

Xmedius SendSecure for PNF Forms

Client Instructions

SendSecure is a secure file transfer service that may be used in place of email for securely transferring files and messages.

1. From our website follow these steps
 - a. Go to the link on the webpage or use this link
<https://sendsecure.xmedius.ca/r/35641944454d449a80905cb50f3844d9>
 - b. You will see a screen similar to the image below;

The screenshot shows the 'XM SendSecure – Send Files Securely' interface. At the top right, there are links for 'Sign in' and a language dropdown set to 'English'. The main heading is 'For GBPH Dental PNF Upload'. Below this, instructions state: 'To create a SafeBox and upload files, please provide your information. All documents and messages posted to the created SafeBox are encrypted according to the highest security standards. The posted content will be kept as long as the SafeBox is open.' The form includes fields for 'From:' (Your Name, Your Email *, Your Cell Phone or Direct Line) and 'Subject:' (SafeBox Subject *). A reCAPTCHA widget is present with the text 'I'm not a robot'. A checkbox for consent is located below the reCAPTCHA, with the text: 'For the purpose of exchanging information, I consent that my data, including personal information, will be saved into XM SendSecure secured & encrypted storage.' A 'CREATE SAFEBOX' button is at the bottom left.

- c. Complete the form and then click on “Create Safebox”. After you fill out the above form you will get the below window.

The screenshot shows the success confirmation screen. At the top right, there is a language dropdown set to 'English'. The main heading is 'For GBPH Dental PNF Upload'. Below this, the text reads: 'SafeBox ID: 960a94a0db314273bbf142fce7bc7b69'. A large green checkmark icon is centered, with the text 'SafeBox successfully created' below it. Further down, it says: 'An email has been sent to you with a link to access the SafeBox and upload your documents.' At the top right, it indicates 'Closing in: about 1 month'. At the bottom, there is a link: 'To know more about XM SendSecure, visit xmedius.com'.

2. Now you will need to go to your email account and look for an email from XM SendSecure. The message will have the below image.

*** This email was automatically generated, please do not reply ***




SafeBox Created

Hi,


You successfully created a SafeBox for **Dental PNF**.
Click on the following link to access this SafeBox and upload your documents:

[Access SafeBox](#)

SafeBox ID: 960a94a0db314273bbf142fce7bc7b69

 This SafeBox is set to close on May 29 2026 14:18:26 (EDT) (in about 1 month).

 What is XM SendSecure?
www.opentext.com/about/brands/xmedius

 Need help?
support.opentext.com

This email was automatically generated, please do not reply.

3. Following the access link will prompt for authentication by email or SMS




- a. Click on the “Email” or “SMS” button to be sent a code. Code will be sent to email address or phone number provided in earlier step.



- b. Once the code is entered, the following page is available. You can enter a short message if necessary and then upload the PNF file. After uploaded file is attached click on Send.

XM SendSecure – SafeBox

[Sign out](#)
Created: April 29, 2026 2:18:26 PM English


 XM SendSecure allows the secure exchange of sensitive documents via virtual SafeBoxes

Closing in: **30 days**

For GBPH Dental PNF Upload

SafeBox ID: 960a94a0db314273bbf142fca7bc7b69
Participants: Me, Dental PNF

Message

 Drag and drop attachments here - OR - **BROWSE**

For the purpose of exchanging information, I consent that my data, including personal information, will be saved into XM SendSecure secured & encrypted storage.

SEND

All documents and messages posted to this SafeBox are encrypted according to the highest security standards. The posted content will be kept as long as the SafeBox is open.

- c. Below is the confirmation you will receive on the screen.

XM SendSecure – SafeBox

[Sign out](#)
Created: April 29, 2026 2:18:26 PM English

 XM SendSecure allows the secure exchange of sensitive documents via virtual SafeBoxes

Closing in: **30 days**

For GBPH Dental PNF Upload

SafeBox ID: 960a94a0db314273bbf142fca7bc7b69
Participants: Me, Dental PNF

Me – a few seconds ago
Test message
 [Redacted] .pdf (3.77 MB)

- d. The file has been sent, no further actions are required.