

# Recipient guide for eShare

## Registering for eShare

When a Moody's user shares a file with an external recipient, you as the recipient will receive an email containing a link to the shared file hosted on the Moody's eShare Portal.

This guide explains the steps required to register with Moody's eShare to access the shared file.

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## INTRODUCTION

When a file is shared with you via Moody's eShare, you will receive an email containing a secure link to access the document through the Moody's eShare Portal.

There are two ways to log in to access the shared file. You may either register a new eShare account with Moody's or log in using an existing consumer email account such as Gmail or Outlook.com.

This guide outlines both options and provides step-by-step instructions to help you securely access your shared files, including how to complete account registration and set up two-factor authentication where required.

### I. REGISTERING AN ACCOUNT

If you choose to register an account:

1. Select the attachment link or the "**Open Share**" button to access the login screen (Fig. 1).

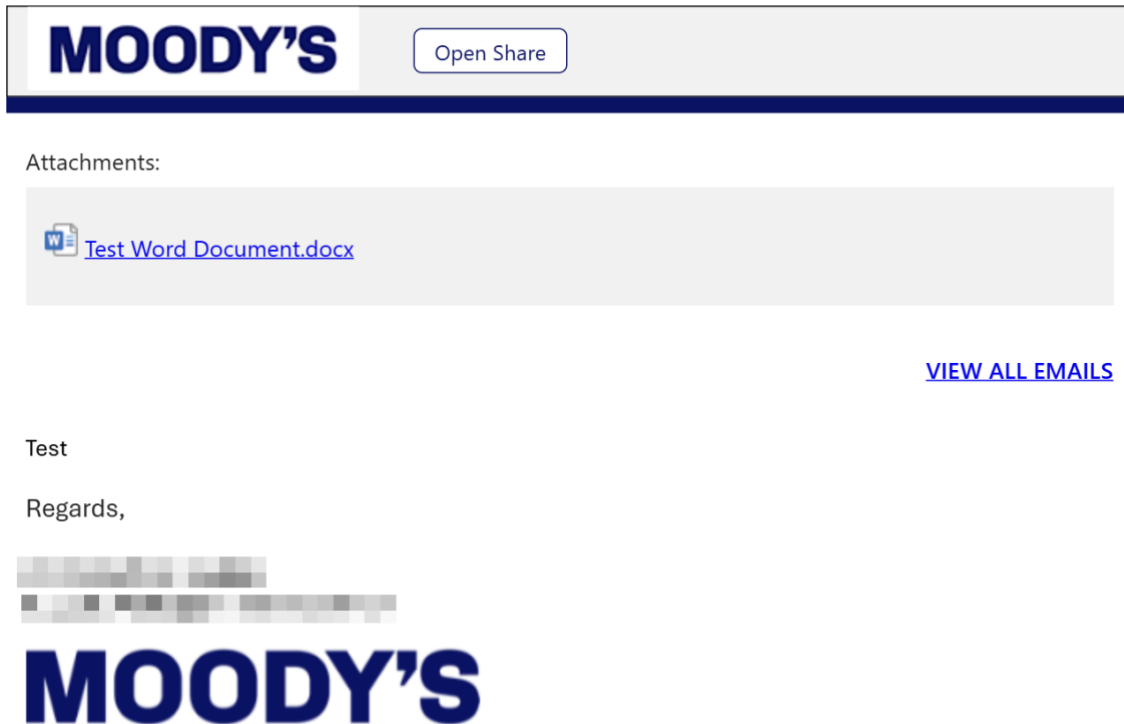



Fig. 1

2. Select the option "Log in with us" (Fig. 2).

**Log in**

Email address

 Login with **Microsoft**

Login with us

Fig. 2

3. Complete the registration form by entering your email address, first name, and last name; then create and confirm your password (Fig. 3).

Enter email address  
(If you are a corporate user, please enter your corporate email)

First name  Last name

Enter password  Confirm password

By clicking "Register" you agree to our [Terms of service](#)

[← back to login](#)

Fig. 3

## II. TWO-FACTOR AUTHENTICATION

Moody's eShare uses two-factor authentication to help protect your account. At each login, a verification code will be sent to confirm your identity, and after completing the registration process, you will be able to choose from three available verification methods (Fig. 4):

- a. Send to email
- b. Register phone
- c. Register authenticator (supporting apps such as Microsoft Authenticator)

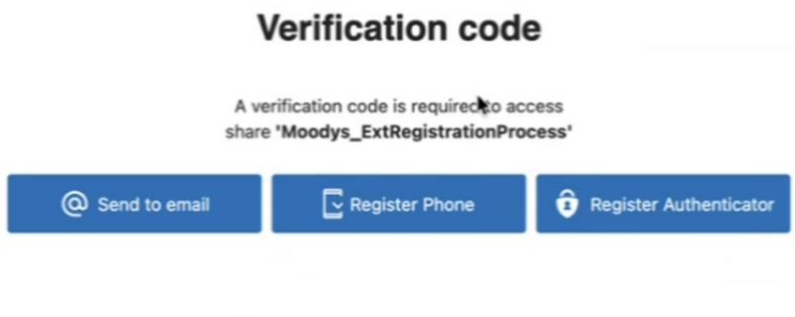


Fig. 4

To register, select the desired authentication method.

1. "Send to email" will send a verification code to your email address (Fig. 5).



Fig. 5

2. "Register phone" will request your phone number and send the verification code via SMS (Fig. 6).

**Enter phone number**

Phone number



Fig. 6

3. The authenticator option will allow you to register your desired authenticator app:
  - a. Open the authenticator app.
  - b. Scan the QR code from within the app (Fig. 7).



c.

Fig. 7

### III. REGISTERING ESHARE ON A CONSUMER DOMAIN

You may also log into Moody's eShare without registering by using your company domain email address or preexisting consumer domain email address, such as Gmail, Outlook.com, or Yahoo.

1. When you click on the link, you will automatically receive the correct login for your domain (Fig. 8).

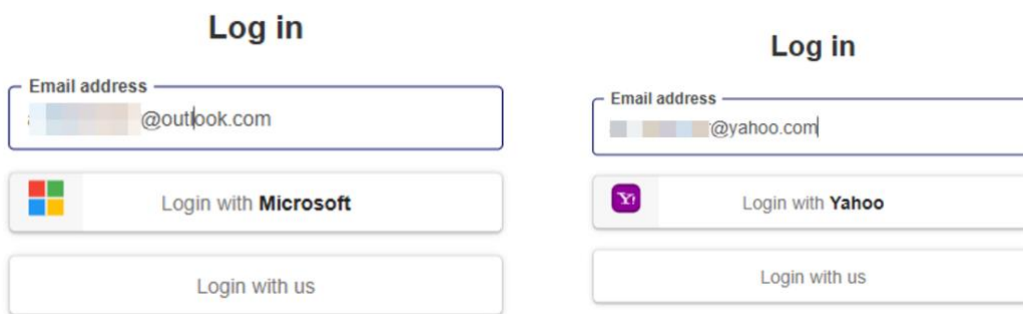


Fig. 8

2. Select the option "Log in with <Microsoft>" or equivalent domain.
3. After logging in, you will be asked to register two-factor authentication. See [Section II](#) for more information.

## IV. USING THE ESHARE PORTAL

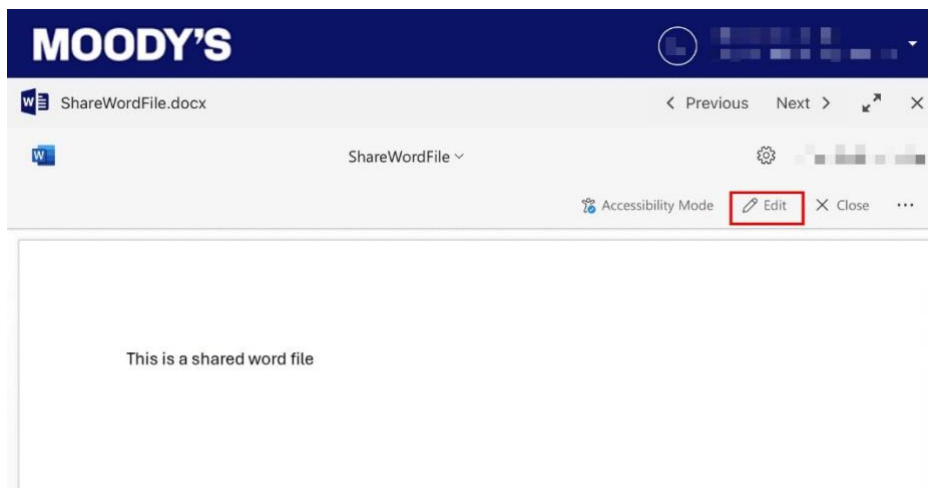
Once logged in, you will be directed to the Moody's eShare Portal where the shared file is hosted. From here, you can securely interact with the file based on the access permissions granted to you, including the ability to view, download, share, edit, or collaborate with others as permitted.



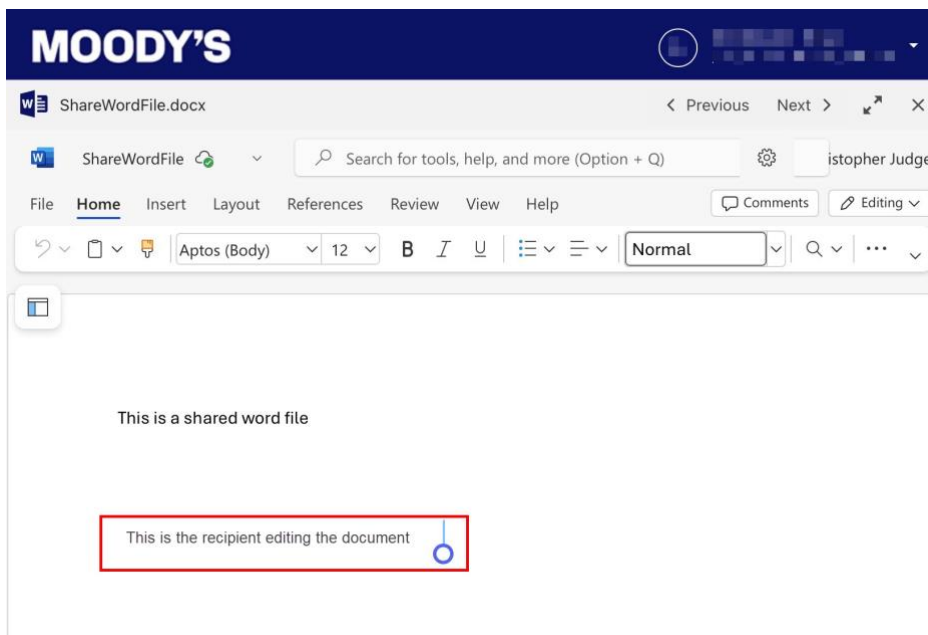
## V. COLLABORATING WITH SHARED FILES

If collaboration is enabled for the file, both you and other Moody's users will be able to edit the document concurrently, allowing changes to be made in real time.

1. Open the file from the portal and select the "Edit" button.

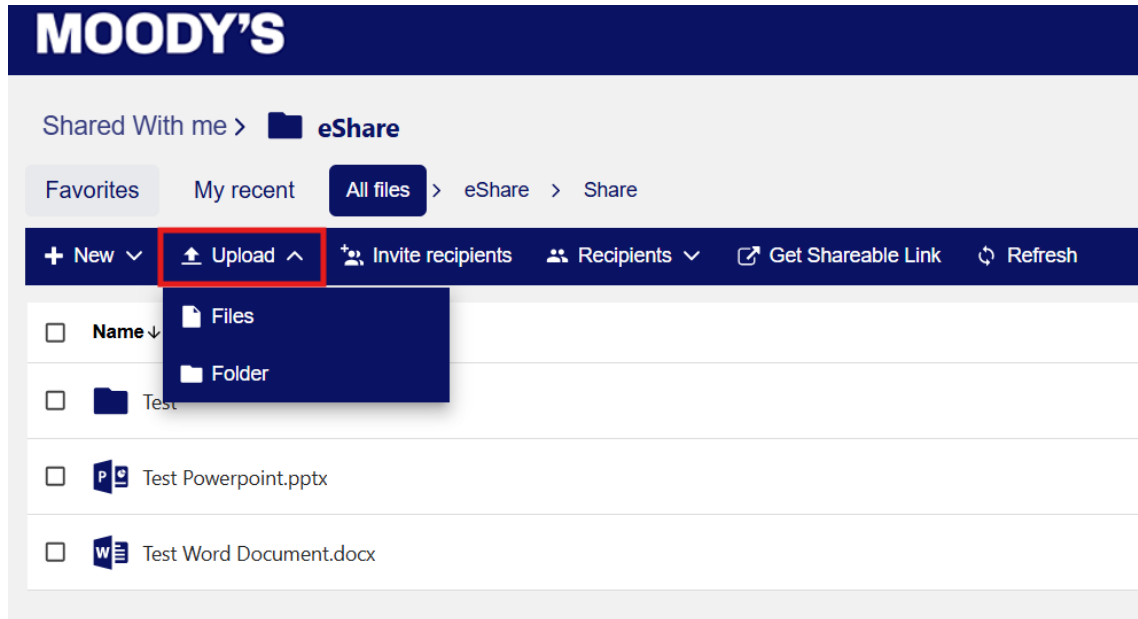


You will now be able to edit the file and collaborate with the sender by allowing all participants to view any updates or changes in real time.



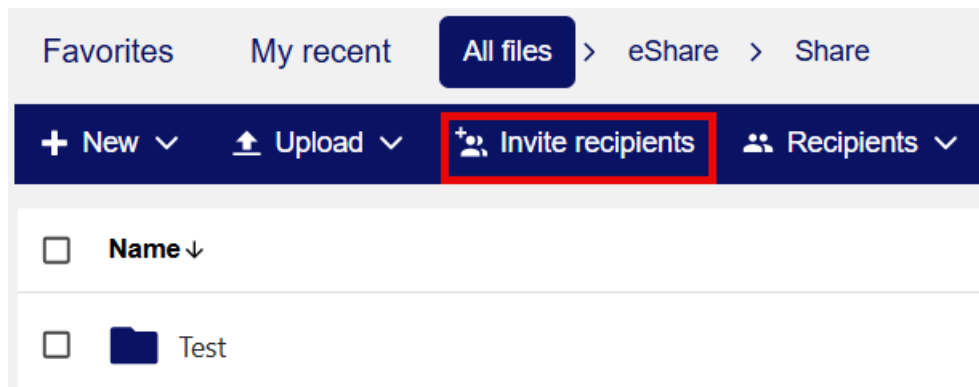
## VI. UPLOADING FILES

If enabled by the sender, you may also be able to upload files or folders directly through the eShare Portal. To do this, simply select the “**Upload**” option, allowing you to securely share content with other Moody’s users for collaboration or review.



## VII. FORWARDING FILES

The link provided is unique to you and cannot be forwarded. If you need to share the file with additional people at your company, you can do so by selecting the “**Invite Recipients**” option within the portal.



You will be prompted to enter the email address of the person with whom you wish to share the file.

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