



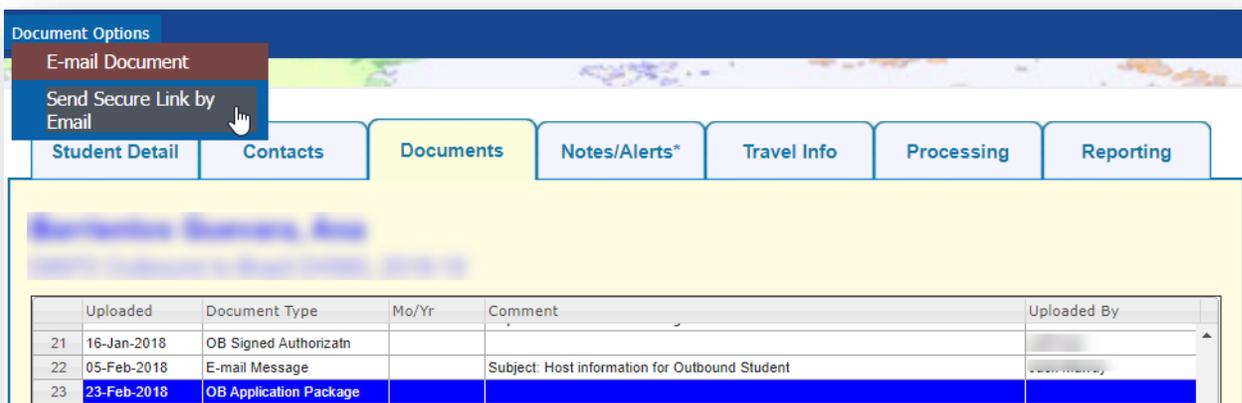
Sending Documents Securely from YEAH!

In our continued efforts to protect data and comply with GDPR and other requirements, YEAH offers users the ability to provide access to documents via secure links, instead of sending those documents as email attachments.

This is an ideal solution for transmitting student application forms (e.g., the OB Application Package) to your Exchange Partners who are not using YEAH, but it can also be used to send documents to host clubs, RYE volunteers, school officials, or anyone else that has a need for the documents.

Step 1 – Sending the Secure Link

To get started, navigate to the Documents tab of any Inbound, Outbound, Host Family, or Volunteer. Select the desired document from the table. Note that Email Messages are not available for this feature, as they are not documents as such. Select a valid document, and open the pull-down menu at top left.



Click on “Send Secure Link by Email”. A popup box will appear, asking for the email address of the recipient:



Enter the email address and click Continue (or click Cancel if you decide not to send). It is intended that the secure link would be sent to only one recipient, but if you wish to send to more than one, you can separate multiple email addresses with commas.

An acknowledgement message will appear at the top of your browser window, confirming that the secure message link has been sent.

Step 2 – Recipient Gets the Message

As the first part of the transaction, your designated recipient will receive an email with content like this:

You have been offered access to a secure document by Al Kalter of Rotary Youth Exchange Florida.

The document can be accessed using [this link](#), which will expire in 48 hours.

Do not reply to this message. If you have questions or problems, please reach out to your RYE colleague in Rotary Youth Exchange Florida.

The link includes a 40-character ID string, which is unique for each request. As stated in the message, the link is valid for 48 hours.

Step 3 – Recipient Clicks on the Link

When the recipient uses the link provided in the email, this web page is displayed:



The screenshot shows a web page with the following content:

Rotary Youth Exchange Florida

Secure Document Access

You have been offered access to a secure document by Al Kalter from Rotary Youth Exchange Florida. An email has just been sent to you with an Authorization Code. Enter that code below and click "Submit" to open the document.

Enter Authorization Code:

The page immediately sends a second email to recipient's email address, containing a 6-digit Authorization Code, which the recipient will use to access the document. The second email looks like this:

The following Authorization Code will be valid for 10 minutes.

123456

Rotary Youth Exchange Florida

As indicated, this code is valid for only 10 minutes. The recipient enters it on the page and clicks Submit.

If the Authorization Code has expired or for any other reason, the recipient can click the "Send a New Code" button which will reset the page and provide a new 6-digit Authorization Code via email

Step 4 – Document is Displayed

Assuming that the 40-character ID string and 6-digit authorization code are both successfully validated and that they have not expired, the recipient will be taken to a page with a button that will open the desired document. That's it!

Notes and Comments

1. For maximum security, the emails sent by this process are NOT stored with the record of the student/volunteer/etc. They are visible, however, in the Email Log on the Administration tab.
2. You can send secure links to a document as many times as you like. Each one will create a new unique 40-character ID string.
3. The messages are hard-coded in English, and are not available for your modification as Message Templates.
4. This process is similar to the two-factor authentication that we are seeing more and more, but does not really match that practice. Our authorization code is going out by email rather than by text message. This is because only a couple of the 115 YEAH databases have taken advantage of the option to send text messages through YEAH, and asking the YEAH user to enter the email and mobile phone number of the recipient would probably result in errors.
5. And many thanks to our friends in the Italian Multidistrict for requesting, sponsoring, and testing this enhancement to YEAH.