Vehicle Certification Agency

CITRIX® ShareFile

VCA Sharefile user guide – Sending of Type Approval Applications
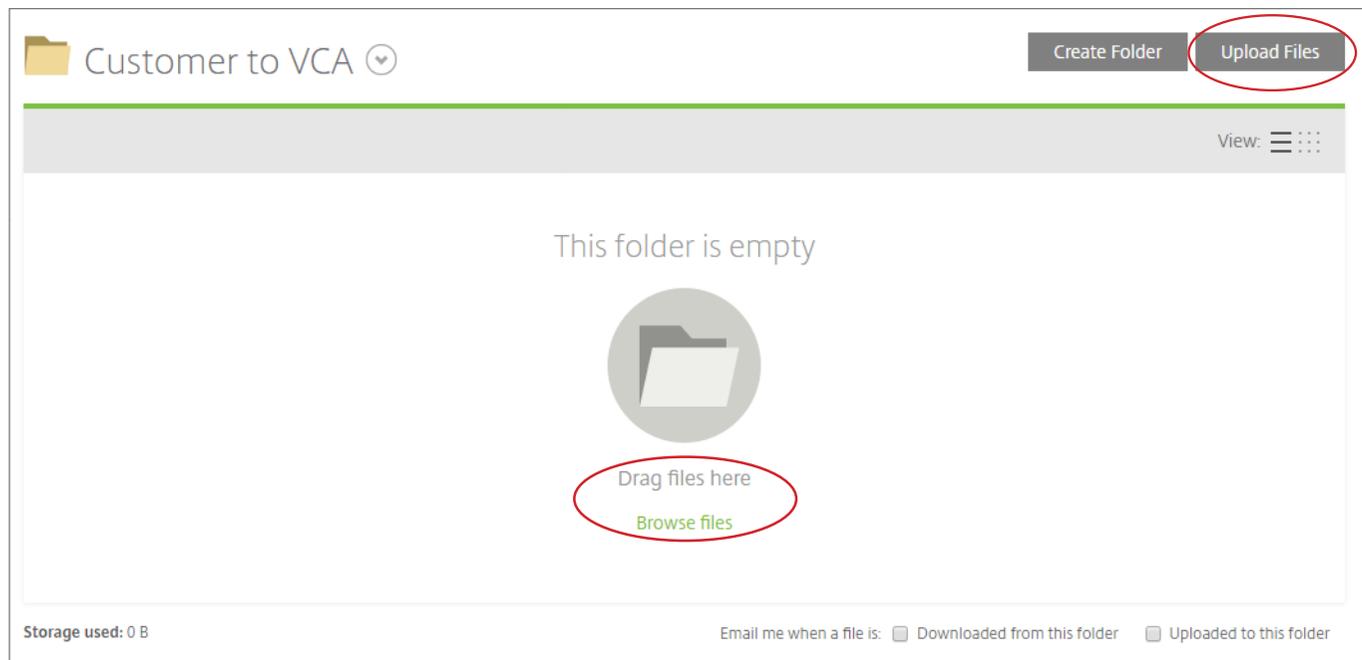
Email with ShareFile

• Email with ShareFile allows you to send your file(s) via ShareFile's email system. With this method, the recipient receives an email message containing a secure link to download the file(s).

• You can send a file stored on your account.

1) To upload a file from your computer to ShareFile, first click on the name of the ShareFile folder where you would like to store the file (example being "Customer to VCA").
You can upload files manually, or simply drag a file into the web application to upload it.
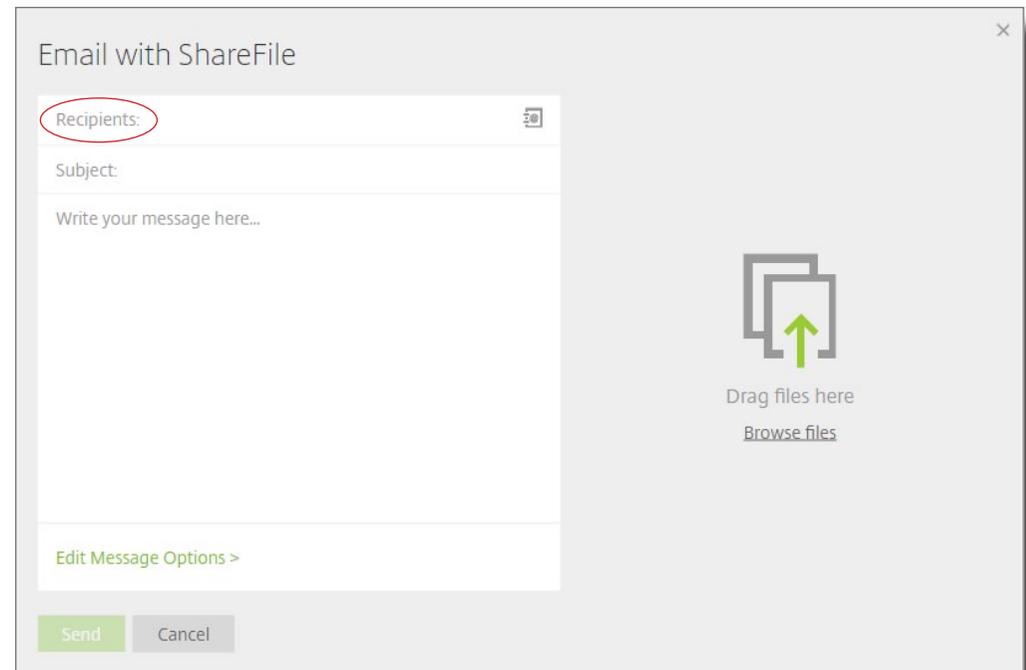
2) To Send a file(s) from your account folder to VCA:
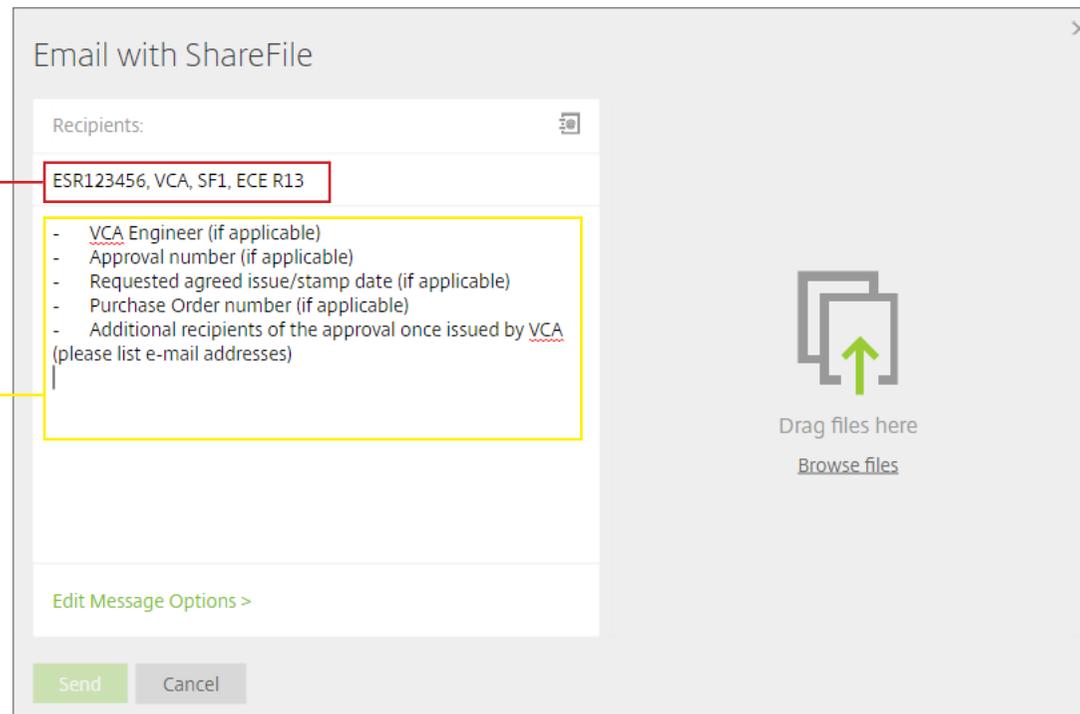*Right-click the file and choose* **Email with ShareFile**
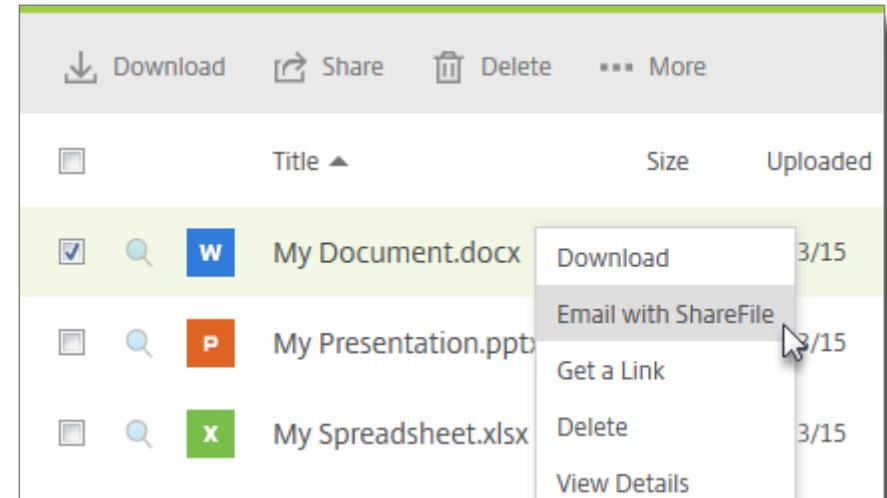
3) Customise your message before sending.

Within recipients, enter the
VCA Type Approval shared mailbox address:
typeapproval@vca.gov.uk

4) Under the **Subject** please enter: VCA job number, applicant/Manufacturer, model/type, approval legislation subject (Example; ESR123456, VCA, SF1, ECE R13).

If you are sending multiple documents for multiple job numbers please list these within the e-mail message.

Email with ShareFile

Recipients:

ESR123456, VCA, SF1, ECE R13

- VCA Engineer (if applicable)
- Approval number (if applicable)
- Requested agreed issue/stamp date (if applicable)
- Purchase Order number (if applicable)
- Additional recipients of the approval once issued by VCA (please list e-mail addresses)

Drag files here

Browse files

Edit Message Options >

Send   Cancel

5)   Within the **Message Content** please give any useful details or specific requests and always include:
-       VCA Engineer (if applicable)
-       Approval number (if applicable)
-       Requested agreed issue/stamp date (if applicable)
-       Purchase Order number (if applicable)
-       Additional recipients of the approval once issued by VCA (please list e-mail addresses)

6) Select **Edit Message Options** and complete applicable options

Email with ShareFile ✕

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Notifications

☑ Send me a copy of this email
☐ Email me when files are accessed

Security

☐ Encrypt message ❓
☐ Require recipients to log in ❓
Access expires | after 30 days ▼ |
Accesses per user | Unlimited ▼ |

☑ Always link to the latest version of the file ❓
☐ Remember subject and custom message for next time

[Done] [Cancel]

Edit Message Options >

[Send] [Cancel]

Email with ShareFile

👤 :job.numberhq@vca.gov.uk

ESR123456, VCA, SF1, ECE R13

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Edit Message Options >

[Send] [Cancel]

7) Click **Send** when ready. You will receive confirmation that the message was sent successfully.

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