

## Applying for a MyFiles Data Exchange Account

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*MyFiles* is a [secured web service](#) for exchanging files between GEPARD and its customers and partners. It features individual user login and secure file transfer. *MyFiles* is easy to use with your favorite web browser and independent from operating systems.


The web addresses for file exchange services are

-  <https://www.gepard.at/myfiles> (for project and office use)
-  <https://www.cinesat.com/myfiles> (for CineSat support)

See [MyFiles - Help](#) for more information.

### Steps to apply



Follow these steps to register an account:

1. Read and accept the [Terms and Conditions](#) below
2. [Contact us](#) to open an account on the GEPARD *MyFiles* platform
  - [office@gepard.at](mailto:office@gepard.at)
  -  +43 1 51308100
3. Provide us with
  - Your full name
  - Your organization's full name and address
  - Proposed organization acronym
  - Desired login name, e.g. *FirstName.LastName*, or *cs305987*
    - Since accounts must be unique and identifiable across all users of this service, your actual login name will be extended by a company or project id.
  - Your e-mail address
  - A fax number or mobile phone number (SMS) to send your initial password

## Terms and Conditions

### General Terms and Conditions for Login Accounts

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1. The login account is a [personal account](#) and must be linked to an account owner - i.e. one authorized person who is fully responsible for any use of this account.
2. You must read, accept and agree to the following documents before actually accessing or using Restricted GEPARD Web Content:
  - Terms of Use:  [https://support.cinesat.com/pub:legal:terms\\_of\\_use](https://support.cinesat.com/pub:legal:terms_of_use)
  - Privacy Policy:  [https://support.cinesat.com/pub:legal:privacy\\_policy](https://support.cinesat.com/pub:legal:privacy_policy)

These documents can also be accessed from the footer of every portal page.

3. From time to time it may be necessary for GEPARD to change the *Terms of Use* or *Privacy Policy*. Account owners will be notified of material changes. Your acceptance of such updates is regulated in the Terms of Use (see [here](#)). If you should not agree to these terms please inform us immediately in order to close your account.

4. GEPARD may at any time close your access to Restricted GEPARD Web Content if you should fail to comply with the provisions of these Terms of Use or if you are no longer entitled to access such content.

5. Upon successful processing of your request, you will receive a user name and an initial password using two different communication channels (e.g. user name by e-mail and password by SMS). You are requested to login as soon as possible to change the initial password to another strong password.

Passwords are confidential and shall be treated and protected carefully.

## Other accounts

Visit the [Registration Page](#) to apply for other or additional account types.