



## Provider Guide to Using ShareFile

### Setting up your Account

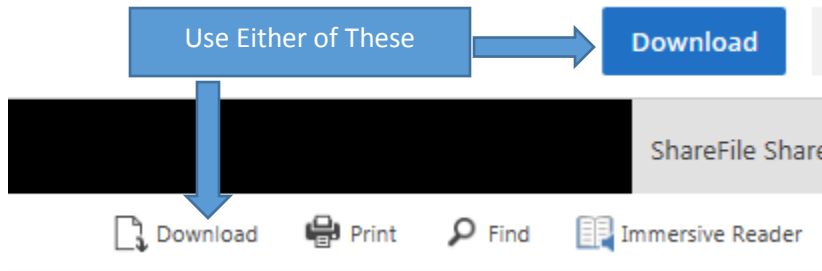
1. You will receive a link to setup your account if you do not already have one. Connect to that link and follow the instructions.

### 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.

The screenshot shows the login interface for 4C Secure ShareFile. At the top, there is a yellow banner with the 4C logo and the text "4C Secure ShareFile". Below the banner are two input fields: "Email" and "Password". A large grey button labeled "Sign In" is positioned below the fields. Underneath the "Sign In" button, there is a checkbox labeled "Remember Me" and a link labeled "Forgot Password?". At the bottom of the form, there is a link labeled "Privacy Policy".

4. Once connected, find the transferred file(s) and download.



5. Save your files on your computer.



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Enter your email here

Password

Sign In

[Log in with my company credentials](#)

[Forgot Password?](#)

Need to reset your password?

Click here

### Returning Files

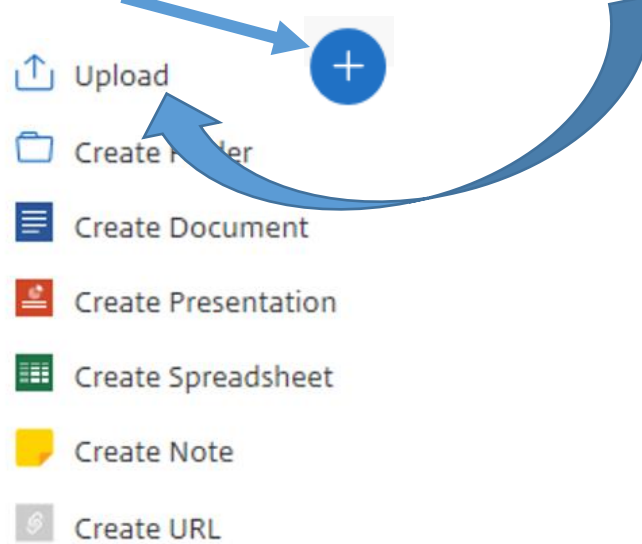
1. Log onto ShareFile at <https://secure.sharefile.com/Authentication/Login>
2. Enter the email address used for the account and enter your login.
3. Open your folder on ShareFile,

The screenshot shows the ShareFile interface. At the top, there is a yellow banner with the 4C logo and the text "4C Secure ShareFile". Below the banner is a navigation menu with options: Dashboard, Folders (highlighted with a blue box), Shared Folders, Favorites, Workflows, and Inbox (with a notification badge showing '1'). The main content area shows a breadcrumb trail: "Folders > PEV Joanne Clarke > HAND N HAND". Below the breadcrumb is a folder icon and a text box containing "Provider Name", followed by a "More Options" button. Below the folder is a list of files. The first file is an Excel spreadsheet with a green "XLS" icon, a star icon, and a text box containing "Provider Name". The second file is a document with a blue "DOC" icon, a star icon, and the text "Instructions for provider enrollment verification.docx".

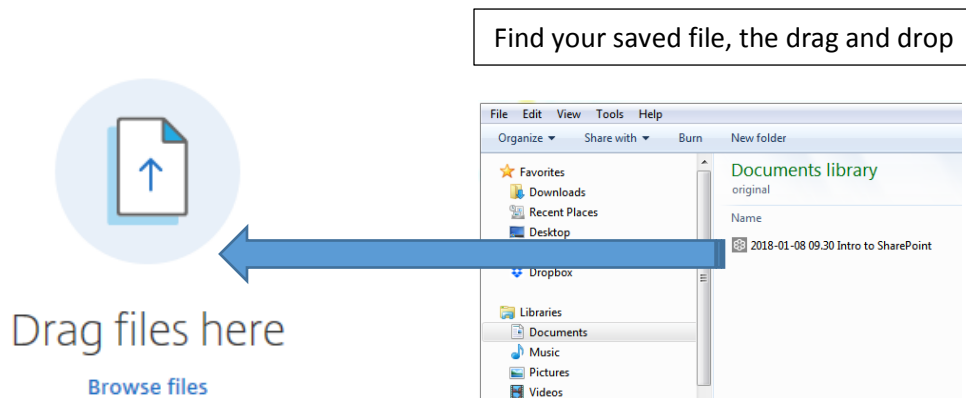


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4. Select the + sign on the top right of the screen, then upload



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



6. Log out and close ShareFile.