Manuals+ — User Manuals Simplified.

Lilly myTransfer2 External Workers Securely Send Files and Emails User Guide

Contents

myTransfer2 User Guide for External Workers

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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, @network.lilly.com, etc.). Files of any type, and nearly any size, are securely stored for 14 days.

For initial setup, follow below in Section 2: Registration. If you already have an account, follow **Section 3: Accessing myTransfer2**.

2. Registration

If you haven't received an email/file from your Lilly contact through myTransfer2, you won't be able to register yet.

External workers can 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 message** in the received email to proceed with registration.
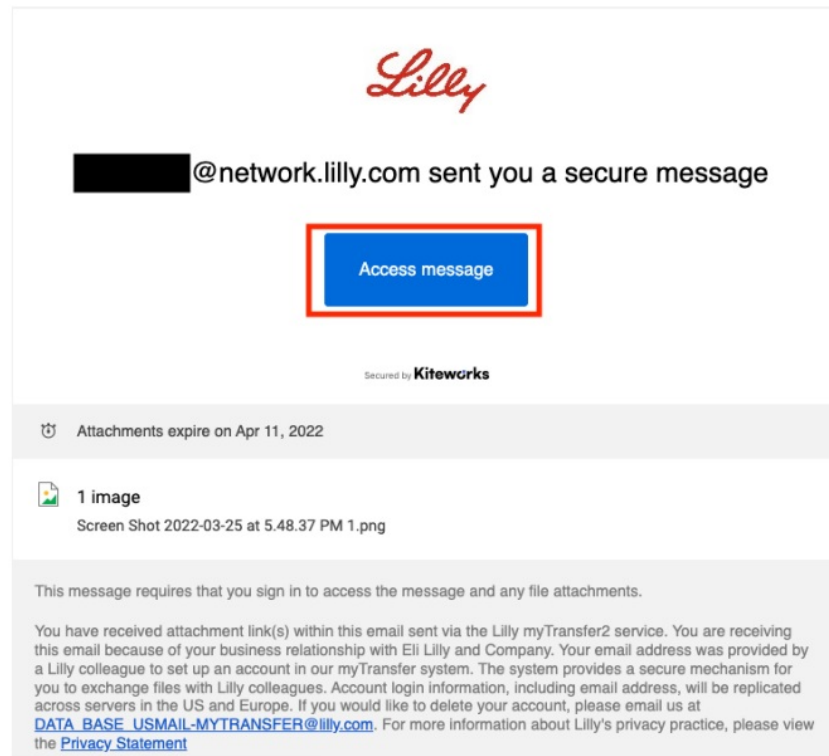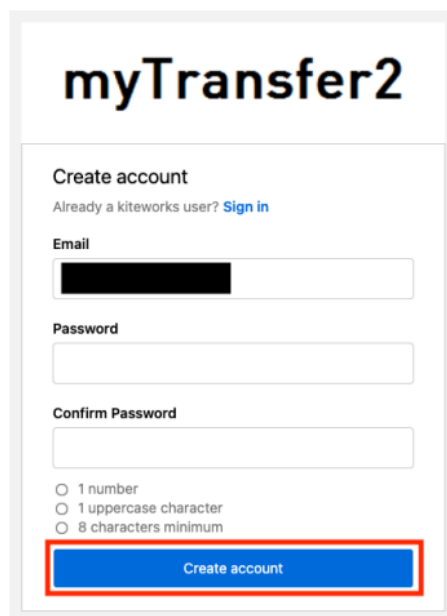

Note: If the email is missing the **Access message** button, please contact your Lilly sponsor so they can contact the Lilly IT Service Desk on your behalf.

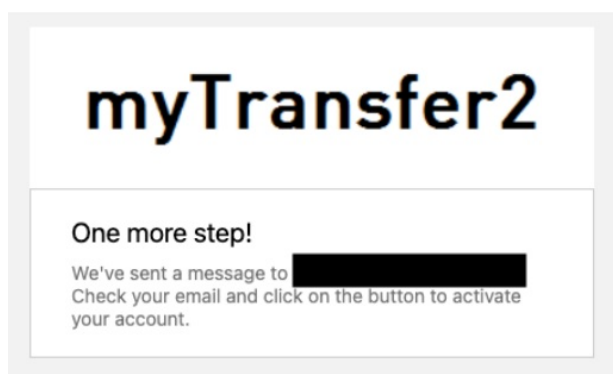2. You'll be taken to the Sign In page. Enter your email address and click **Next**.
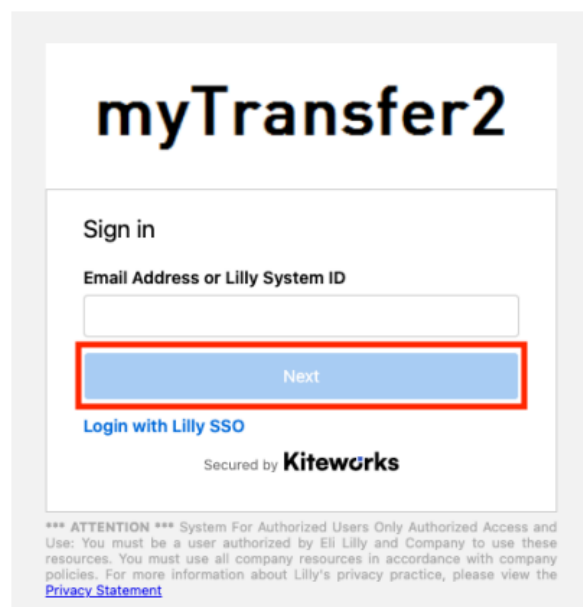
3. Enter your email address again and create a password that meets the requirements on the screen. Enter the password again in the Confirm Password field then click on **Create account**.

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

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

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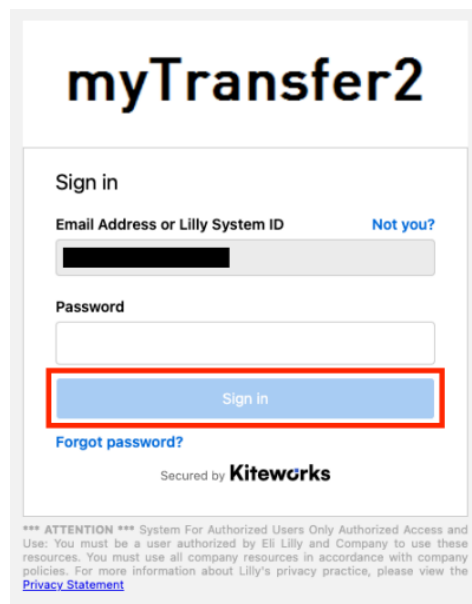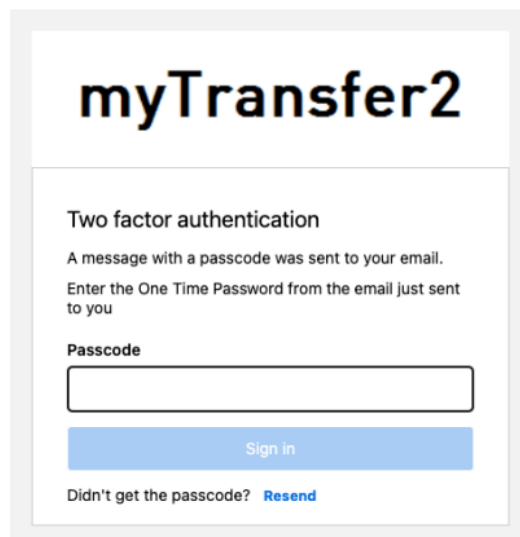
7. Enter your password you just created and click **Sign in**.

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.

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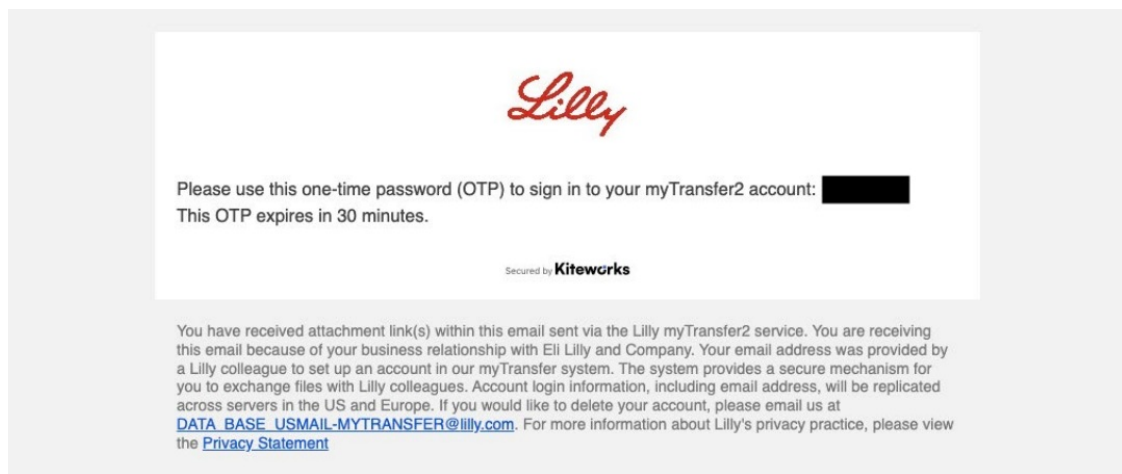
Note: You will receive an OTP every time you log in. This is a security feature put in place for external workers.

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**.
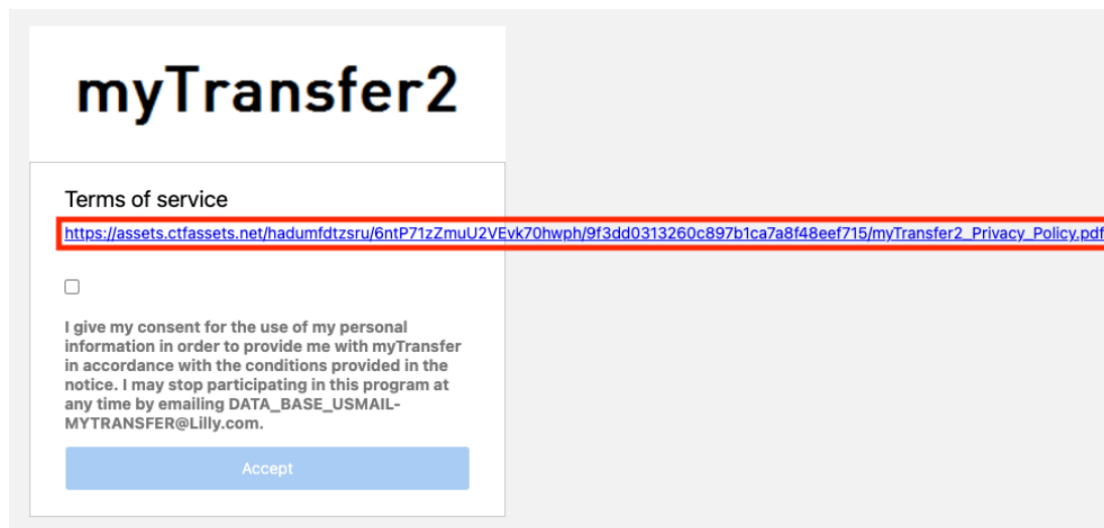
11. You will now be able to view the email and file(s) received. Click **Download** to download the file to your device or click **Send File** to end the attachment to another user (sender or recipient must have a Lilly email address).

Note: Clicking on the filename presents a preview but does not download the file.
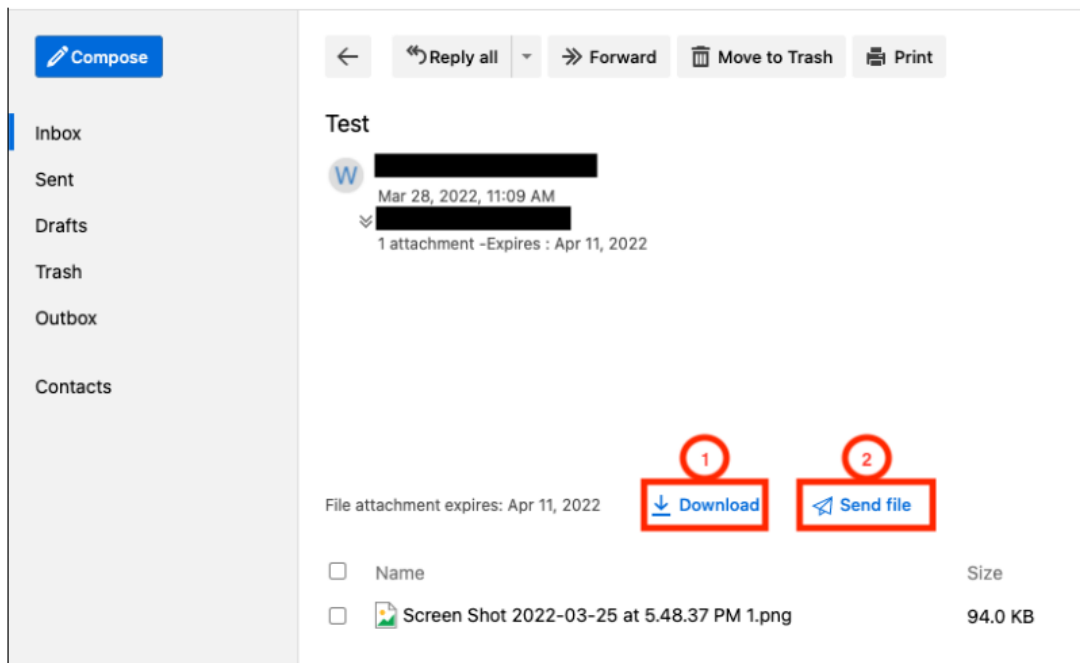
12. For further instructions on how to use myTransfer2 go to **Section 4: Using myTransfer2**.

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**.

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.

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_usmailmytransfer.lilly.com.
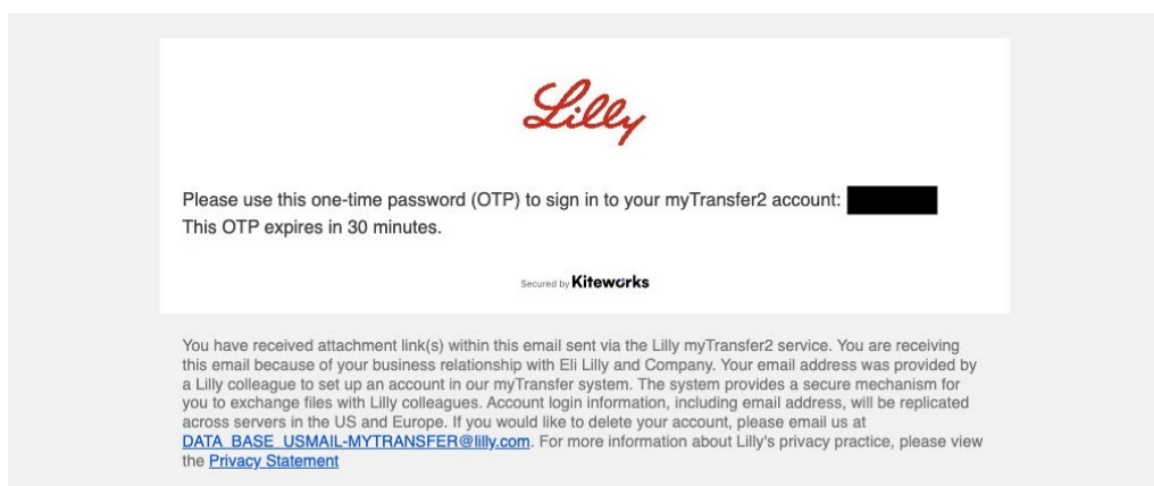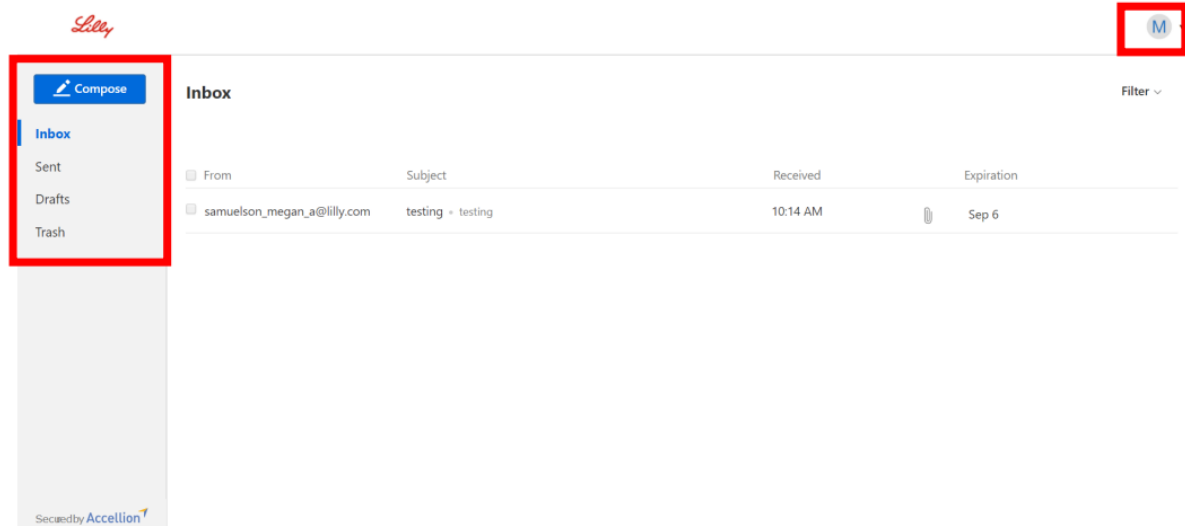

Note: You will receive an OTP every time you log in. This is a security feature put in place for external workers.

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**.

5. 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.
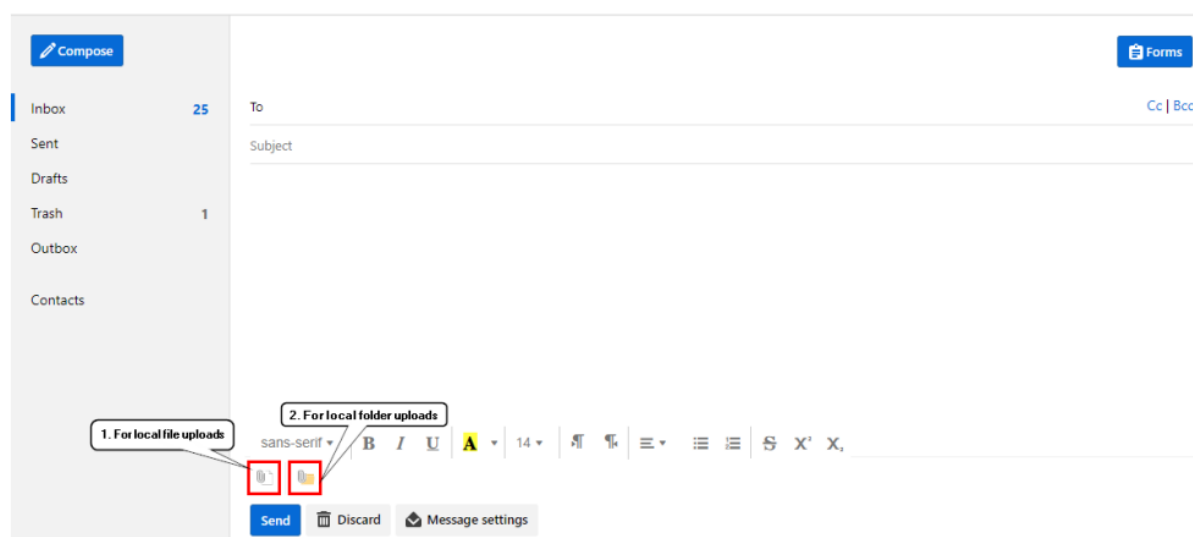
5. To add files:

- To add local Files: Click image 1 of the document with a paperclip
- To add local Folders: Click image 2 of the folder with a paperclip

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):
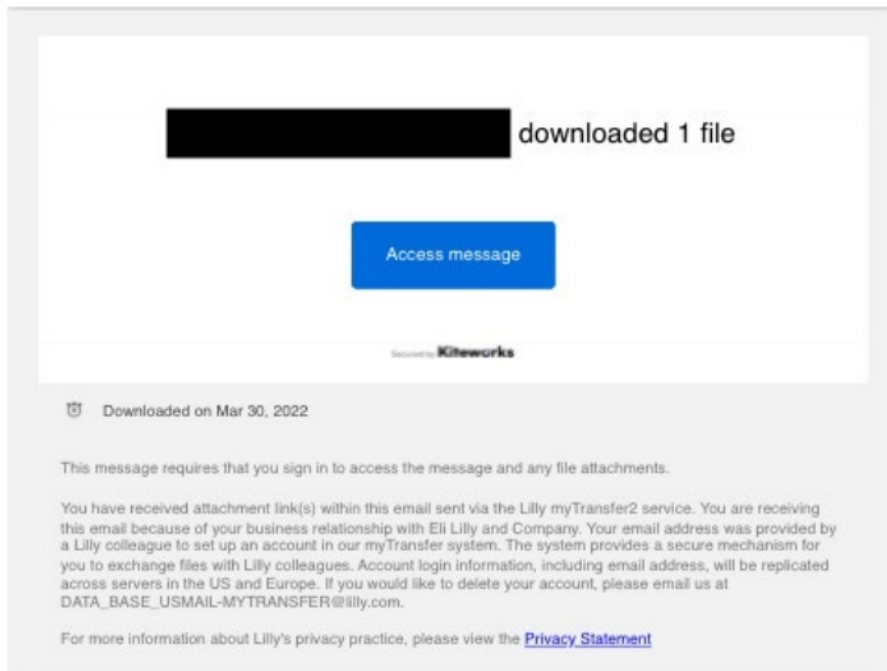
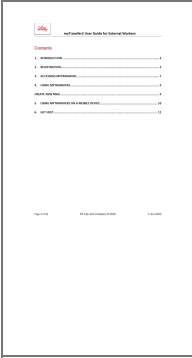## 6. Using myTransfer2 on a Mobile Device

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.

7. 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.

Documents / Resources

Lilly myTransfer2 External Workers Securely Send Files and Emails [pdf] User Guide
myTransfer2, External Workers Securely Send Files and Emails, External Workers, Securely Send Files and Emails, myTransfer2, Files and Emails

References

- ℒ **Lilly.com | Eli Lilly and Company**
- ↻ **mytransfer2.lilly.com**
- ↻ **mytransfer2.lilly.com**

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