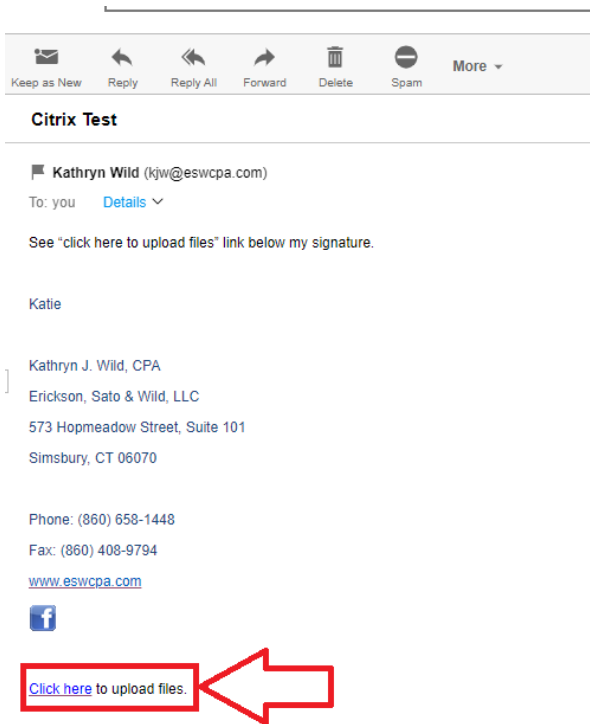


Citrix Sharefile Upload Instructions

1. In an email from your preparer, look below their signature for the “Click here to upload files” link. Click on the words Click here.



2. You will be brought to the following screen; enter your email address, first and last name, and company if applicable. Then click continue. If you want to click the “remember me” box you can, but it is not required.

citrix | ShareFile

To continue, please enter your information below.

Email

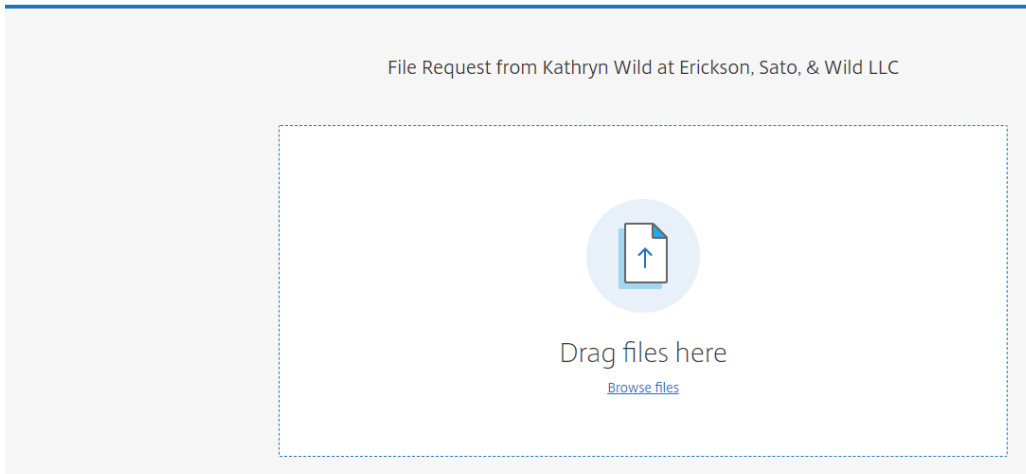
First Name

Last Name

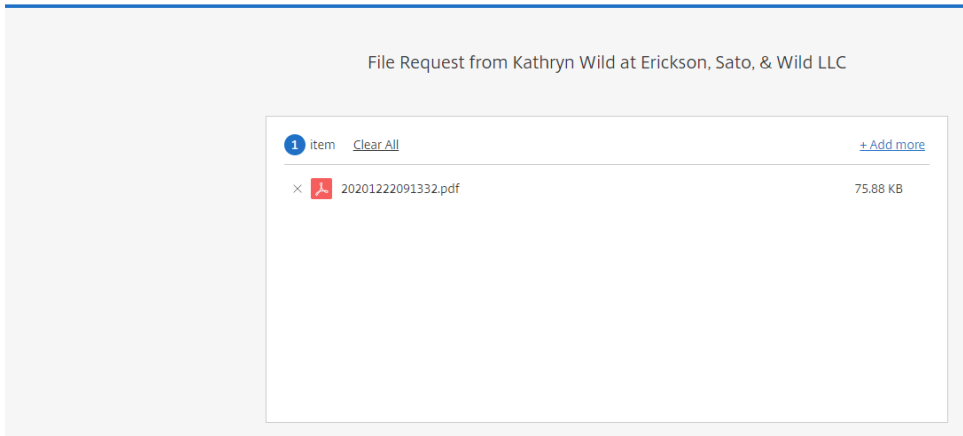
Company

Remember Me

3. On the next screen you can either drag and drop files or browse to find the files you want to upload.



- Once you have added files the Upload button will be active and you can click upload. Please note you can upload multiple files at once you do not need to do them one at a time.



- Once the upload is complete the file will show “uploaded”.

