



FIAT CHRYSLER AUTOMOBILES

Share with Syncplicity – Supplier users guide

Cadnet to Syncplicity transition

Torino

May, 2017

- 1) According to FCA policies file sharing must occur ONLY inside folders created by FCA users. Note that FCA users cannot access folders created and shared by you. Read more on slide 4.
- 2) In order to use Syncplicity you need an active account. Please verify with your company if an enterprise account is available, otherwise you can create a free personal account using your business email (the one already known by FCA users).
Please read the next slide and learn how to create your personal account.
- 3) Please note that files placed inside Syncplicity folders will be deleted in 30 days. Folders have no expiration date.

Creating a personal account

1. [Click here](#) to access the registration form
2. Fill it with your first name, last name and your business email (the one already known by your FCA contacts)
3. Click on «Create Your Personal Account» (fig. 1)
4. In the next window create a password and select «EU Cloud Storage» location
5. Check the other requested boxes and click «Sign Up For Free» (fig.2)

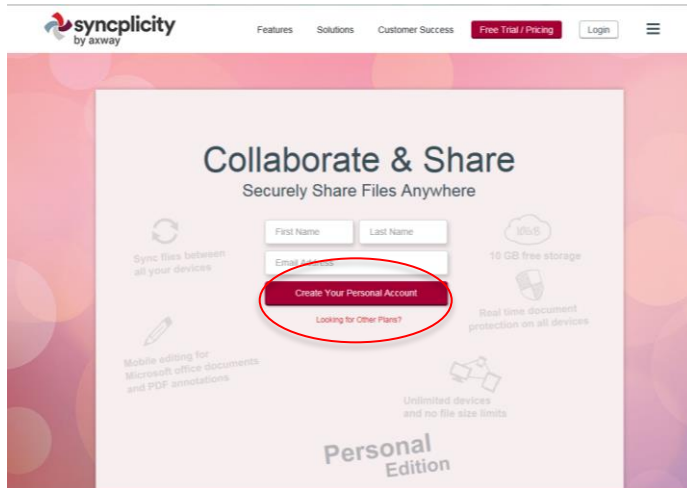


Fig 1

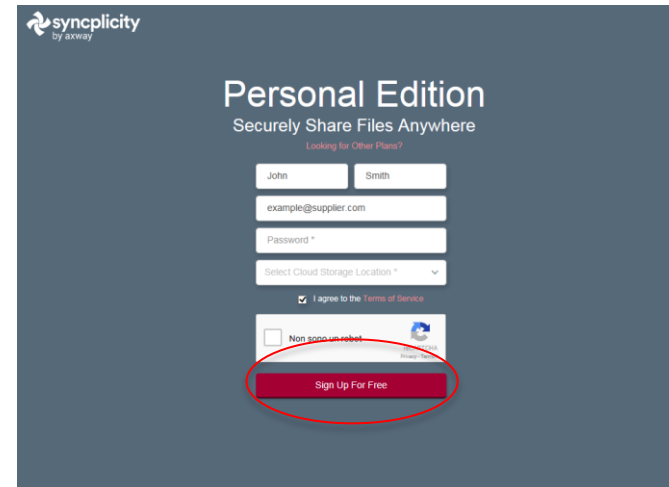


Fig 2

Since file sharing can only be done in FCA created folders, ask your FCA contact to create one or more folders on Syncplicity where you will be able to upload your files and download the ones shared with you.

Each time a folder is shared with you, you will receive an email from Syncplicity with the name of the shared folder and a link to your Syncplicity homepage: click on “website” link (as shown in the red circle below) to access your personal area (enter your credentials if required).







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files

Files

All Files			
Name ▲	Date modified	Type	Size
 Example	--	Editor	0 byte
 Personal	--	Owner	0 byte

The orange folder has been shared with you by FCA. You can download its contents and upload files inside (if you are given editor permission)

The blue folder has been created by you and CANNOT be shared with FCA users.

FCA will not be able to give you support for issues with the Syncplicity tool.
To access Syncplicity support please visit <https://support.syncplicity.com>