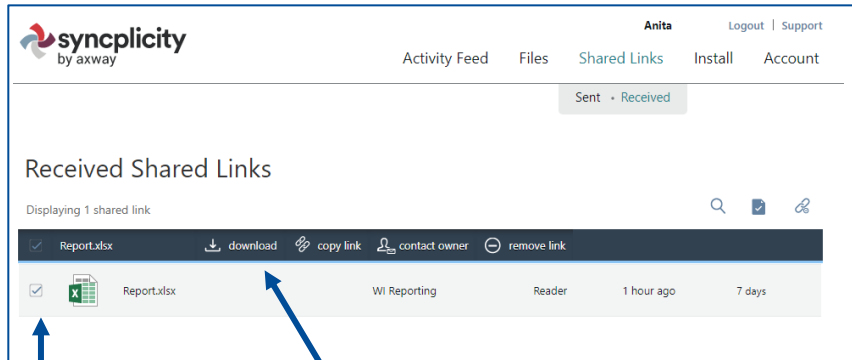
Enter in your password

### 3 Navigate to 'Shared Links' and click 'Received'




The screenshot shows the syncplicity by axway interface. The user is logged in as Anita. The navigation menu includes Activity Feed, Files, Shared Links, Install, and Account. The 'Shared Links' section has a sub-menu with 'Sent' and 'Received' options, where 'Received' is currently selected. Below the navigation, the text 'Received Shared Links' is displayed.

### 4 View all file links shared with you



The screenshot shows the syncplicity by axway interface with the 'Received' tab selected. It displays 'Received Shared Links' and indicates 'Displaying 1 shared link'. A table of shared links is shown with a dark header bar containing action icons: download, copy link, contact owner, and remove link. The table has columns for a selection checkbox, file icon, filename, category, role, time, and duration. The first row shows a checked checkbox, an Excel icon, 'Report.xlsx', 'WI Reporting', 'Reader', '1 hour ago', and '7 days'. A blue arrow points to the checked checkbox, and another blue arrow points to the 'download' icon in the header bar.

	download	copy link	contact owner	remove link					
<input checked="" type="checkbox"/>	Report.xlsx								
<input checked="" type="checkbox"/>		Report.xlsx	WI Reporting	Reader	1 hour ago	7 days			

**Tick the box to ensure your file is selected**

**Once you have selected the report you want to view, click 'download'**