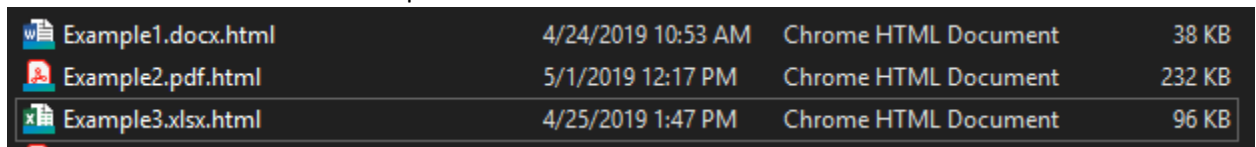## What is VERA ®?

VERA is a User Rights Management tool that Caterpillar® is using to protect our data from unauthorized access, while still enabling access for permitted users.

Vera works by encrypting files so that only those with dealer authorized approval can access the file.

Identifying a Vera protected file.

1. Vera will add a .html extension to any file that is protected. You can see this if you have "show file name extensions" turned on in File Explorer.
2. Additionally, File Explorer will identify this as a HTML document based on your default browser, such as "Chrome HTML Document".
3. Finally, if you have the Vera software installed, the file will have an icon like the original file, but with a blue line on the bottom of the icon to indicate the Vera protection.

   These can all be seen in the example below:

Do I need to install anything?

There is no required installation for most common Microsoft Office files, PDF files, and picture file types. As the encrypted files are converted to .html, they can be opened in a standard web browser without the need for any software installation.

How do I install the VERA software?

If you are viewing larger files, or prefer to use the native applications, the Vera software can be installed from here: https://cat.vera.com/download
After installation, a reboot is highly recommended before use.

How do I view files with VERA?

When using a browser, files can be opened by double clicking on them and authenticating through the browser.

With the Vera software installed, your authentication will be saved, so files can be opened as if they were regular files.

How do I log in to VERA?

The login process used for browser authentication has a few extra steps than the Vera software authentication. If you already have the Vera software installed, skip to step 2.

1. When opening a file for the first time, this is the first screen that you will the screen below. You can select to either 'View Secured File' (in browser) or 'View with App' (install the Vera software)
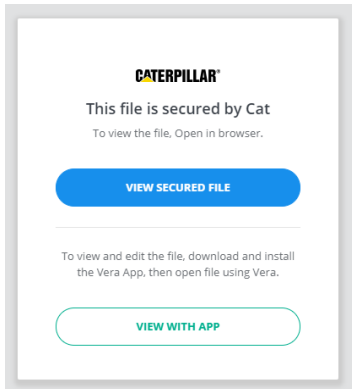

2. After selecting 'View Secured File' or attempting to open a file after the Vera software has been installed, you will be presented with this screen. Enter your email address and select 'Continue'.
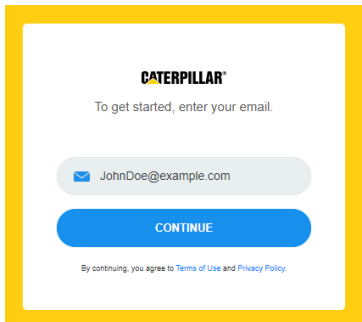

3. If your email address is owned by Caterpillar, you will be redirected to a CWS Login prompt. Otherwise, this screen will be displayed:
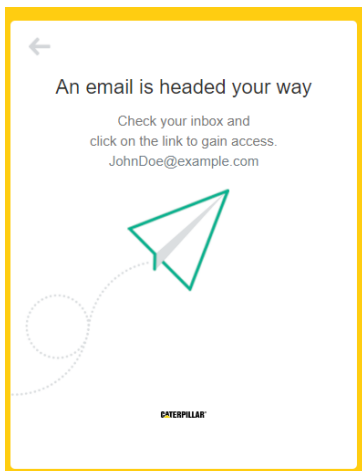
4. Open your email and find the 'Email verification' from 'noreply@vera.com'. Inside, click the 'Confirm Your Email' button.

This email was sent by Vera. 777 California Ave Suite #200, Palo Alto, CA 94304 USA
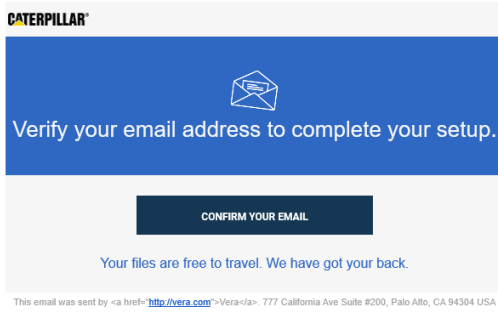
5. You will now be allowed access to the document if you are an authorized user.
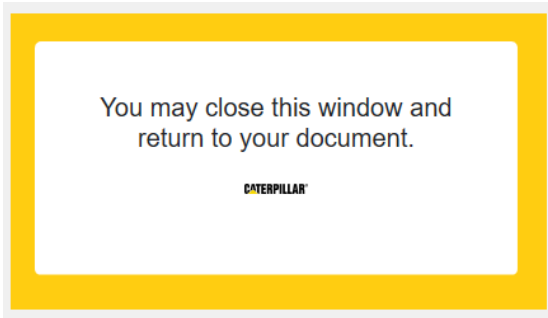
6. If you receive the error below. Double check your Gmail thread for the latest confirmation email.