



OPENTRUST[®] USERS' GUIDE



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1. Presentation

OpenTrust®, created in 2001, has become the European leader in new generation information security software. OpenTrust® solutions are easy to install and enable a secure environment to be set up which establishes new standards in terms of security, reliability and productivity.

They have more than 2 million users in over 100 countries across the world. OpenTrust® customers include the biggest European enterprises, government bodies operating in sensitive areas (national security, nuclear energy, financial transactions, etc.) and business that just want to set up a trustworthy electronic environment.

2. Registration with OpenTrust®

As soon as you submit the registration form for the approval of a “one-piece” moulded model of frame, an account will be automatically created with OpenTrust® for each new manufacturer using the e-mail address provided.

You will be sent a letter by post giving the connection information required to access the OpenTrust® platform, including a personal password for use when decrypting files exchanged through OpenTrust®.

It will then be possible for you to send and receive files securely at the contact address specified in the registration mail. In addition it will be possible to save a log of every exchange carried out with the UCI which will serve as proof of sending.

For “tubular” assembled models, tickets are sent to the email address given in the Application Form and allow you to send secure files without a personal account. If you need more tickets, please notify it to the address approval@uci.ch and we will send you new tickets.

3. Using OpenTrust®

3.1 Connection/Interface

As soon as you have received the registration mail with your connection details or valid tickets, you will be able to access your account using this address <https://uci-mft.taas.opentrust.com/zephyr>.

Zephyr
powered by OPENTRUST MFT

Identifiant

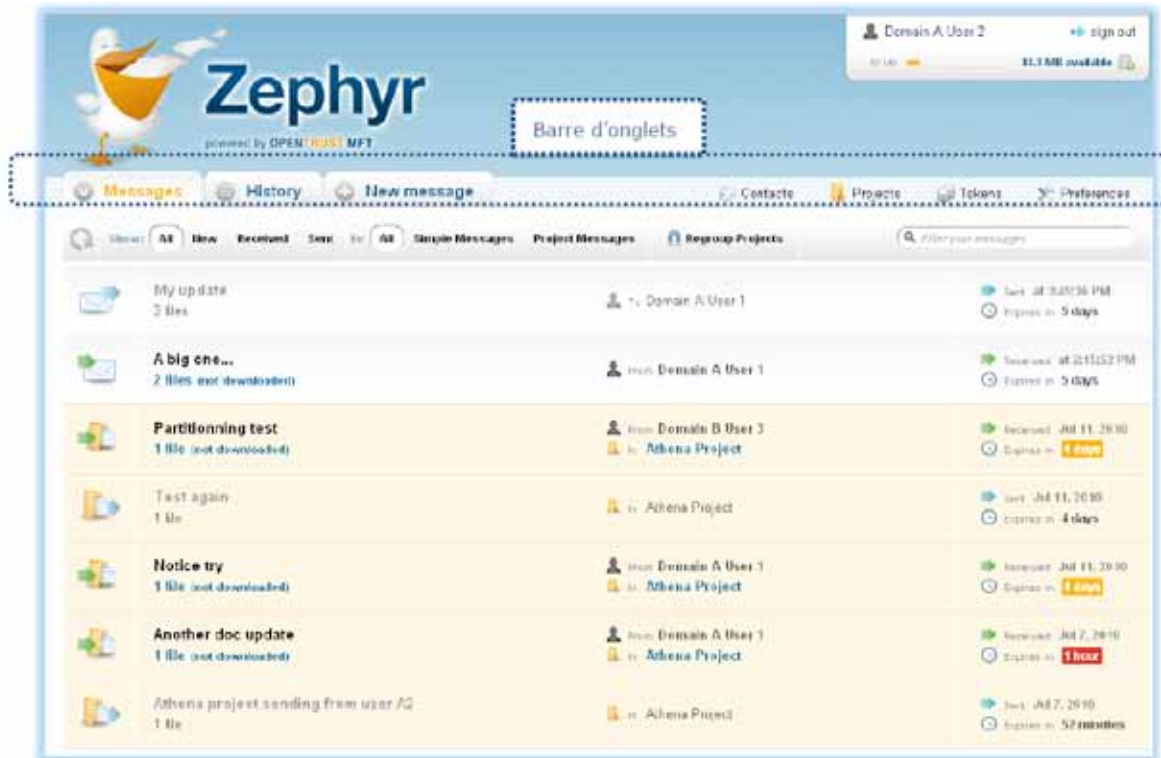
Mot de passe

[Réinitialiser le formulaire](#)
[J'ai oublié mon mot de passe](#)

Connexion

To access to your account, you will then have to enter the username and password which were sent in the letter. Once you are connected, you can change your password at any time from the Preferences menu.

The user interface claims to be intuitive and ergonomic. A few tabs and buttons provide access to all the functions. A tab always corresponds to a function. These are always accessible from the tab bar circled in the figure below.



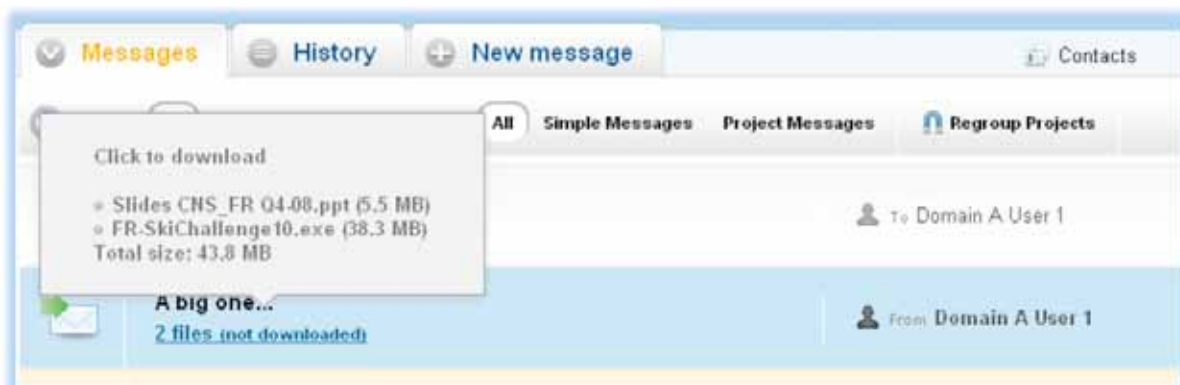
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The interface is multilingual by design and can be translated into any language compatible with the UTF-8 standard. The translations available in the standard version are French, English and Russian

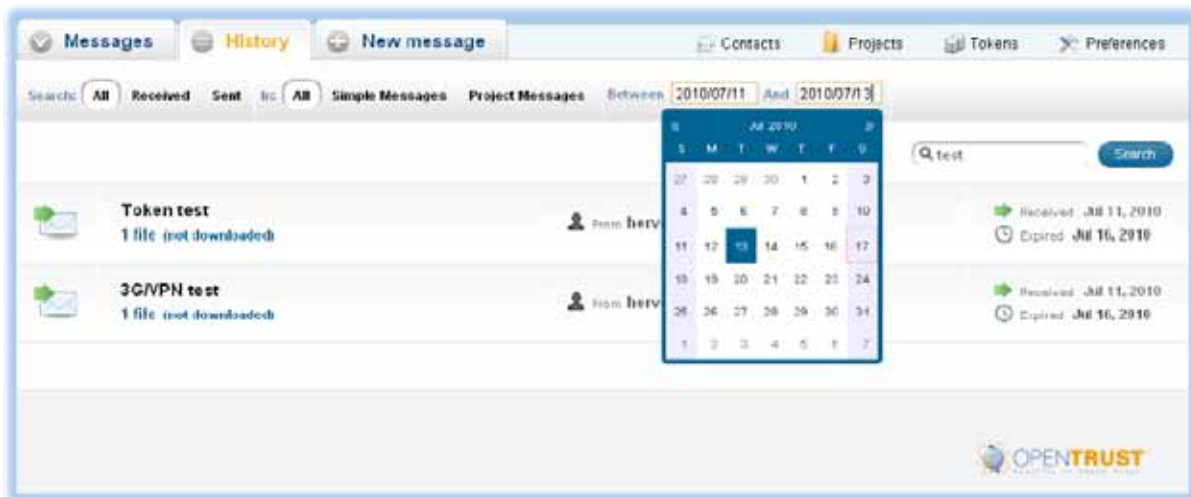
3.2 Viewing messages

The “Messages” tab is used to display all the exchanges currently in progress on a single page, in the same manner as a traditional mail account. Filter buttons mean that just a single click is required to display messages by status (all, new, received, sent) and/or the type of message (single or sent as part of a “project” of which the user is a member).

This tab is also a start point for the downloading of incoming files (just click to start the download).



The “History” (or “Recherche”) tab is used to carry out searches in the list of past or current exchanges, for example in order to obtain a list of respondents who have actually downloaded a particular message within a given period. The presentation of messages and of filters/searches is similar to that on the “Messages” tab. A select function allows you to search by date here.



3.3 Sending messages

General

The “+ New message” (or “+ Envoi”) tab provides all the functions associated with the sending of messages with files and documents of any type. The user has to complete the following fields before sending the message:

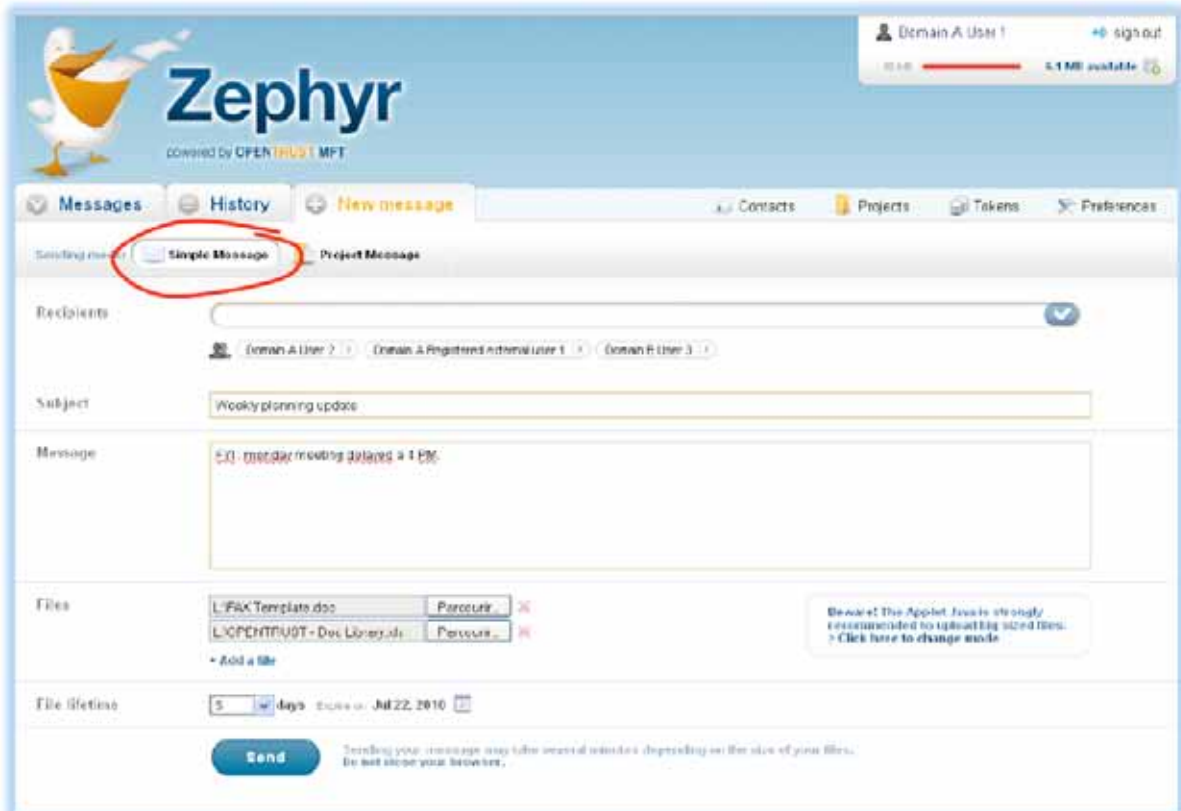
- ▶ Message subject: give a clear title to facilitate communication.
- ▶ Accompanying note: be aware that text entered here will not be encrypted during transmission.
- ▶ List of files to send: An unlimited number of files can be sent with a maximum volume of 100 MB.
- ▶ File lifetime: after the time shown, it will no longer be possible to download the files sent

You are only authorized to send messages to UCI with OpenTrust®. If you enter another recipient, you won't be able to send the message.

Encryption

Only files sent via OpenTrust® will be secure. An encrypted .doc or .txt file must be used to guarantee the confidentiality of the text sent.

It is vital that the same encryption password (created by the UCI and sent by letter on registration) is always used so that the files sent can be opened without problem. Unless the “encryption” box is checked and a password entered, the message will not be secure.



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Message type:

OpenTrust® MFT distinguishes between two ways of sending files:

- ▶ “Single message” where the list of recipients (registered and guest users) is defined explicitly by the user. If you select this way, you have to enter manually the recipient address at UCI.
- ▶ “Project message” where the recipients will automatically be the members of the “project” selected for the message. If you select this way, the message is automatically addressed to approval@uci.ch.

3.4 Receiving a message

When a new file is received, a notification will automatically be sent to your normal email address containing a link to retrieve the documents from your OpenTrust® account. The link received brings up a download window from which you can save the file onto your computer.

Once the download is complete, when you open the file you will be asked for a password. You then need to enter the password agreed for exchanging files with the UCI. The file will then be decrypted and ready for use.



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INTERNATIONAL CYCLING UNION

Sports and Technical Department
Rte de la Mêlée 12
CH-1860 Aigle
Switzerland