



Rubex

Guest Users

Welcome to Rubex

Rubex by eFileCabinet. Is the premier document management system that allows businesses to share documents within a safe environment. You've been added as a guest user so your service provider can securely share files with you, via an encrypted portal.

How It Works

- ✓ You will receive two emails from eFileCabinet — one informing you of your new Rubex guest account with further instructions on how to get started, and one that notifies you of the document(s) shared with you.
- ✓ When you log in for the first time, you'll create a password for your guest account, then brought to the Rubex interface for the first time.
- ✓ From here you'll have access to all the folders and files shared with you. You can view documents with the preview pane, or download them to your computer via an encrypted connection.



If the main account holder gives you permission, you can also upload your own documents to designated locations in the system. You just need to drag-and-drop files from your desktop into the system. Besides sharing documents, the service provider can also request specific documents from you, which will automatically be processed when you fulfill requests.



The settings menu allows you to change your username and password, adjust some interface preferences, and enable certain security options.



Finally, Rubex by eFileCabinet is available through web browser or desktop application. As a guest user, you can download and use the desktop app if you prefer. It's functionally identical to the web version but includes some integrations with Microsoft Office, printing, scanning, and a watch folder for automatic uploading of files.

Rubex by eFileCabinet is the best tool for securely sharing documents with sensitive information across the web. It's fast, compliant, and easy. To learn more about document management software, visit www.efilecabinet.com