eFiling Cabinets User Guide
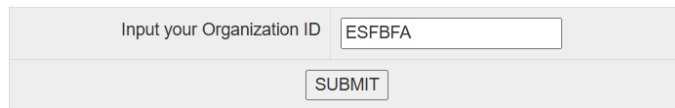## Getting Started

1 INTRODUCTION

Recollect that when you created your eFiling Cabinets database, you received a message that looked like this:-

Welcome to eFiling Cabinets !
You are the ADMINISTRATOR of your organization, Pristine Products Pvt. Ltd., whose unique Organization ID is **ESFBFA**
In order to access the Main Menu, visit **https://filingcabinets.appspot.com**, and input your Organization ID.

Figure 1

You also received your default Administrator password in your email.

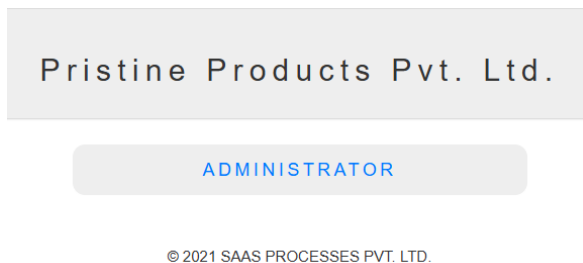Accordingly, visit *https://filingcabinets.appspot.com*, whereupon you will see the following screen:-

Input your Organization ID | ESFBFA
SUBMIT

Figure 2
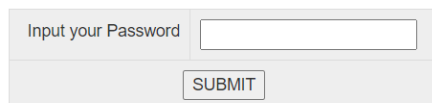
Now input your Organization ID, let us say ESFBFA, and click **SUBMIT**. You will now see the **Main Menu** of *eFiling Cabinets*:-

Pristine Products Pvt. Ltd.

ADMINISTRATOR

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Figure 3

You, being the Administrator, should now click ADMINISTRATOR, whereupon you will see the following login screen:-

Input your Password |
SUBMIT

Know your password / Change password ?

Figure 4

Now input your password and click **SUBMIT**.

If you do not remember your password, click *Know your password / Change password ?* in the login screen (Figure 4), whereupon you will see the following forms:-

Figure 5

In the lower form, input your Email ID and click **SUBMIT**, whereupon you should see your password in your email INBOX, else in your spam folder. If you did not receive your password in your email, repeat the process, whereupon you should definitely see your password in your email.

When you input your password and click **SUBMIT** in the login screen (Figure 4), you will see the following **Admin Main Menu**:-

Figure 6

Under the **EMPLOYEES** tab, you can register one or more employees. When you register an employee, he / she receives his / her default password by email.

You can select **Register Alternate Administrators**, and register these employees as Alternate Administrators.

And when you click **Generate List of Employees**, you will see the current list of registered employees:-

LIST OF EMPLOYEES

Sl. No.	Entity ID	Name	Email
1	ADMIN2	Burt Lancaster	eflh004@gmail.com
2	ADMIN1	Sarah Connor	eflh003@gmail.com

Figure 7

When you click **FILING CABINETS** tab in the Admin Main Menu (Figure 6), you will see the following menu:-
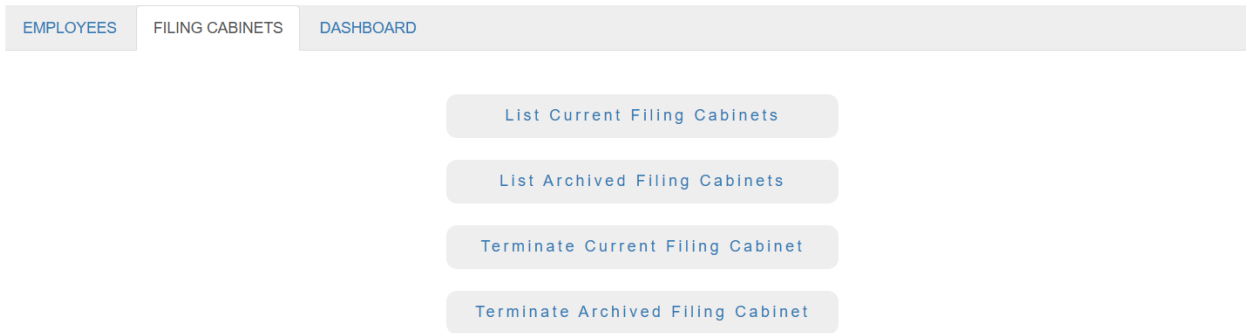
EMPLOYEES   FILING CABINETS   DASHBOARD

List Current Filing Cabinets

List Archived Filing Cabinets

Terminate Current Filing Cabinet

Terminate Archived Filing Cabinet

Figure 8

When you click **DASHBOARD** tab in the Admin Main Menu (Figure 6), you will see the following information:-

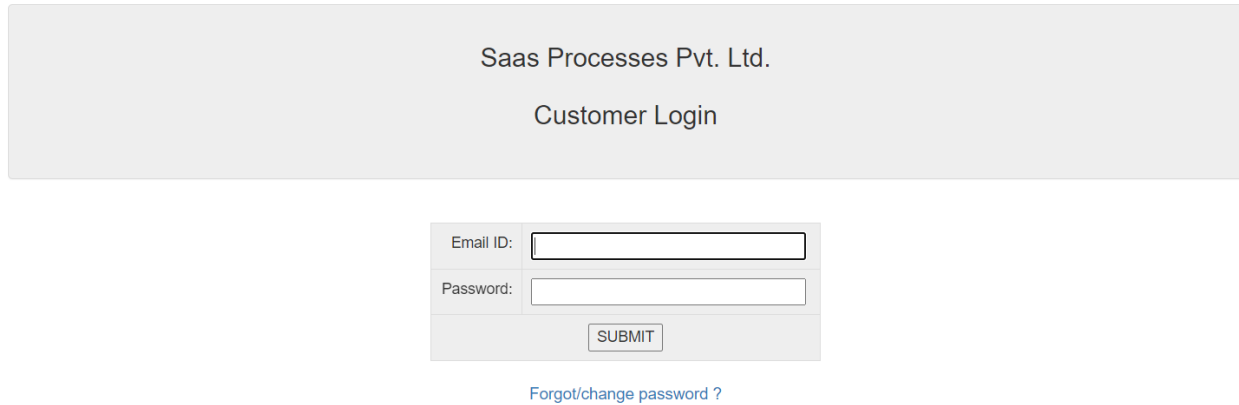|	Current	Maximum
No. of objects (employees + filing cabinets)	13	1000
No. of stored documents	61	10000

Figure 9

2   FILING CABINETS

By clicking the button, Filing Cabinets (Figure 6), *we access the main application*. Administrator can create one or more *named* electronic filing cabinets. And in each filing cabinet, Administrator can upload and store one or more documents. A document stored in a filing cabinet can be deleted by the Administrator. An entire filing cabinet can also be archived by the Administrator.

Sending a stored document to someone else is very simple. Just right-click the DOWNLOAD button of the stored document, then 'Copy link address' and just send the link address to the other person.

3 CUSTOMER SERVICES

Only the original Administrator can click Customer Services in the **Admin Main Menu** (Figure 6), and avail the services of SAAS PROCESSES PRIVATE LIMITED. Upon clicking Customer Services, this is the login form he / she would see:-
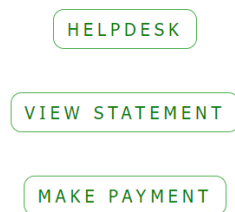
Saas Processes Pvt. Ltd.

Customer Login

| Email ID: | |
| Password: | |

SUBMIT

Forgot/change password ?

Figure 10

 Caution: The original Administrator must login using his / her *Customer Services password*, which is different from his Administrator password. In order to retrieve or change his / her Customer Services password, he / she should click Forgot/change password ? in Figure 10.

Upon logging in, he / she can access the following **Customer Services Menu**:-

HELPDESK

VIEW STATEMENT

MAKE PAYMENT

Figure 11

Click HELPDESK, in order to avail our support. We will typically respond within 1 working day.

Click VIEW STATEMENT, in order to view your account statement.

Click MAKE PAYMENT, in order to make online payment of SaaS charges to SAAS PROCESSES PVT. LTD.