



User Guide

 **VIGILIS** **SECURE**

[vigilissecure.vigilis.ca](https://vigilissecure.vigilis.ca)

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For any questions about the VIGILIS Secure portal, please contact us.

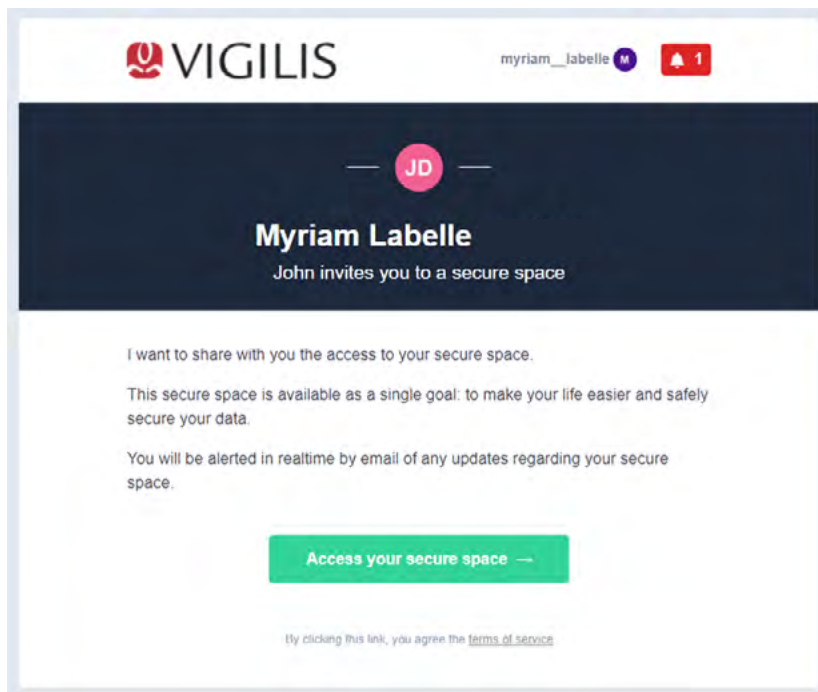
By email: [administration@vigilis.ca](mailto:administration@vigilis.ca)

By telephone: 1 888 682-7772



## THE SHARING EMAIL

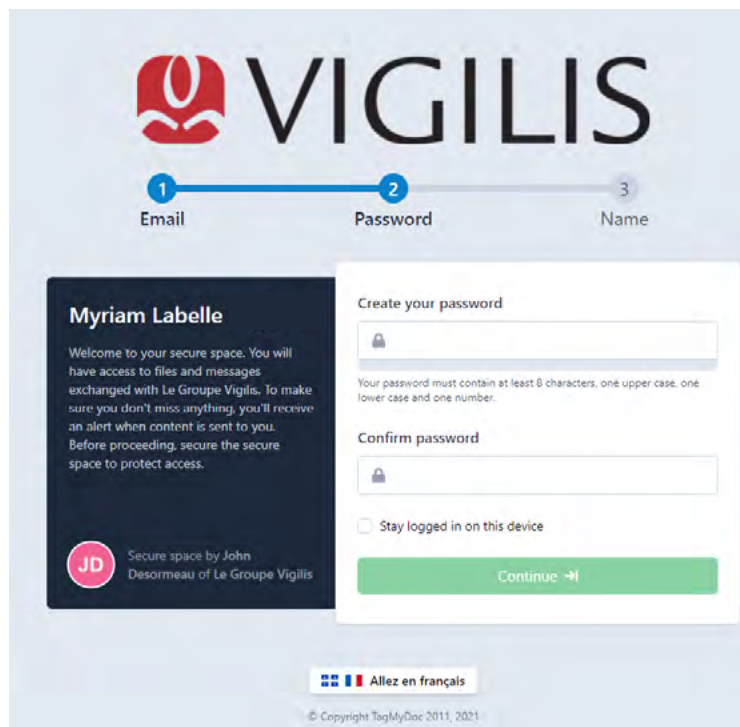
Once VIGILIS has created your secure space, the VIGILIS | Secure portal will send you an email to the address we have in your customer file, inviting you to configure it. To do this, click on the green «[Access your secure space](#)» button which will be in the email.



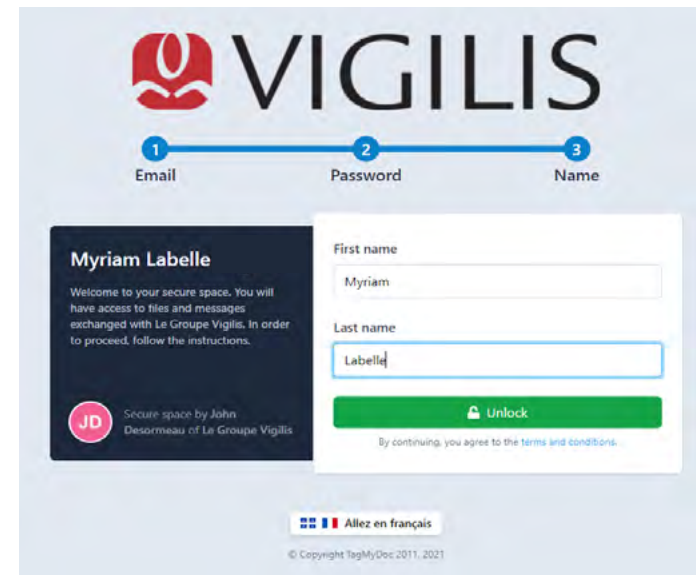
## THE PASSWORD

1. When you log in to the VIGILIS | Secure portal for the first time you will be asked to create your password.

2. Once the password has been created, the last step is to confirm your first and last name in order to receive email alerts when a new document is deposited or a message is sent to you in your VIGILIS | Secure space.



The screenshot shows the VIGILIS Secure portal interface. At the top, the VIGILIS logo is displayed. Below it, a progress bar indicates three steps: 1. Email, 2. Password, and 3. Name. The 'Password' step is currently active. On the left, a dark blue box contains the user's name 'Myriam Labelle' and a welcome message: 'Welcome to your secure space. You will have access to files and messages exchanged with Le Groupe Vigilis. To make sure you don't miss anything, you'll receive an alert when content is sent to you. Before proceeding, secure the secure space to protect access.' Below this is a small logo for 'JD Secure space by John Desormeau of Le Groupe Vigilis'. The main form area is titled 'Create your password' and contains two password input fields with lock icons. A note states: 'Your password must contain at least 8 characters, one upper case, one lower case and one number.' Below the fields is a 'Confirm password' section with another password input field and a checkbox for 'Stay logged in on this device'. A green 'Continue' button is at the bottom. At the very bottom of the page, there is a language selector 'Allez en français' and a copyright notice '© Copyright TagMyDoc 2011, 2021'.



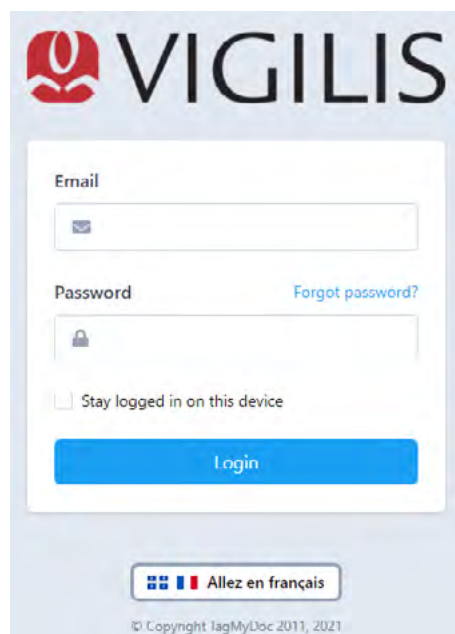
The screenshot shows the VIGILIS Secure portal interface, now at the 'Name' step of the registration process. The progress bar at the top shows steps 1. Email, 2. Password, and 3. Name, with 'Name' being the active step. On the left, the same dark blue box with the user's name 'Myriam Labelle' and welcome message is present. The main form area is titled 'Name' and contains two text input fields: 'First name' with 'Myriam' entered and 'Last name' with 'Labelle' entered. A green 'Unlock' button is at the bottom of the form. Below the button, a small note says: 'By continuing, you agree to the [terms and conditions](#).' At the bottom of the page, there is a language selector 'Allez en français' and a copyright notice '© Copyright TagMyDoc 2011, 2021'.

# SECURE SPACE

## DIRECT ACCESS

**vigilissecure.vigilis.ca**

During your subsequent connections, you will always be greeted by the VIGILIS | Secure home page asking you to enter your email address and your password.

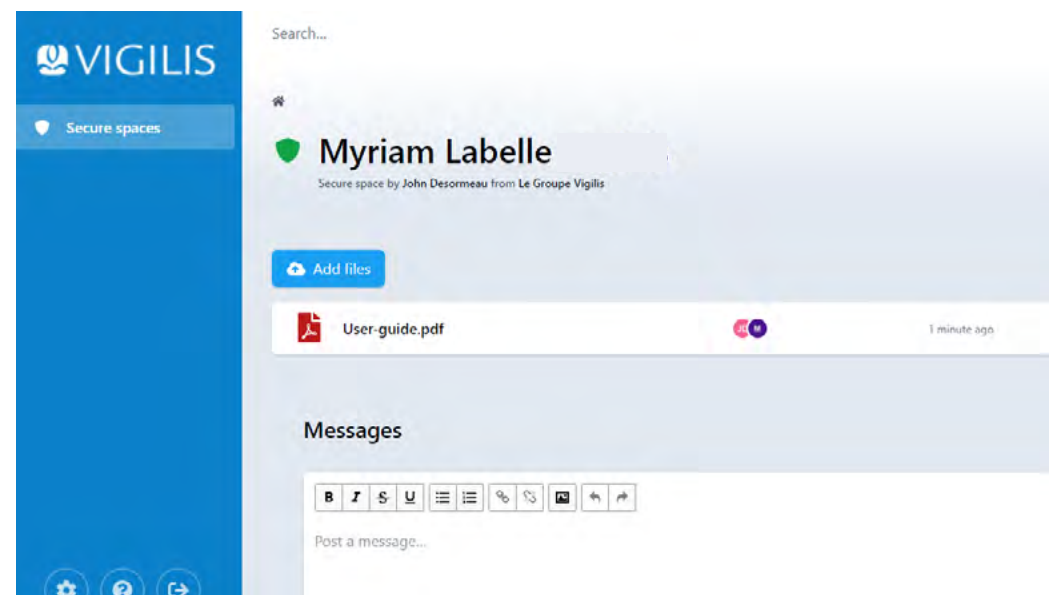


If you forgot your password, the « forgotten password » option will always be present.

## THE FILE AREA

It is the “core” of the secure space. You will be able to consult or download uploaded files.

When you access your secure space, the blue «Add files» button at the top left will allow you to upload files to it, for example when you wish to send us a confidential document. We will be automatically advised when you do so.



# SECURE SPACE

## THE MESSAGE AREA

The message area is located immediately below the file area. This greatly simplifies the use of the platform and centralizes discussions in relation to the documentation present in the VIGILIS | Secure space.

The screenshot displays the VIGILIS interface for a 'Secure space'. At the top left, the VIGILIS logo is visible. Below it, a blue header bar contains the text 'Secure spaces'. The main content area shows a search bar, a home icon, and the name 'Myriam Labelle' with a green shield icon. Below the name, it says 'Secure space by John Desormeau from Le Groupe Vigilis'. There is a blue 'Add files' button and 'Sort' and 'Select' options. A file named 'User-guide.pdf' is shown with a red PDF icon, a user profile icon, and the text '3 minutes ago'. Below this is a 'Messages' section with a rich text editor toolbar containing icons for bold, italic, underline, link, unlink, list, and image. The text input field says 'Post a message...'. At the bottom, there are 'Post' and 'Options' buttons. A language selector at the bottom left shows a French flag and the text 'Allez en français'.