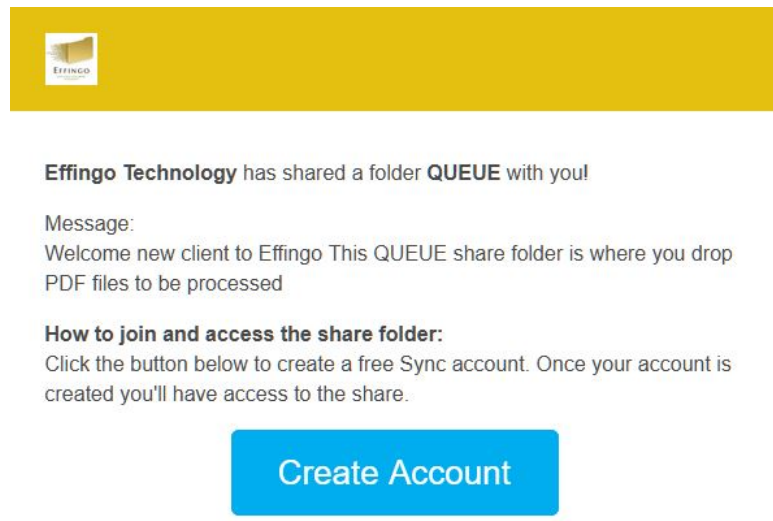# Steps to Create an Effingo Sync.com Account

<mark>STEP 1:</mark> Send email request to support@effingotechnology.com and wait for email invitation.

<mark>STEP 2:</mark> Receive and Open the Email Invitation
- The client will receive an email invitation from: "Effingo Technology help@sync.com" at their provided email address. Here is what it looks like:

- Click "Create Account" to begin setting up your HIPAA compliant Sync.com account to share files with Effingo Technology.

<mark>STEP 3:</mark> Create Your HIPAA Sync.com Account
- After clicking the Create Account invitation link, you will be directed to Sync.com registration page that looks like this:

- Follow the prompts to set up your free Sync account by entering your name, creating a password, and agreeing to Sync.com's terms of service.   The password is your private Sync.com password and not known nor used by Effingo Technology. This is your private HIPAA compliant Sync workspace folder to share folders with Effingo.
- Complete the registration process to activate your Sync.com by verifying your email address.
- Effingo will share four (4) folders with you.
  - Client Folder
  - Drop
  - Effingo-CERTIFIED
  - In-Review
- Folder explanation below under Using the Effingo Folders for File Processing

STEP 4: Optional: Download and install the Sync Desktop App

Why Download the Desktop App?
- The Sync desktop app allows you to access shared folders directly from your computer, making it much easier to upload and download files via drag-and-drop, just like using any other folder on your device. Effingo Technology highly recommends you use the Sync.com Desktop app to make the process seamless.

STEP 5: How to Download the Sync Desktop App
- Visit the Sync.com website and navigate to the download section usually found at the bottom of the homepage or under "Resources / Downloads".
- Download the installer for your operating system:
  - **Windows:** Download the sync-installer.exe file.
  - **Mac:** Download the Sync.dmg file.

- For Windows, the Sync web page will look like this:

⊞ Sync for Windows

Upload, sync, and share files from your Windows desktop, laptop or tablet.
Supports Windows 10+, including CloudFiles.

↓ Download for Windows

When your download is complete, run the Sync installer and follow the prompts.
For help installing on Windows click here, or view 5.0.25 release notes.

STEP 6: Installation Steps
- **Windows:** Run the sync-installer.exe and follow the on-screen instructions. You may need administrator privileges.   Select the location for the Sync folder (i.e. Desktop, etc.)
- **Mac:** Open the Sync.dmg file, drag the Sync app to your Applications folder, and launch it from there. Follow the prompts to complete installation.

- After installation, log in using the existing email and password you set up earlier at Sync.com.

Finding the Sync Folder
- Once installed, the Sync app creates a special "Sync" folder on your computer. You can access this folder from the Windows system tray or Mac menu bar by double clicking the desktop Sync icon which looks like this:

- Double clicking the Sync icon will open the Sync folder and will look something like this:
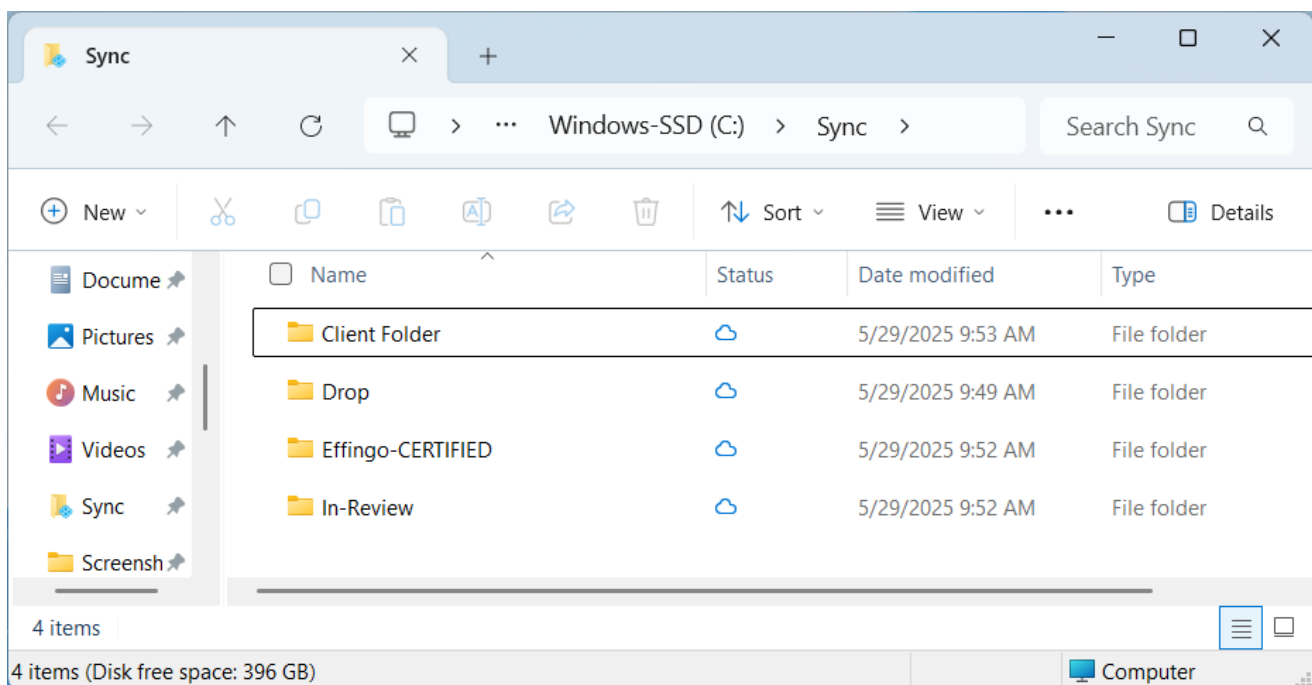
STEP 8: **Using the Effingo Folders for File Processing**

Effingo "Drop" Folder
- After your account is set up and you have access to your Effingo shared folders, you will see a folder named "Drop" inside your Sync folder (either via the web interface or the desktop app as shown above).
- To submit files for processing, simply drag and drop your PDF files into the "Drop" folder.   You can drop single PDF file, multiple PDF files or folders containing multiple PDF files for processing.
- Files placed in the "Drop" folder will automatically disappear once they have been picked up for processing by Effingo.

Effingo "Effingo-CERTIFIED" Folder

- Once Effingo has processed your files, typically 12-72 hours, your clean documents will appear in the "Effingo-CERTIFIED" Folder. This folder contains official Effingo certified documents that have been processed by Effingo and reviewed by human experts. This is the final AI + HI (Effingo AI plus Human Intelligence) processing folder.

Effingo "In-Review" Folder

- Effingo AI completed processed documents. Typically, available in 20 minutes depending on document size. This folder contains the automated AI before human HI final review has been processed.

Effingo "Client Folder" Folder

- The details of what Effingo AI caught and cleaned with stats and links to all duplicate pages including duplicity percentage for each page, pie chart and time spent processing.
- Here is an example navigating to a document and double clicking on "Duplicates-Report.html" file:

Summary Table

Step	Action
Email Invitation	Receive and open invitation from Effingo Technology via help@sync.com
Account Creation	Click invitation link, register, confirm email address and activate your Sync.com account
Desktop App (Opt.)	Download from sync.com, install, and log in
Access Folders	Find four (4) Effingo shared folders in your Sync folder (desktop or web)
Upload PDFs	Drag and drop PDFs into "Drop" folder for processing
File Processing	Files disappear from "Drop" after processing; processed files appear "In-Review" Folder

This workflow allows for seamless, secure file exchange and processing between you and Effingo, leveraging Sync.com's encrypted HIPAA cloud storage and collaboration features.

Effingo Support
Questions or issues?   Email Effingo at support@effingotechnology.com