



## NETLOKR® QUICK START GUIDE FOR GROUP ACCOUNT OWNERS

Welcome to Netlokr! This Quick Start Guide is designed to help you set up your private Netlokr quickly and easily, so you can begin communicating with others through one of the most secure platforms available for online private communication and secure file management. This process takes just a few minutes, depending on your Internet speed. Let's get started!

1. Your Group Membership includes two additional members, so you will want to add them immediately, so you can begin communicating inside the Netlokr. This is an important first step because it's how you and your group members will be able to truly get the most out of your Netlokr experience.
  - a) In the upper right corner of your Netlokr, click on **"Member Control"** in the drop down menu, which will take you to New Member and Invite Guest page.
  - b) Select **"Add Member."**
  - c) Complete the fields provided: primary email address, mobile number, first and last name. The mobile number must have text messaging enabled.
  - d) **Click the "Add Member" button and the new member will receive an email invitation to join your group.**
  - e) Follow this process to invite all the new members in your Group Membership.
2. Return to the upper right corner of the screen where your name is located and click on the **"Manage Settings"** tab in the drop-down menu. Go to the last tab, labeled **"Security Questions."** Here you will be asked to **provide answers to each security question.** These answers are very important because Netlok uses these questions to verify you as the account owner and prevents unauthorized access to your Netlokr. These questions are intentionally designed to be different and more personal to make it more difficult for someone to guess your responses. Please fill out every question, do not share your answers with anyone, and **be sure to click the green button to "Save Changes" before exiting the screen.**
3. Move to the **"Netlok Photos"** tab next. Here you will choose whether you wish to use your own personal photos or Netlokr photos as your secure login. For ease of use, we offer the Netlok Provided Photos and you can choose from several categories of interest. You can mix and match photos from more than one category. **When you select a category, photos are automatically downloaded for you.** Scroll down to view these new additions and label the ones you want to use for your login photos. If you are replacing previously selected "Regular Use" photos with new "Regular Use" photos, you must find the original "Regular Use" photos and relabel them as Fake ID's; otherwise, they will continue to appear as a choice in the login process.

If you select "Personal Photos," you will be given the option to "Add Photos" from your photo directory. It's best to use your computer photo directory when using this process. You can select and move up to 25 photos at a time; however, these are large files will take several minutes to load into your Netlokr so be patient. **We highly suggest loading 10**



**personal photos at a time. Be sure to upload at least 25 photos for greater security and click the Save Changes button.**

Whether you use your own personal photos or Netlok-provided photos, you will use the drop-down menu (found on every photo) to choose your “regular use,” “duress” and “single use” photos. These photos will rotate in the Photolok® login process.

**As always, once you’ve made all your selections, be sure to click the “Save Changes” button.**

*Note: You can easily change from Netlok Photos to Personal Photos any time, and you can change your login photos as often as you like. The login process remembers if you are using Netlok Provided Photos or Personal Photos when your logout and will provided photos from that selection when you login the next time.*

*Note: If you cannot remember your security photo when logging in, simply click on the link that says, “I forgot my photos” on the login page and follow the instructions.*

*Tip: To make it easier to see your photos while selecting them, go up to “View” on the navigation bar, click “Zoom” and click the size that works best for you.*

4. You’re almost done! Go to **“Manage Settings”** in the name dropdown menu to complete your account information and set your notification preferences. Be sure to verify your primary email and enter a back-up email address and mobile number that will be used in the event you need assistance in retrieving a forgotten security photo. **Once you’ve completed all fields, be sure to save your changes by clicking the green “Save Changes” button.**

Congratulations! Your Netlokr is set up and ready to use. We suggest you exit the Netlokr and go through the login process to get more familiar with how it works and ensure that like the “Regular Use” photos you selected. You can simply reload your browser by typing and bookmarking [www.netlokr.com](http://www.netlokr.com), which will take you to the Photolok login page. Follow the three-step process to gain access to your new Netlokr. Once there, send a message to one of your Netlok contacts, share a photo or a document, or just start saving important files in the Netlokr “Files” area.

If you have any questions or run into problems, check out our FAQ section or contact Customer Support at 805-283-4100. Happy Netloking!