



TUVbox – Information on Data Exchange for TUV Customers and Partners

Content

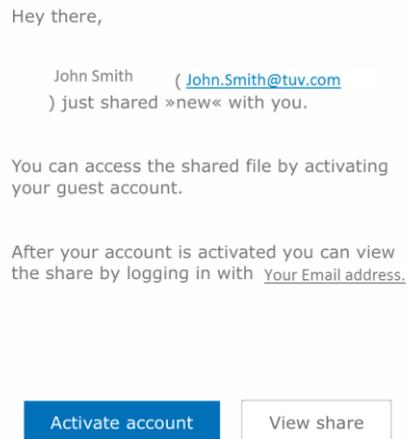
The email system of TÜV Rheinland transmits mail attachments up to a size of 20 MB. If larger files are to be transferred, the TUVbox system can be used. This guide is intended to assist you in using TUVbox.

1	Activate Account and Log in.....	2
2	Working View	4
3	Download Files.....	4
4	Provide Files.....	5
5	Change User Settings.....	5
6	Reset Password	6
7	Log out.....	8
8	Automatic Reset of Your Account.....	8

1 Activate Account and Log in

You can only use the TUVbox system if your TÜV contact person has invited you by email. This email contains a link to activate your user account:

1. Click on the *Activate account* button.



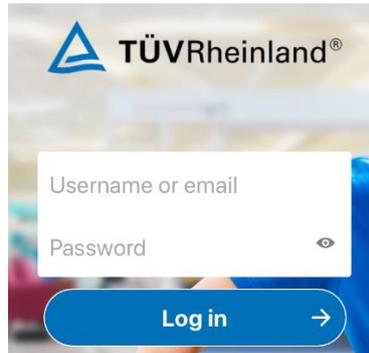
You will then be directed to your personal password page of TUVbox.

2. Enter a password here (at least 8 characters, combination of uppercase and lowercase letters, numbers and special characters).
3. To confirm your password, click on the *Reset password* button.



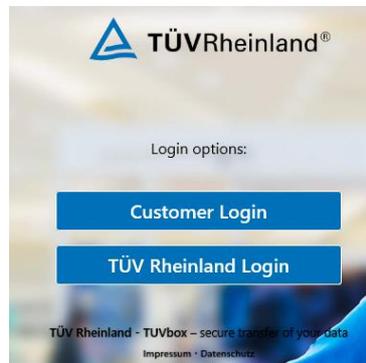
A login page will be displayed.

4. To complete the registration process, log in with your e-mail address and the password you just have created.



Afterwards you will be directed to the general login page of TUVbox.

5. Please click on the *Customer Login* button.



6. To log in, please enter your e-mail address and password.

If you ever forget the latter, please follow the steps from the Chapter 6, *Reset Password*.

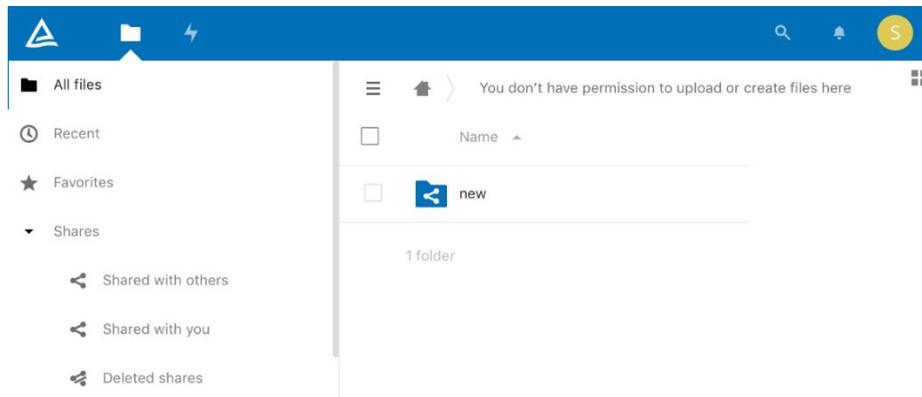
We recommend that you add the address

<https://TUVbox.tuv.com>

to your favorites, so that you can quickly access it later.

2 Working View

After logging in, you will see the main directory and the shared folder (here: Folder “new”).

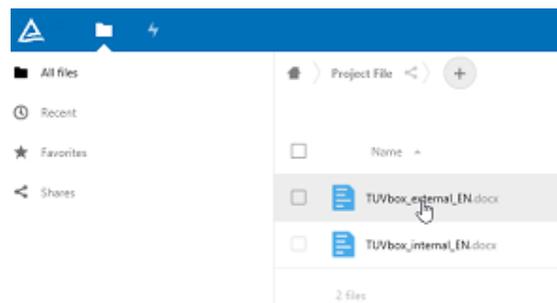


To open a folder, click on it.

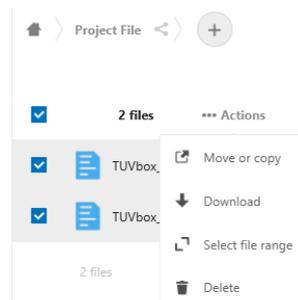
Now you can see the files shared there.

3 Download Files

To download a file please click on it.

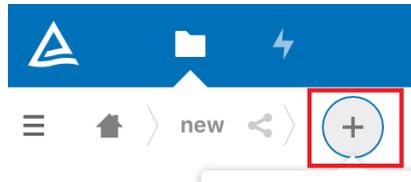


If necessary, select several files and download them together using the *...* Actions option.

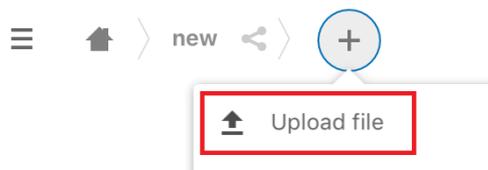


4 Provide Files

1. To upload files and thus make them available to TÜV Rheinland, please click on the plus icon in the shared folder.



2. Select the *Upload file* option.



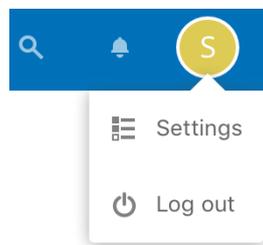
If you click on *Upload File*, all persons involved will be informed by email. The same applies to the options *Share file* and *Delete file*.

Please note: Only you and your TÜV contact person who invited you have access to the shared folder. You cannot independently share data with other persons. If required, your TÜV contact person must share the folder with other persons.

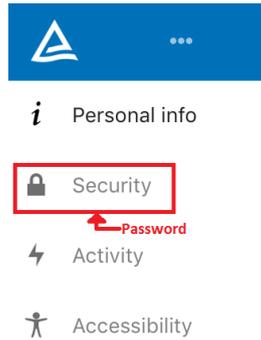
5 Change User Settings

If you want to change your current password, you will have to change your user settings. If you forgot your password, please cf. chapter 6, *Reset Password*.

1. To change your user settings, click on your profile picture or its placeholder at the top right.



2. Select the *Settings* option at the top left.



- *Personal information:* Here you can change the language and the name or upload a photo.
- *Security:* Here you can change the password.
- *Activity:* Here you can change the default settings for notifications.
- *Accessibility:* Here you can adjust the display on the screen.

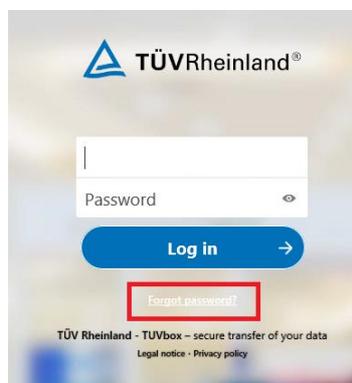
Via the icon  you will receive a categorized overview of all past actions affecting the account.

6 Reset Password

To log in in TUVbox, you need to enter a username (= email address) and a password. The password must consist of at least 8 characters and a combination of upper and lower case letters, numbers and special characters.

If you have forgotten your password, please do the following:

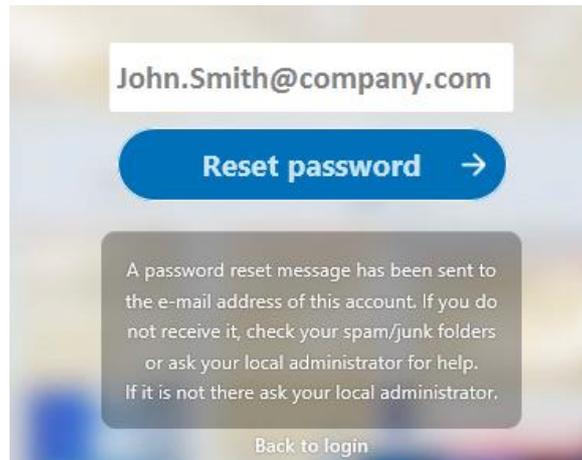
1. Click on the *Forgot password?* link.



2. Click then on the *Reset password* button.



A text will then appear, asking you to check your email.



You will receive an email with the following content.



3. Click on the *Reset your password* button.

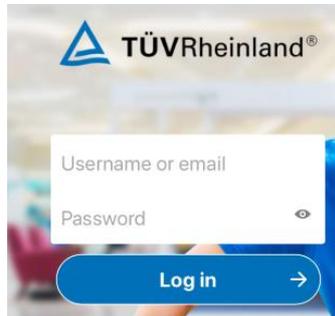
You will now be directed to the following page.

4. Enter here a new password.
5. Click on the *Reset password* button.



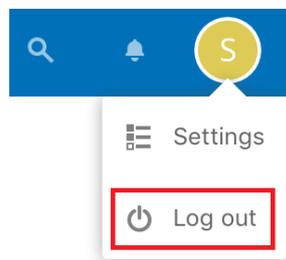
The original login mask is now displayed again.

6. Enter here your user name (= e-mail address) and the new password.
7. Click on the *Log in* button.



7 Log out

1. To log out, click on your profile picture or its placeholder at the top right
2. Click then on the *Log out* option.



8 Automatic Reset of Your Account

If you have not worked with TUVbox for a long time, your account will be automatically deleted. You will be informed in advance by two emails, so you can extend the period by simply registering if necessary. If this does not happen in time, please contact your TÜV contact person so that he can invite you again.