

# Egress Instruction Guide

## Accessing Files sent by the UKCA

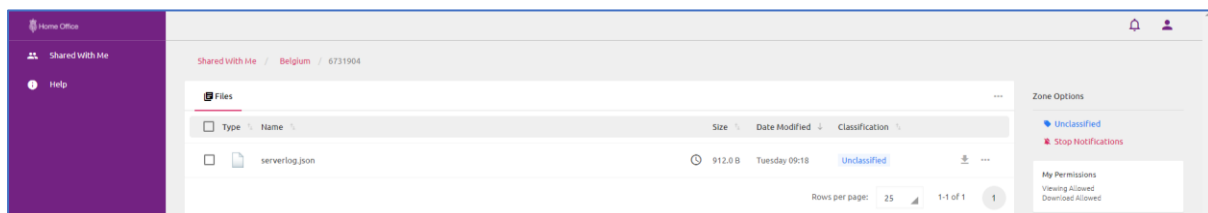
1. Email received from the UKCA casework database containing a shareable link.
2. This link will take you through to the UKCA Egress platform and prompt you to create an account when initially used. The account used will be the account which received the email. If additional access/users are required to gain access, please contact the UKCA by responding to the email:

The screenshot shows the Egress Authentication page. At the top, there is a blue header with the Egress logo and the text "egress Authentication". The main content area is white. In the center, there is a white box with the Egress logo and the text: "To access **Egress Secure Workspace (UK Central Authority)** please sign in with your Egress ID. If you do not have an Egress ID, [create it for free](#). This will only take a minute and will be required **once**." Below this, there are input fields for "Egress ID:" (containing "mlapolicy@homeoffice.gov.uk") and "Password:" (masked with dots). There is a checkbox for "Remember my Egress ID" and a "Sign In" button. To the right of the central box, there is a grey box with links: "New User?" (Create an Egress account. It's free.), "Forgot Your Password?" (Reset your Egress password.), and "What Is Egress?" (Learn more about Egress.).

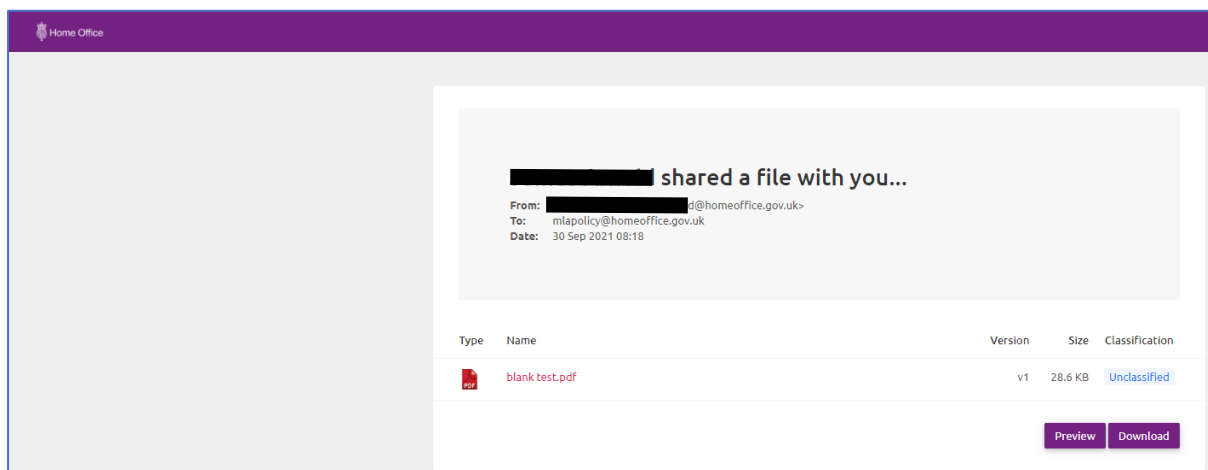
The screenshot shows the Egress Registration page. At the top, there is a blue header with the Egress logo and the text "egress Registration". The main content area is white. On the left, there is a "Sign Up" section with two steps: 1. "To sign up for a free user account, please complete each part below:" and 2. "Choose a strong password to protect your identity:". Step 1 includes input fields for "Email (Egress ID):\*", "First name:", "Last name:", "Phone number:", and "Country:" (a dropdown menu). Step 2 includes input fields for "Password:\*" and "Confirm password:\*", and two questions with dropdown menus for "Question #1:" and "Question #2:". Below the questions, there is a checkbox for "Email me about product updates and services from Egress". On the right, there is a "The Service" section with a description of Egress products and services, and a "Service Benefits" section with a list of benefits. At the bottom, there is a checkbox for "I accept the [free user terms](#) and have read the [Privacy Statement](#)".

3. You will then be able to view all files/folders you have been granted access to and will download directly from the platform:

### Folder Shared View:

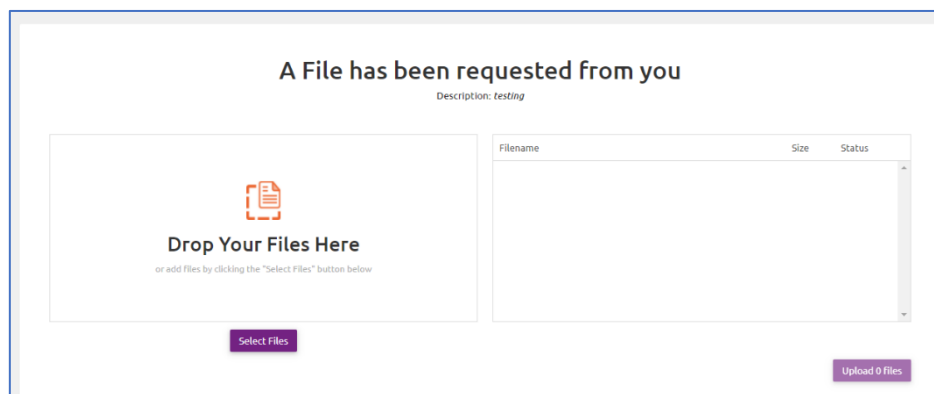


### File Shared View:



## Uploading Files requested by the UKCA

1. Email received from the UKCA casework database requesting evidence; this will include a shareable link.
2. This link will take you through to the UKCA Egress platform and prompt you to create an account when initially used. The account used will be the account which received the email. If additional access/users are required to gain access, please contact the UKCA by responding to the email (see above screenshot).
3. You will then be granted access to a designated area for each specific MLA request. Files may then be uploaded by either **drag and drop** or using the **"Select Files"** button, and selecting **Upload # files**:



4. Once you have uploaded all relevant files please confirm via email by responding to the request email.

