

Welcome to FileScience: Your Onboarding Guide

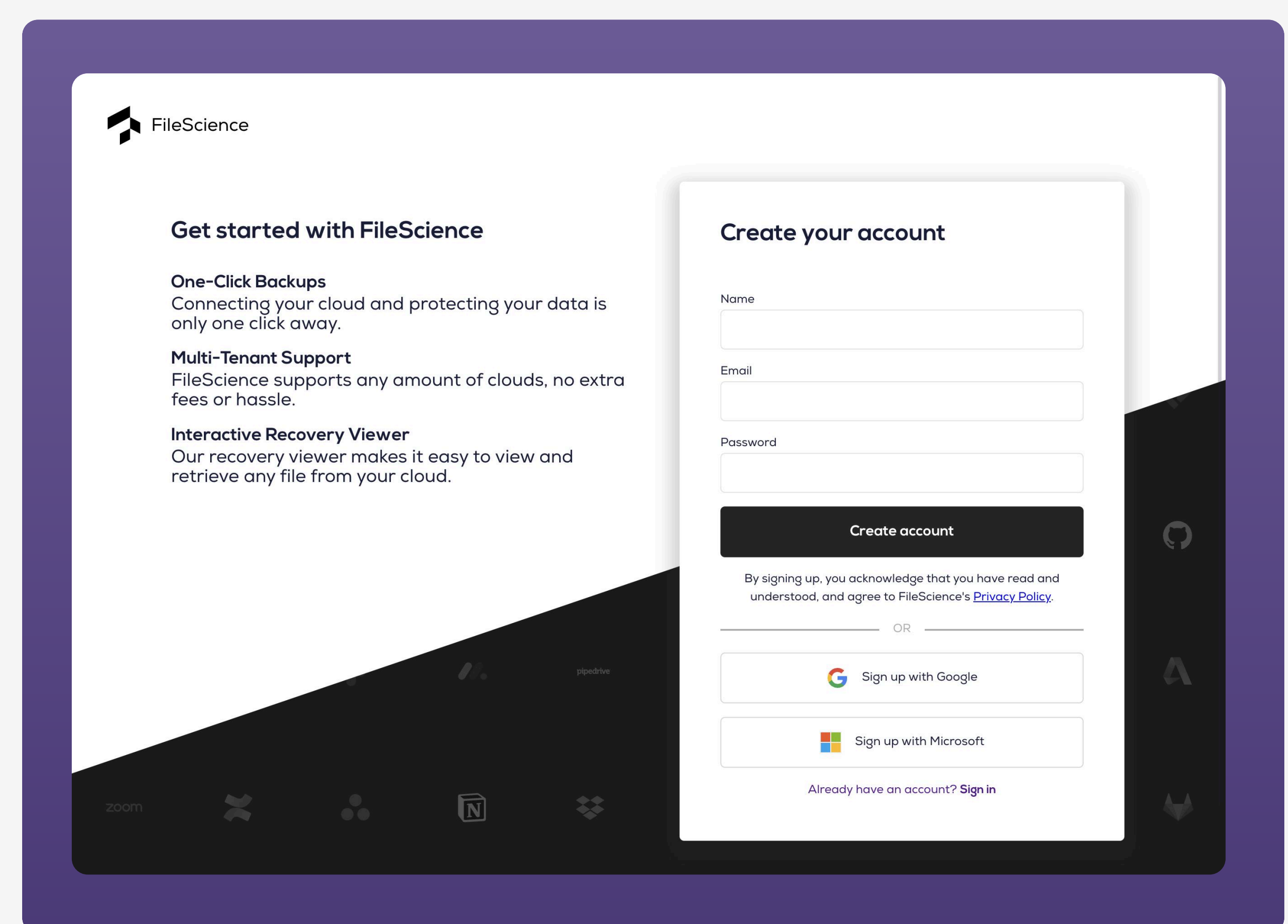
We're excited to help you secure your critical cloud data. This guide will walk you through the entire process, from creating your account to starting your first backup. The process is simple and designed to get you protected in just a few minutes.

Step 1: Create Your FileScience Account

Your first step is to create an account and set up your organization.

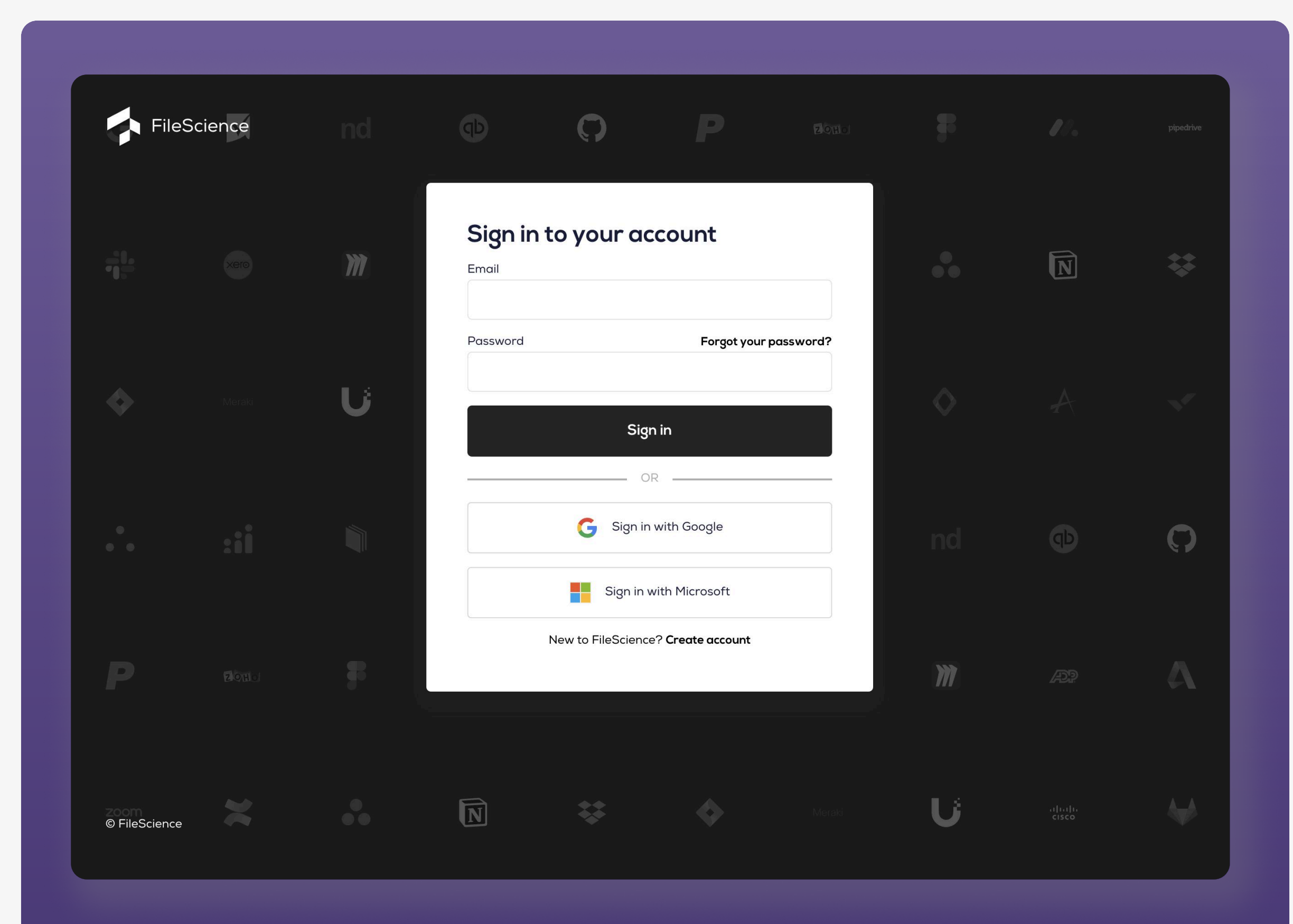
1. Sign Up:

Navigate to the FileScience sign-up page. You can create an account using your name, email, and a new password. Alternatively, you can sign up using your existing Google or Microsoft account for faster access.



2. Log In (For Existing Users):

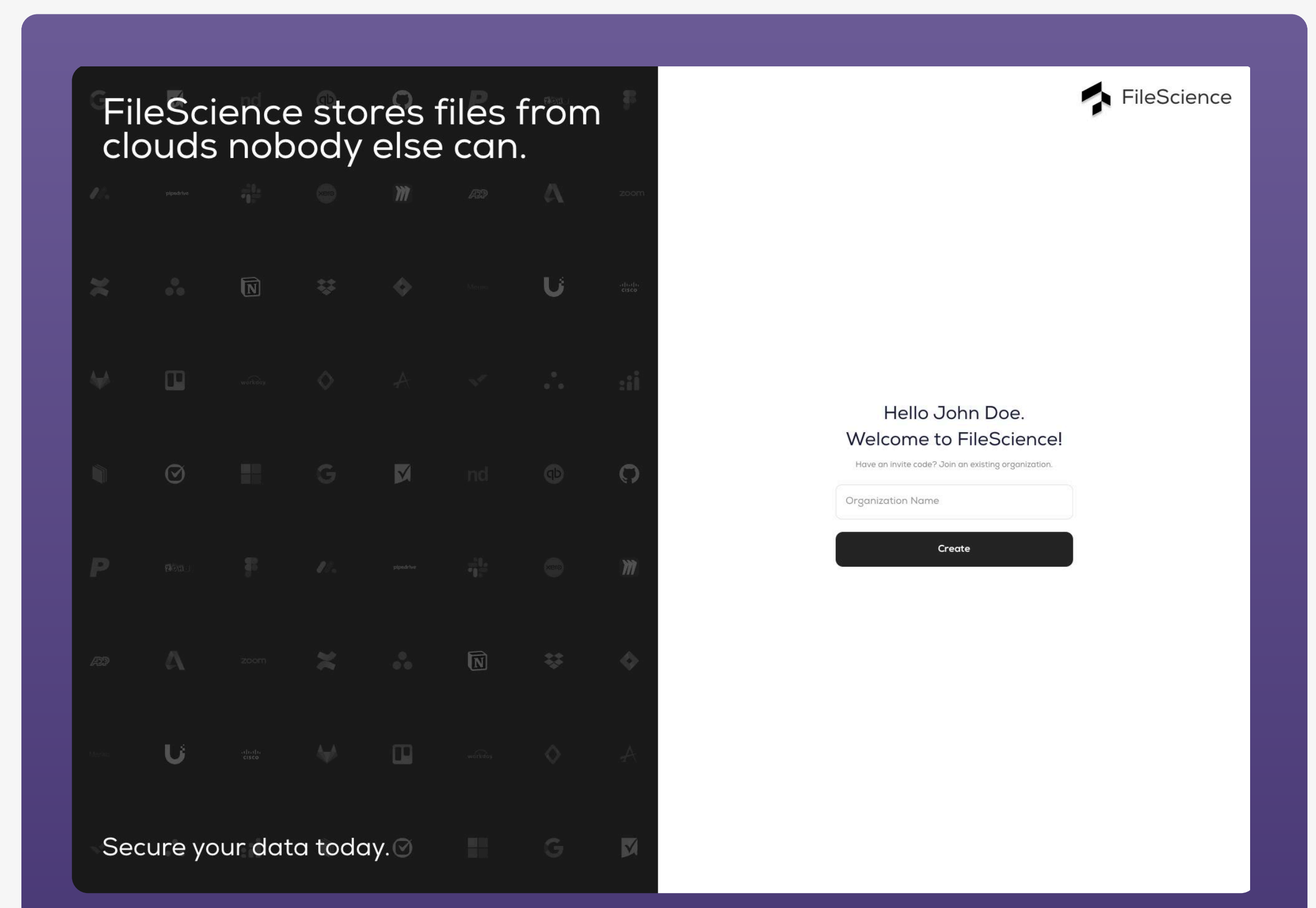
If you already have an account, you can use the Sign In page. Enter your credentials or use the Google/Microsoft single sign-on options.



3. Create Your Organization:

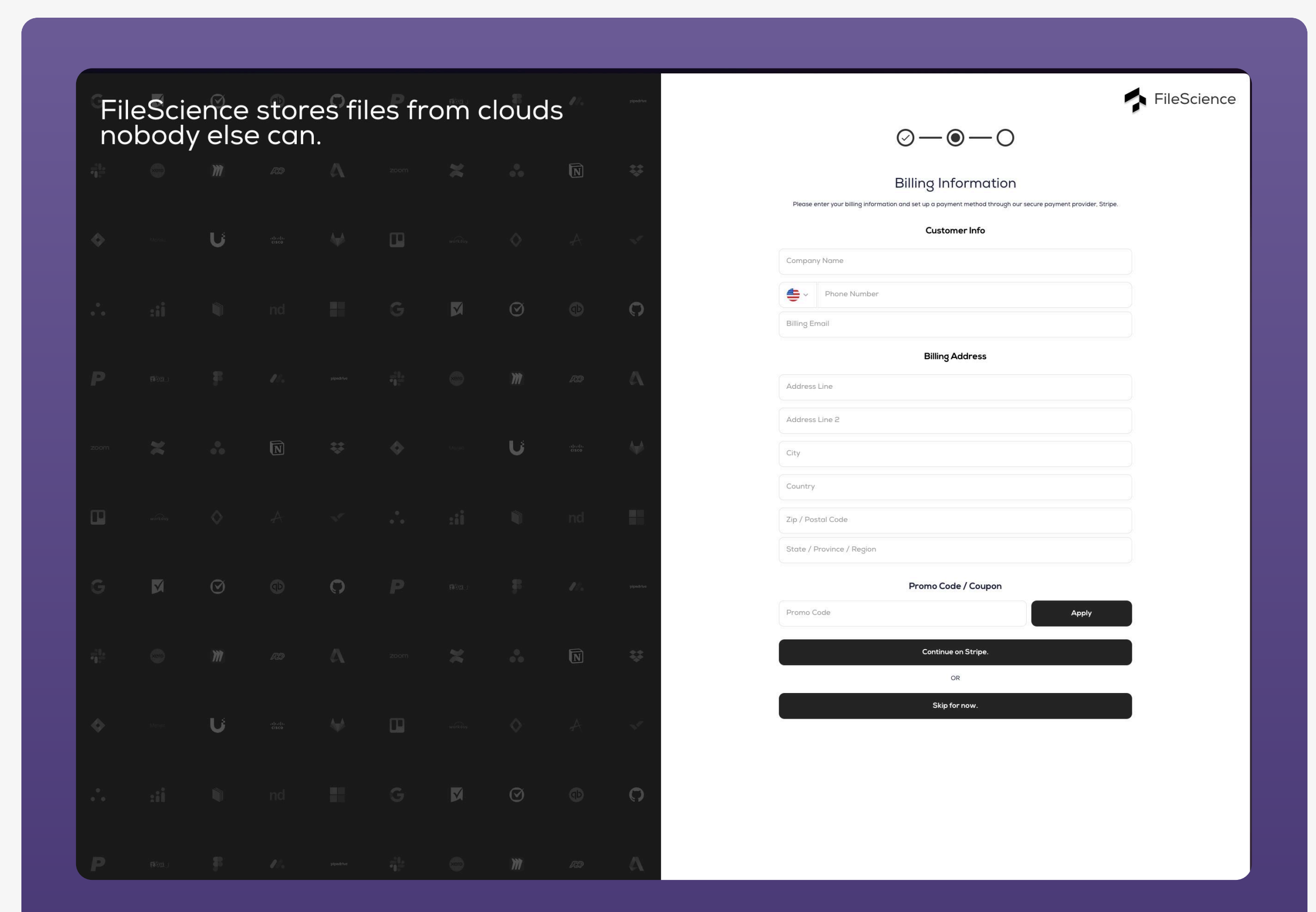
After your first login, you'll be prompted to create an organization. This will be the central hub for all your connected clouds, users, and billing. Simply enter a name for your organization and click "Create".

(Note: For security, you ask to verify your email with a one-time password (OTP) during your first login.)



Step 2: Billing Information (Optional)

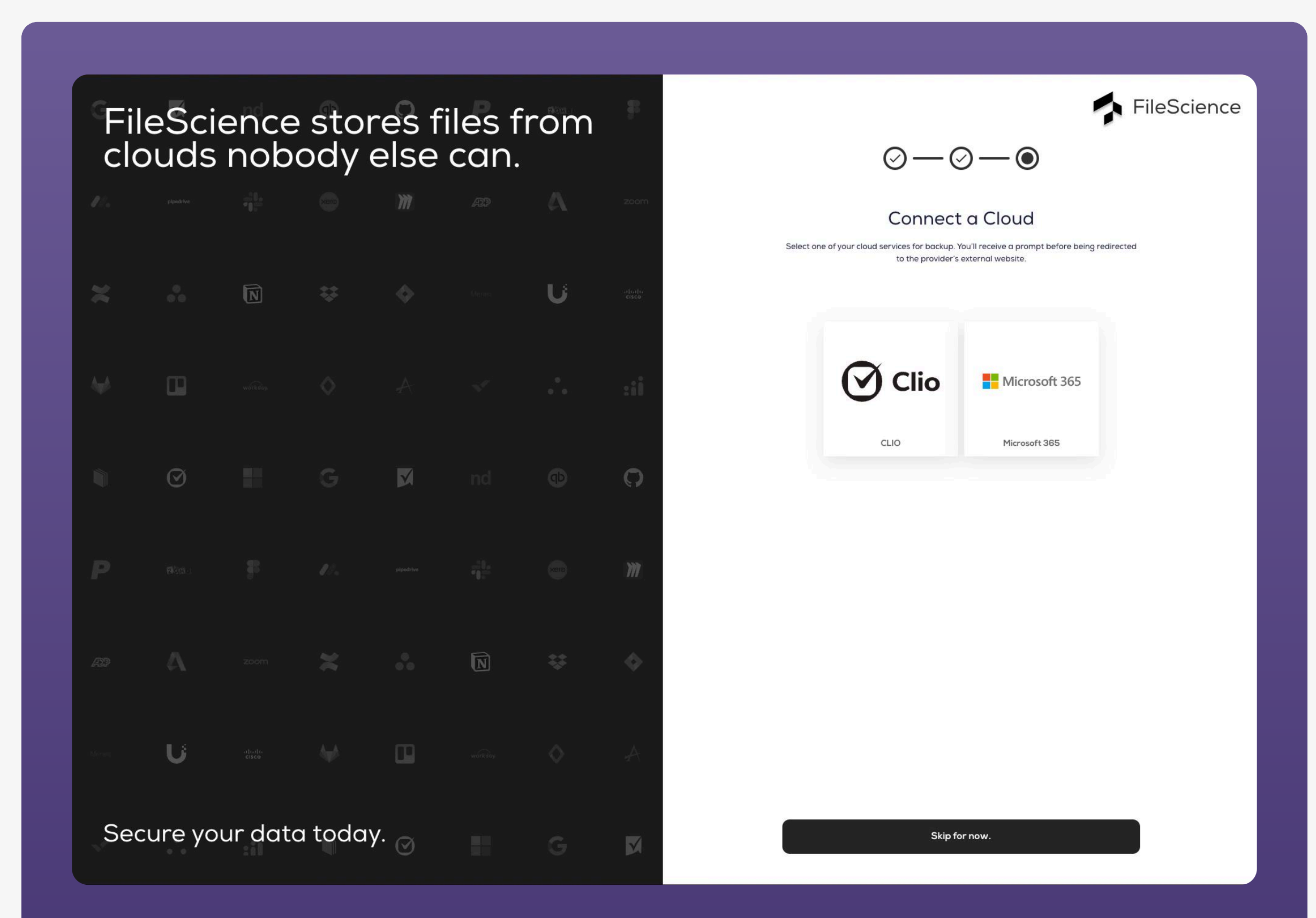
Next, you will be taken to the billing information page. To ensure uninterrupted service, you can enter your payment details now. This step is secured by our payment provider, Stripe. This step is optional. You can choose to Skip for now and add this information later. If you do that, you can start your trial, and after 60 days, you can configure your bill and payment method.



Step 3: Connect your Cloud (Optional)

As an optional onboarding step, you can connect your cloud at this point. If you want to explore the dashboard first, just skip this using the button provided at the bottom.

If you do connect one of the clouds, you will be redirected to the tenant page. Jump to **Step 4 if you connected your cloud here.**

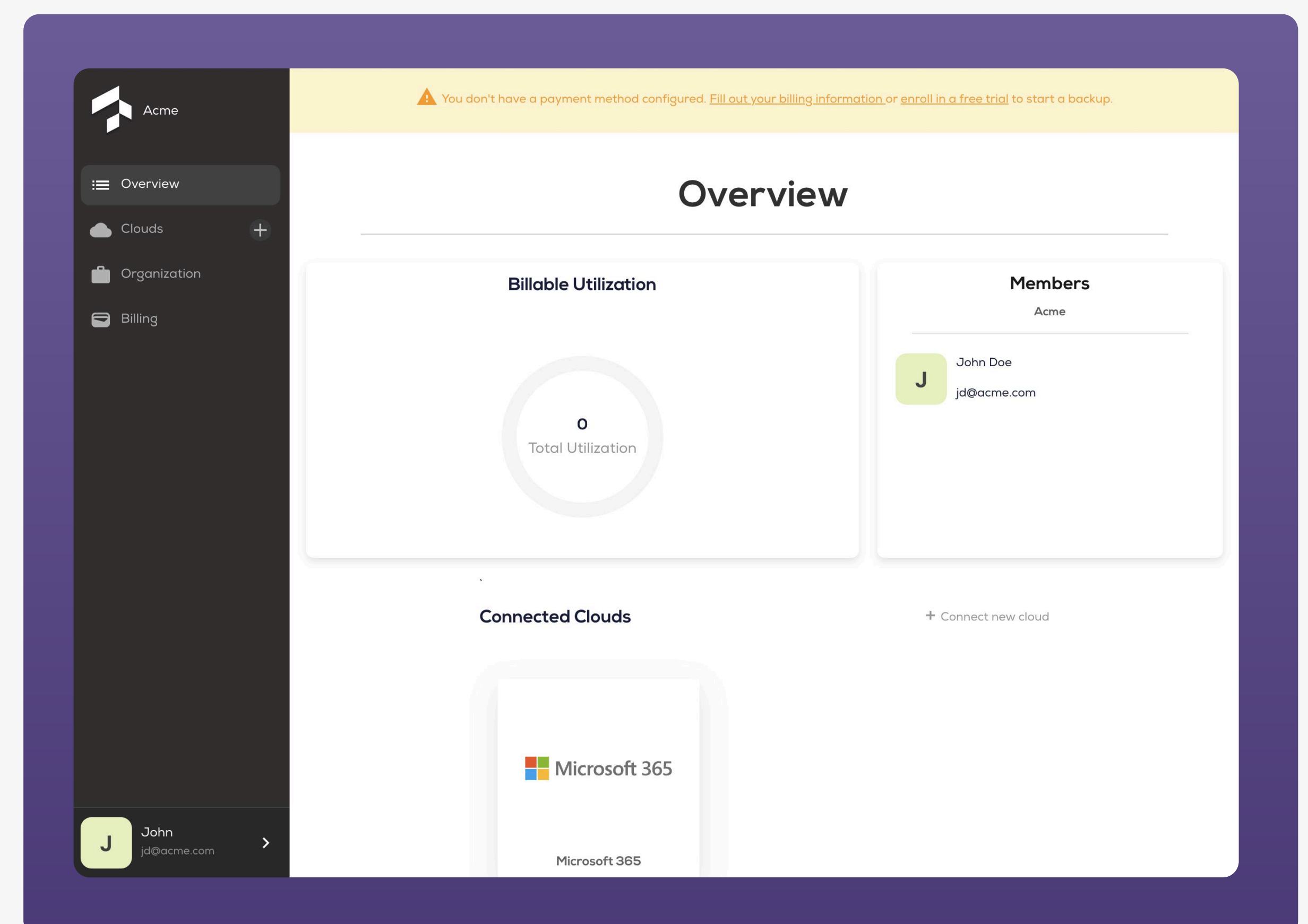


Step 3: Navigating Your Dashboard & Connecting a Cloud

After setting up your organization, you'll land on your main dashboard. This is where you can get an overview of your storage utilization, manage members, and connect your cloud services.

1. Dashboard Overview:

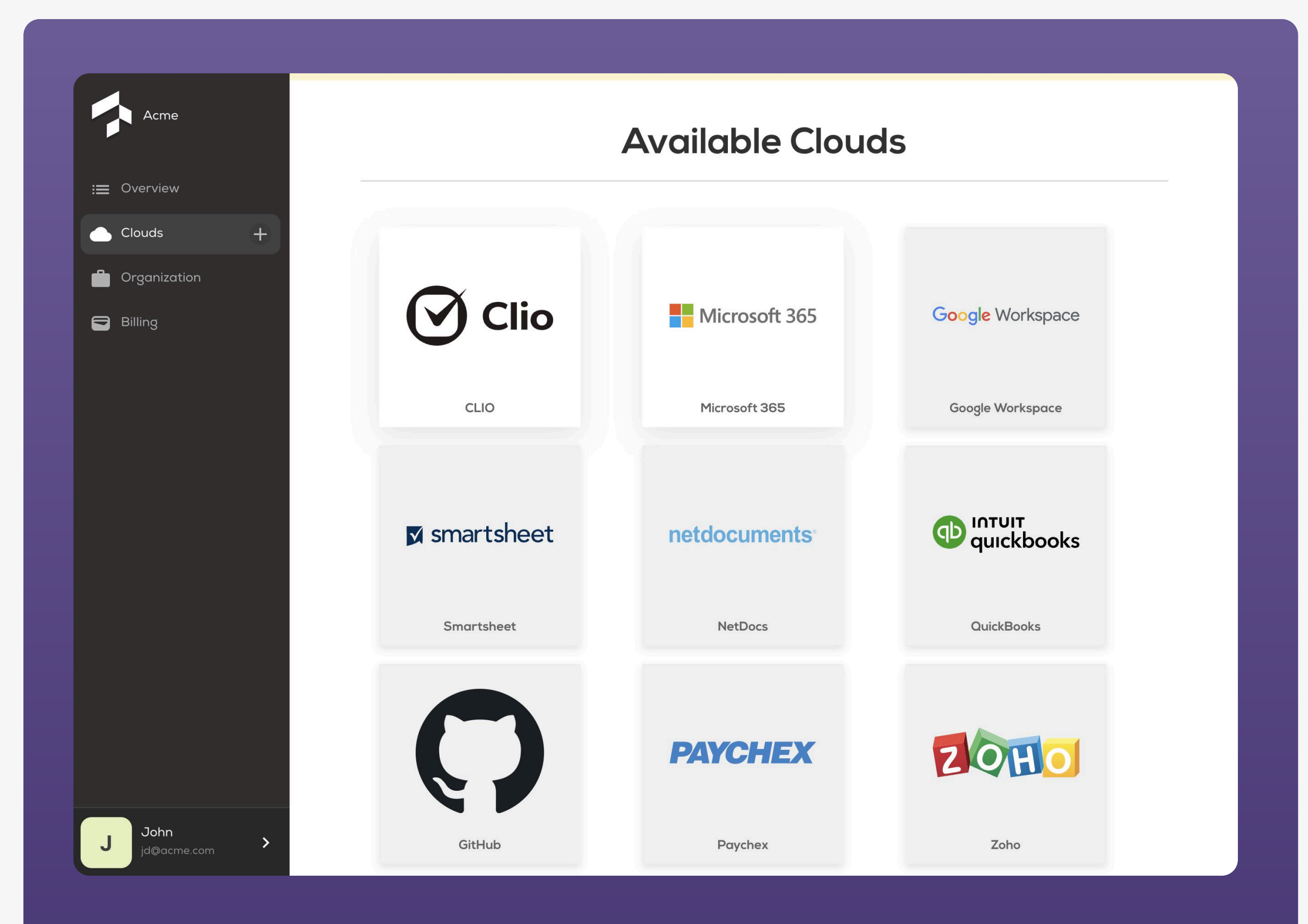
The main screen gives you a high-level view of your account. If you skipped the billing step, you will see a friendly reminder at the top of the page, with the option of starting a trial.



2. Select a Cloud to Connect:

To begin a backup, you first need to connect a cloud service.

- Click on Clouds in the left-hand navigation menu.
- You will see a list of all available clouds that FileScience can back up. Choose the service you want to protect (e.g., Microsoft 365, Google Workspace, Clio, etc.).

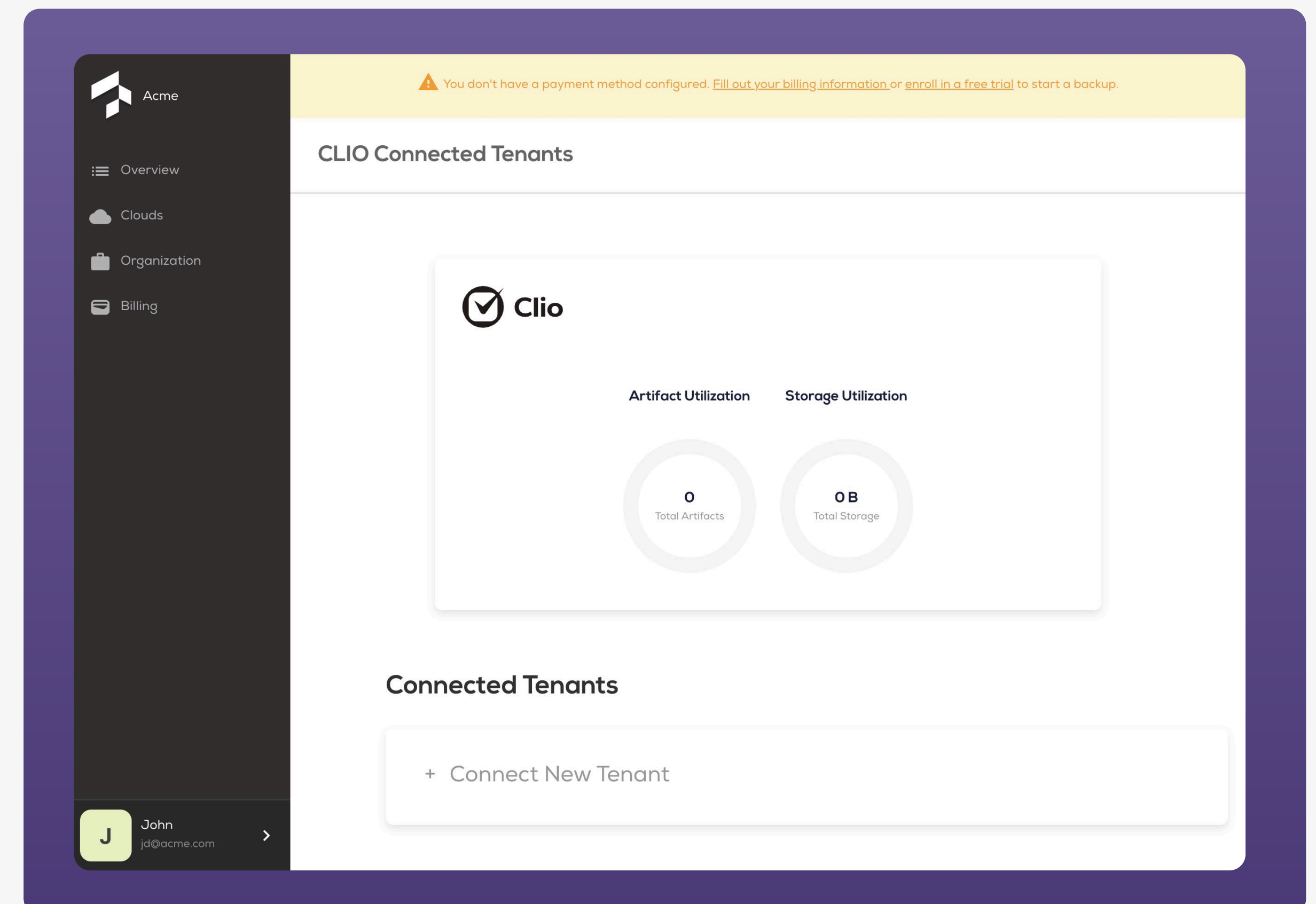


3. Connect your Cloud

- From the wide range of clouds, select the cloud that you wanted to backup, and then connect it by following the external link.

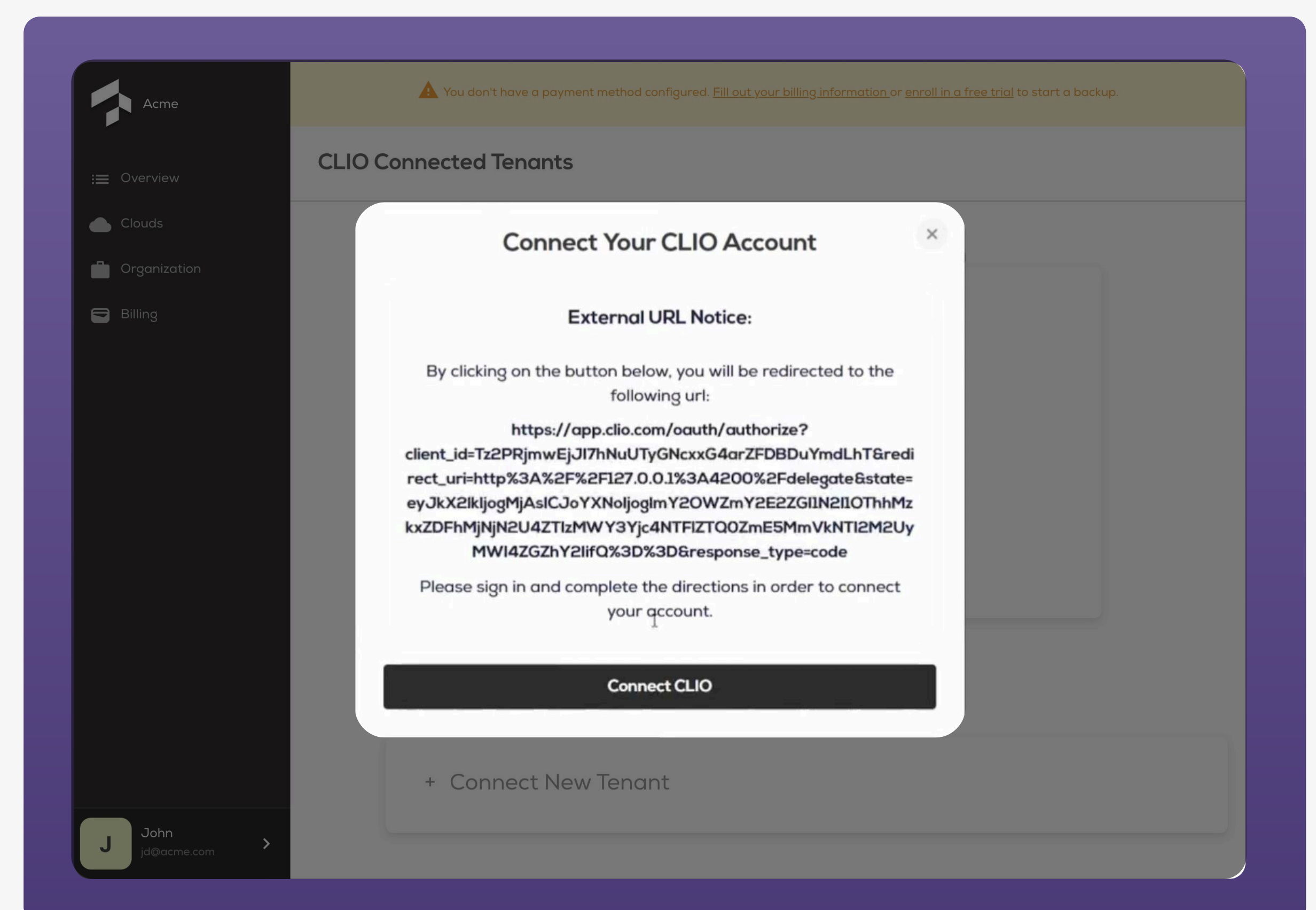
3A. Select the cloud:

- After selecting a cloud, you will be taken to respected cloud's main page. This page will have connected tenant information along with artifact and storage utilization metrics. Click on **+ Connect New Tenant** to connect a tenant.



3B. Authorize the Connection:

- A pop-up window will appear, notifying you that you will be redirected to the cloud service's official login page (e.g., Microsoft) to grant FileScience secure, read-only access to perform backups. This is a standard and secure authorization process.
- Click the "Connect" button and follow the on-screen instructions from the cloud provider to complete the authorization.



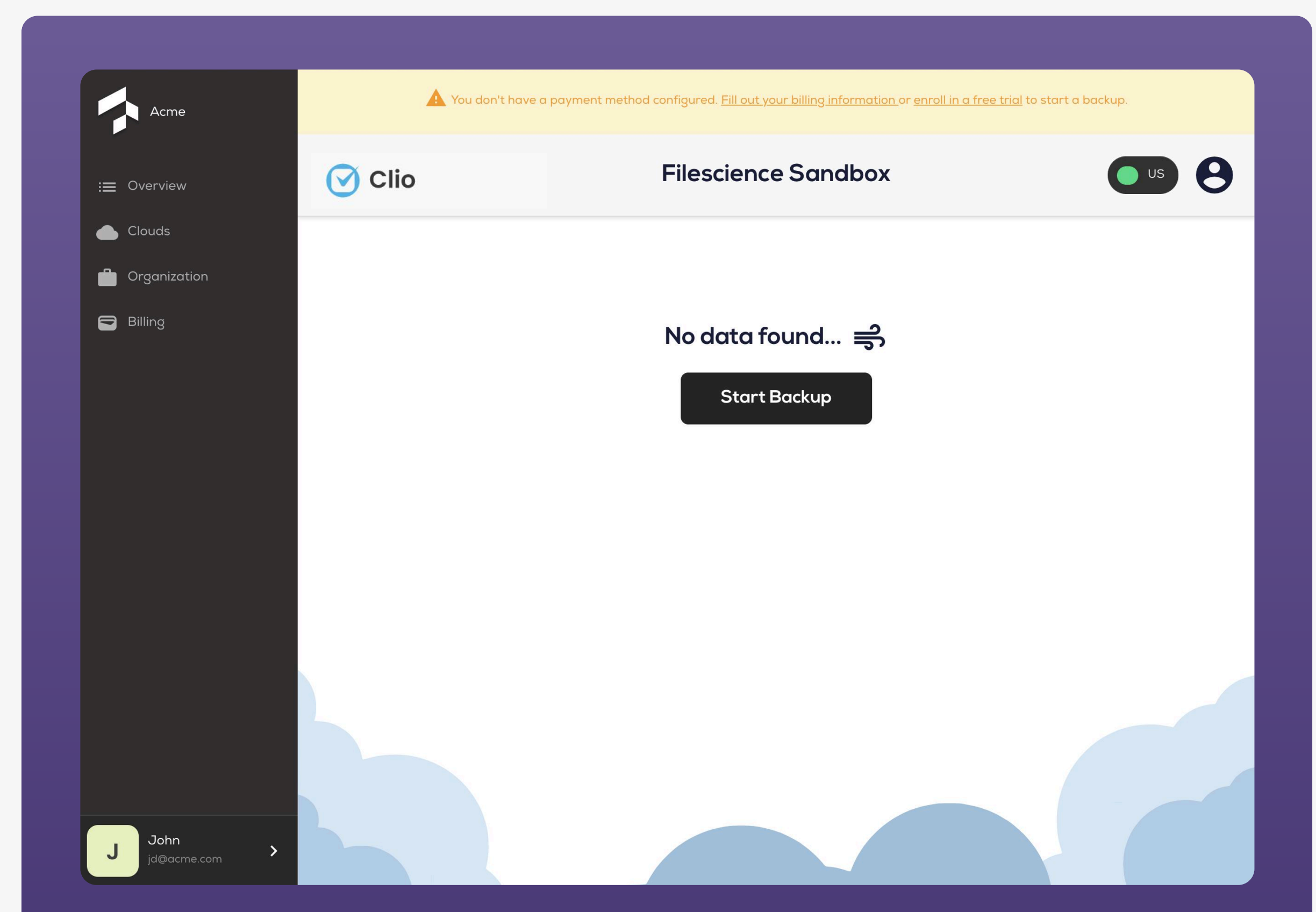
Step 4: Starting Your First Backup

With your cloud account successfully connected, you are now ready to start your first backup and ensure your data is protected.

If you have multiple tenants for a cloud(s), select one tenant for which you want to start first backup. You will be redirected to the dedicated page, from where you can start your backup.

1. Initiate the Backup:

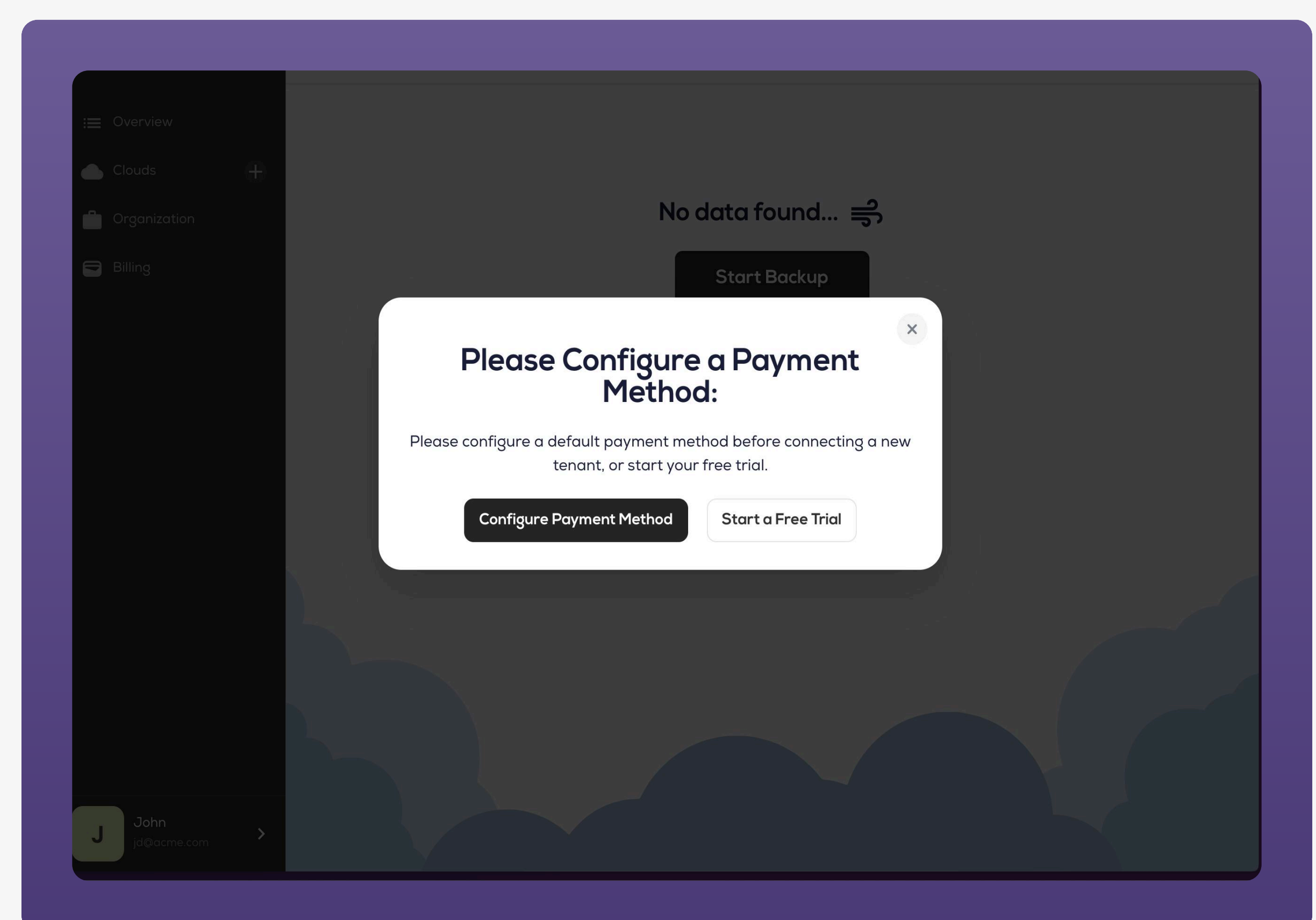
Once a tenant is connected, you will be directed to its status page. Since no data has been backed up yet, you will see a "No data found..." message. Click the Start Backup button to begin the process.



2. Activate Your Free Trial:

If you have not yet entered any billing information, clicking "Start Backup" will prompt you to begin your free trial. This allows you to experience the full capabilities of FileScience risk-free. By starting the trial, you will typically receive a complimentary storage allotment for a set period (e.g., 100GB of free storage for 60 days).

- Click Start Trial to proceed.



3. Backup in Progress:

That's it! After starting your trial, your backup will be queued and will begin automatically. The initial backup may take some time depending on the amount of data in your cloud account. You can return to your dashboard to view the status and progress of the backup job.

Congratulations!

You have successfully set up your FileScience account, connected your cloud, and started your first backup. Your data is now on its way to being securely protected.

From now on, FileScience will handle backups automatically according to your plan's schedule.