Setting up your Account

1. You will receive a link to setup your account if you do not already have one. Connect to that link and follow the instructions.

Receiving Files

2. Use the connection established in step 1 or go to https://secure.sharefile.com/Authentication/Login

3. Enter the email address used for the account and enter your login.

4. Once connected, find the transferred file(s) and download.
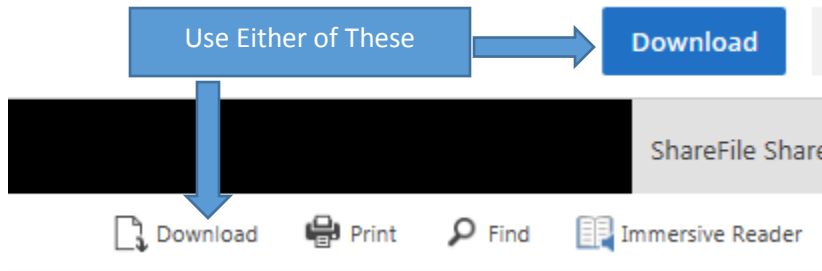
5. Save your files on your computer.

ShareFile®

Enter your email here

Password

Sign In

Log in with my company credentials

Forgot Password?

Need to reset your password?

Click here

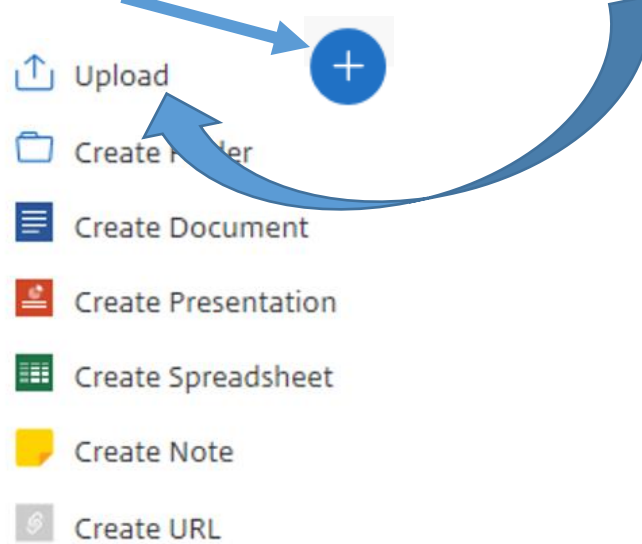**Returning Files**

1. Log onto ShareFile at https://secure.sharefile.com/Authentication/Login
2. Enter the email address used for the account and enter your login.
3. Open your folder on ShareFile,

4C Secure ShareFile

Dashboard

Folders > PEV Joanne Clarke > HAND N HAND

Folders

Provider Name   More Options

Shared Folders

Favorites

Name ▲

Workflows

XLS   Provider Name   .xlsx

Inbox 1

DOC   Instructions for provider enrollment verification.docx

4. Select the + sign on the top right of the screen, then upload

⬆ Upload

📁 Create Folder

📄 Create Document

📊 Create Presentation

📈 Create Spreadsheet

📝 Create Note

🔗 Create URL

5. Drag and drop the file you want to upload from the saved location on your computer.

Find your saved file, the drag and drop

Drag files here

Browse files
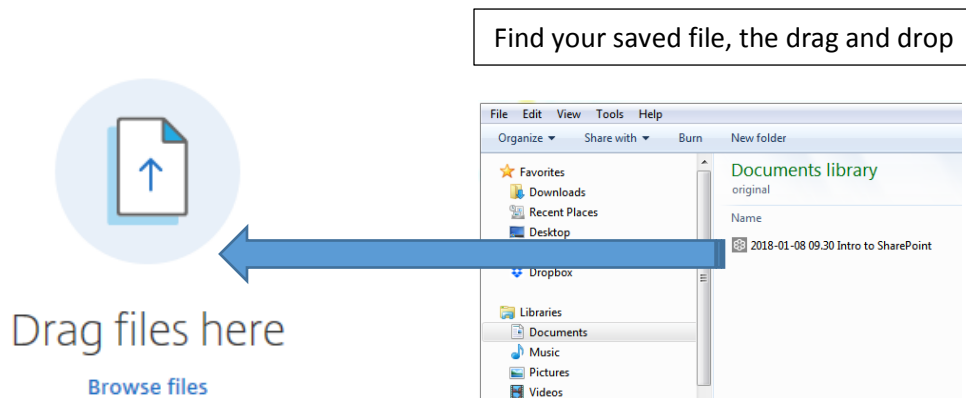
6. Log out and close ShareFile.