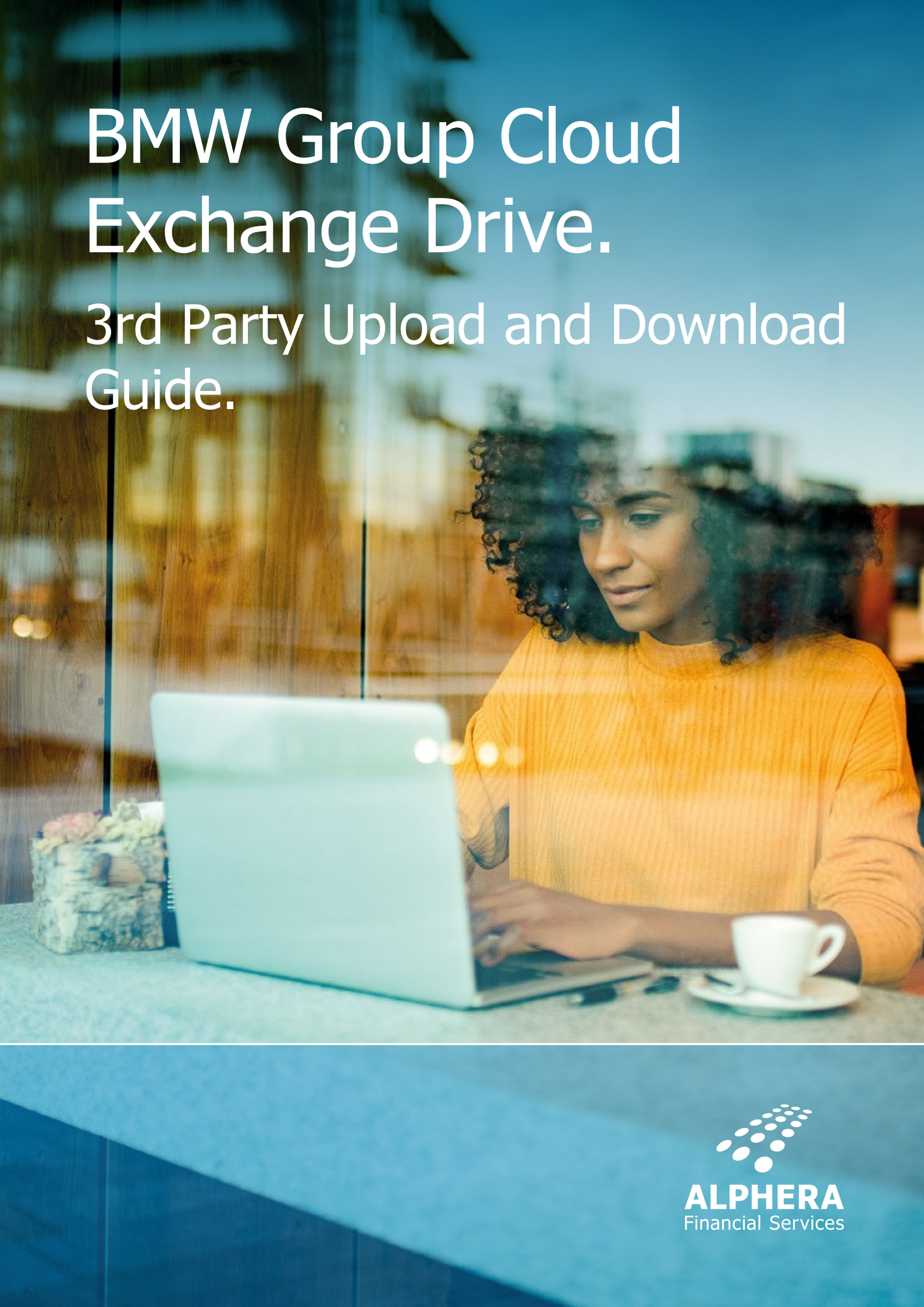


BMW Group Cloud Exchange Drive.

3rd Party Upload and Download Guide.



ALPHERA
Financial Services

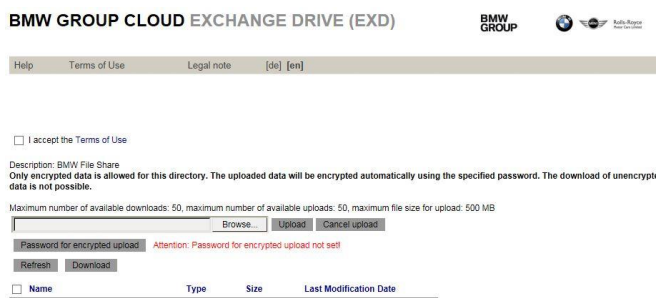
HOW TO UPLOAD TO THE CLOUD.

Prerequisites.

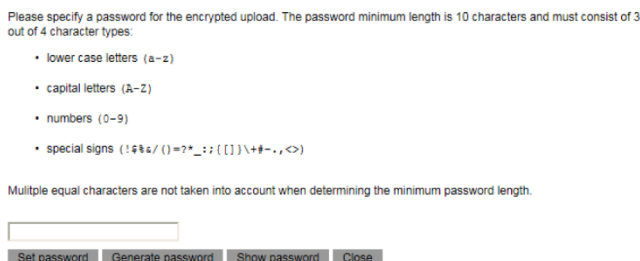
In order for a third party to upload into the BMW Cloud Exchange a unique folder will need to exist. This folder is created by your contact in BMW Group, who will email you the link to the folder.

Process.

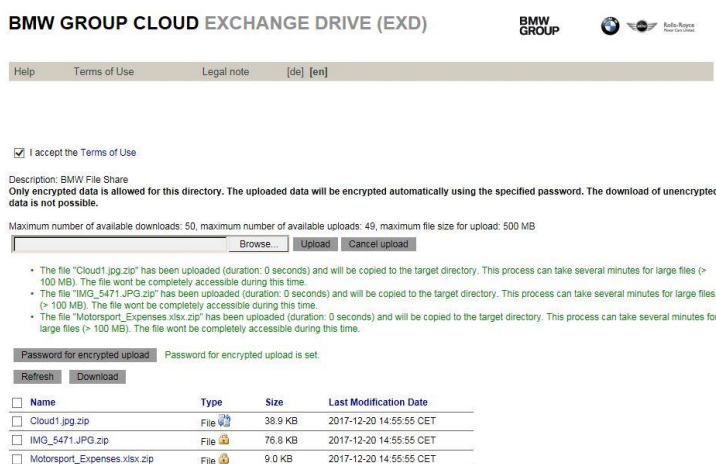
1. To access the BMW Cloud Exchange, click on the link (Access from the internet) sent in the email from BMW.



2. Set an upload password – Passwords should be created automatically using the 'Generate Password' option as this is the most secure way of creating a password. Passwords should be provided to the party who requires access separately, so make a copy of the password – **Please do not send it in the email with links to the data, use another form of communication e.g. via telephone, text, etc.**



3. Once the password has been set successfully, the user can then tick the 'Terms of Use' box then use the 'Browse...' button to select the file(s) required for upload. Once the file(s) have been selected the 'Upload' button should be clicked to commence the upload to the BMW Cloud Exchange. An email notification will be sent to the user who created the folder to advise them of the upload. Please note that it may take up to 15 minutes for the files to synchronise with the server before they will be available to download.



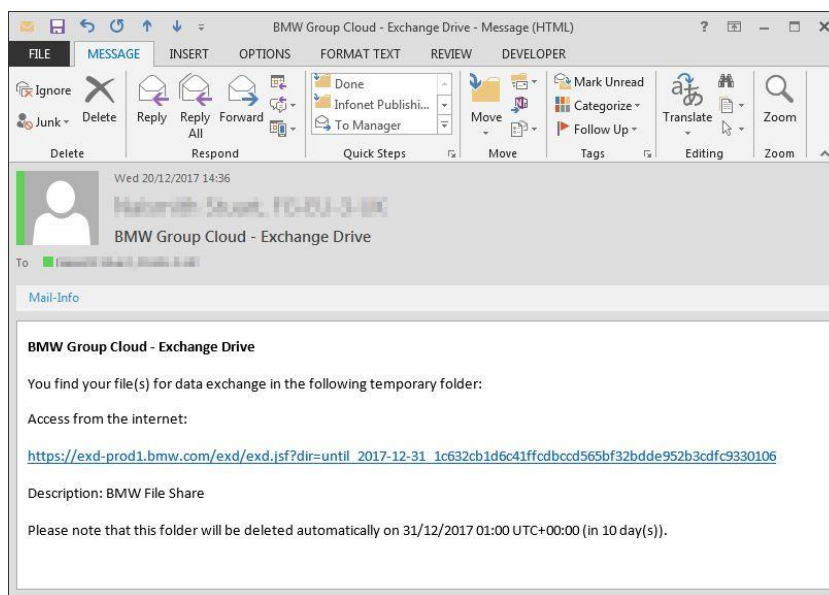
HOW TO DOWNLOAD FROM THE CLOUD.

Prerequisites.

In order to decrypt information from the BMW Cloud Exchange, users will require 7-Zip which is available from: <http://www.7-zip.org/download.html>.

Process.

1. Users will receive an email (as per below) with links to the BMW Cloud Exchange.



2. Clicking on the link titled 'Access from the internet' will then open the BMW Cloud Exchange folder. Tick the 'Terms of Use' box and the files which you wish to download (if a folder has been shared this will appear as one zip file) and then click the download button to commence the download.

BMW GROUP CLOUD EXCHANGE DRIVE (EXD)



Help Terms of Use Legal note [de] [en]

I accept the Terms of Use

Description: BMW File Share

Only encrypted data is allowed for this directory. The uploaded data will be encrypted automatically using the specified password. The download of unencrypted data is not possible.

Maximum number of available downloads: 50, maximum number of available uploads: 49, maximum file size for upload: 500 MB

Browse... Upload Cancel upload

Password for encrypted upload Attention: Password for encrypted upload not set!

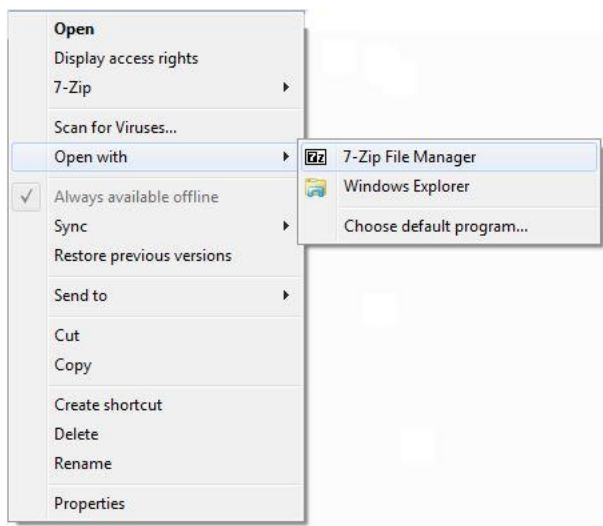
Refresh Download

<input type="checkbox"/>	Name	Type	Size	Last Modification Date
<input checked="" type="checkbox"/>	Cloud1.jpg.zip	File	38.9 KB	2017-12-20 14:55:55 CET
<input type="checkbox"/>	IMG_5471.JPG.zip	File	76.8 KB	2017-12-20 14:55:55 CET
<input checked="" type="checkbox"/>	Motorsport_Expenses.xlsx.zip	File	9.0 KB	2017-12-20 14:55:55 CET

3. When the download commences an option will appear at the bottom of the screen allowing the user to select where to save the download. You can use this function to save the zip folder to your desktop or another suitable folder location.



4. Once the file has been downloaded – right click on the download and select the 'Open with... '7-Zip File Manager' option.



5. The contents of the zip file files can then be opened within 7-Zip – the password will be requested when the first zip file is opened – these files can then be saved on your device once decrypted. The password will not be needed again.

