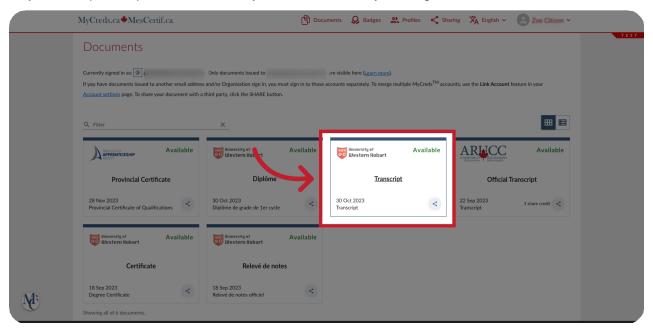# How to share a document to a recipient's email

How to share a document to a recipient's email.

Go to learner.mycreds.ca
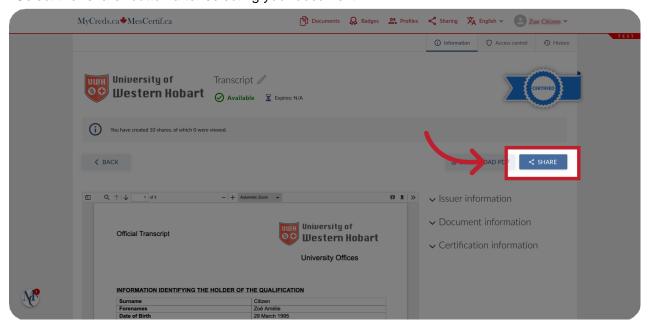
01 Go to documents page

Sharing a document through MyCreds™ is simple and instantaneous. On the documents page of your MyCreds™ portal open the document you want to share by clicking on the document title.
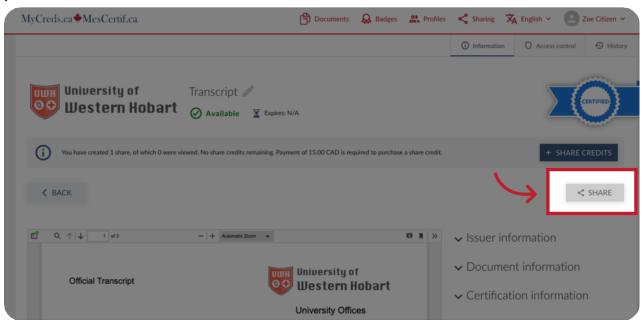

02 Click the "share" button.

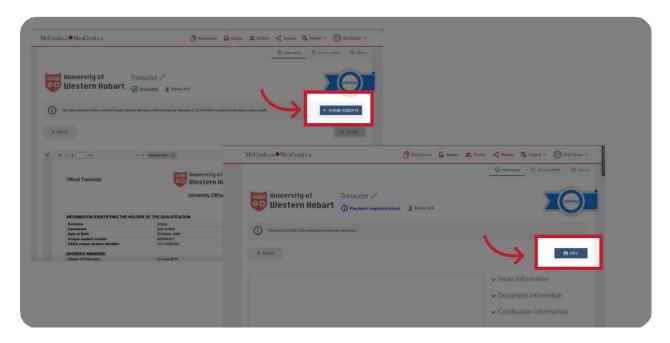Select the "share" button after selecting your document.

03 The share button is gray

If the share button is gray and not selectable you will need to purchase share credits or pay to pickup your document.

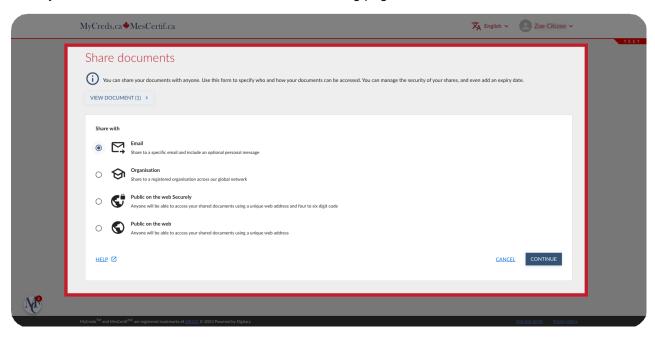## 04 Click the "+Share Credits" or "Pay" button

Click the "+Share Credits" or "Pay" button and follow the payment instructions prior to sharing your document.
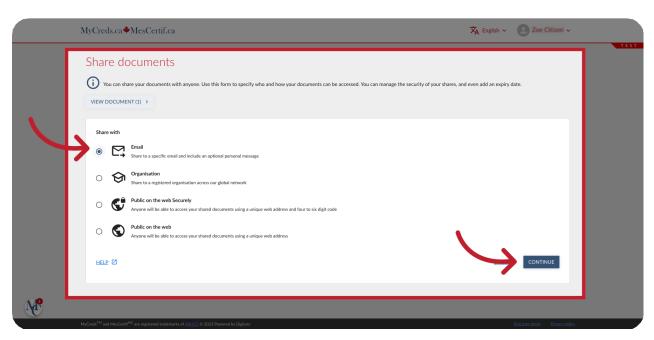
05 Sharing options

Once you click the "Share" button, the document sharing page will be available.
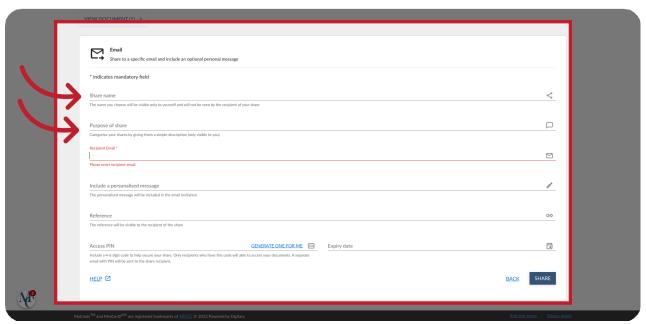

06 Choose "email".

To generate an email with which to share your document, select the first button, "Email". Then select '"Continue".
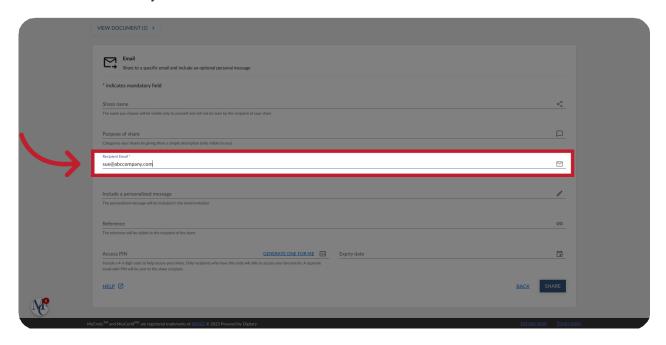
07 Fill out the fields.

Fill out the fields. The "Share name" and "Purpose of share" are only visible to you and used to keep track of the shares that you make.
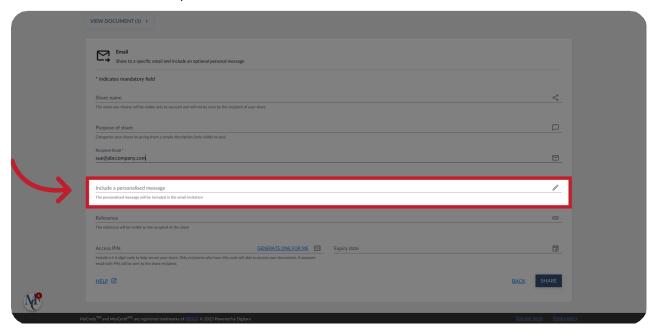

08 "Recipient Email".

"Recipient email" is the email address to which you would like to share your document. Make sure this has been entered correctly.
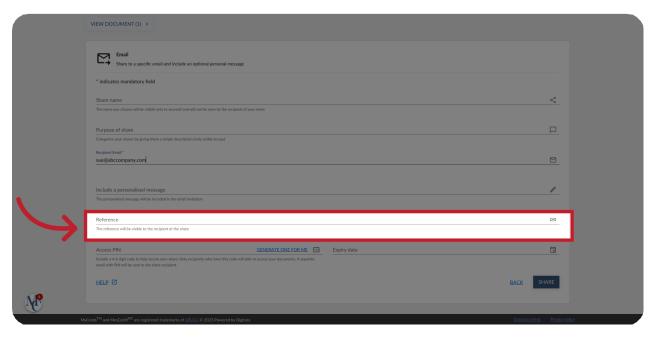
09 Add a personalized message.

The "Include a personalised message" field allows you to provide information that will be added to the text of the email sent to the recipient of the share.
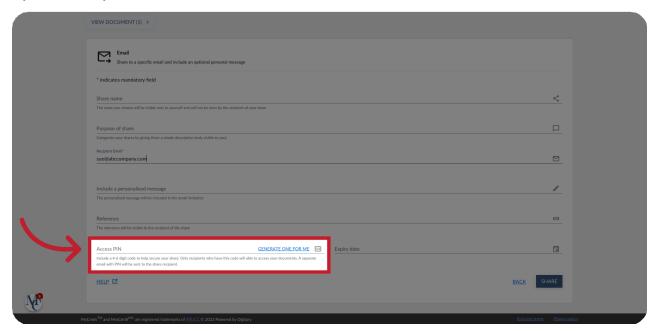

10 Include a reference.

The "Reference" field will be visible to the recipient of the share and may be used to provide reference information for the receiver such as an application number, file number, or employee number.
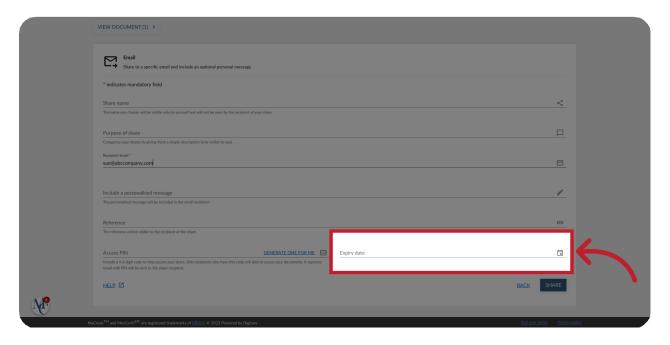
11 Assign an optional PIN.

"Access PIN" is an optional field in which you can enter a PIN or have one generated for you. If you choose to use it, the PIN must be entered by the recipient to access your share. This gives your share an added layer of security.
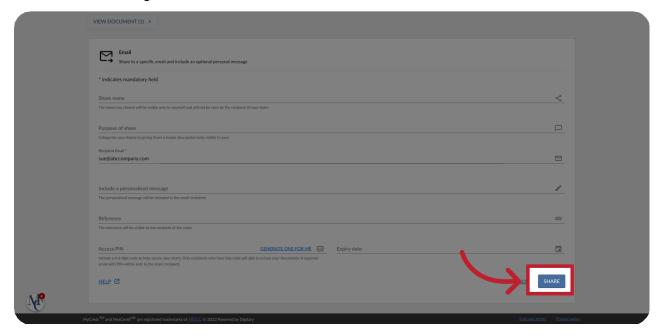

12 Optional Expiry Date.

You can set an "Expiry date" so that your share will stop working at this date. If the expiry date is left empty, the share will never expire. Please ensure there is enough time for the recipient to process your documents.
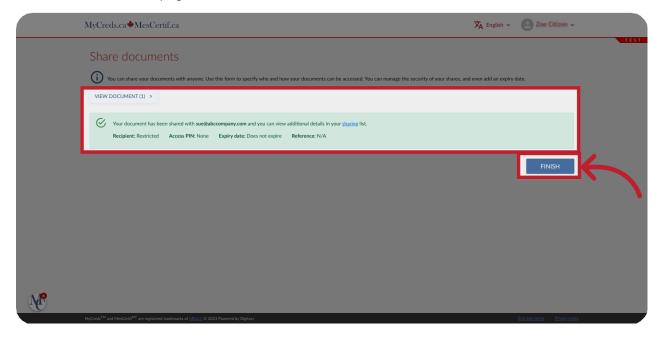
13 Click "Share"

Once you are happy with the data you have entered, click "share". You may also need to click the statement, confirming that a share credit will be used.
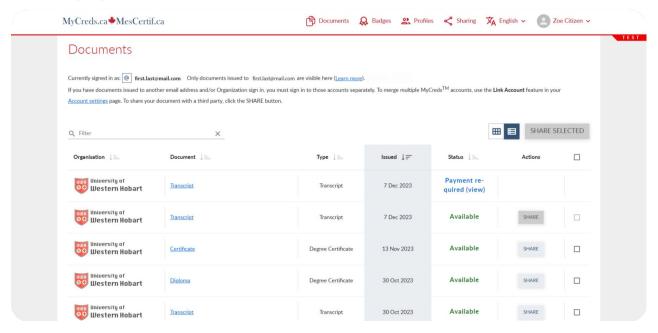

14 Click "Finish"

A page will appear indicating your document has been shared to the email address. Click "Finish", to return to the document page.

15 Important information.

If the receiving organization still has access to the original share, you may not need to pay for and re-share the document, when updates to interim or final marks are made by your issuing organization. The issuing organization sets the fee policy for your documents.

16

Please contact your education provider or the organization that issued your document if you have further questions.

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