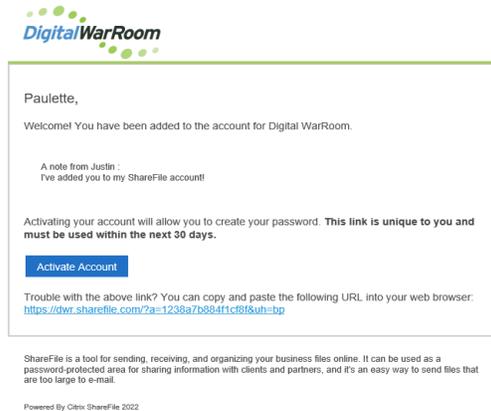




Uploading & Downloading with Sharefile

You will receive a notice from ShareFile



Click Activate Account and provide information and choose a password:

1 2

Welcome! Please confirm your personal information.

First Name: * * Required

Last Name: *

Company:

[Continue](#)

2

Your username is **paulette@ggollc.com**.

Please create a password.

Passwords must meet the following requirements:

- ✗ at least 1 upper case letter
- ✗ at least 1 lower case letter
- ✗ at least 1 number
- ✗ at least 1 special characters
- ✗ at least 8 characters in length
- ✗ Passwords should match

We'll also perform an additional strength check on save. ⓘ

Password: Show Password

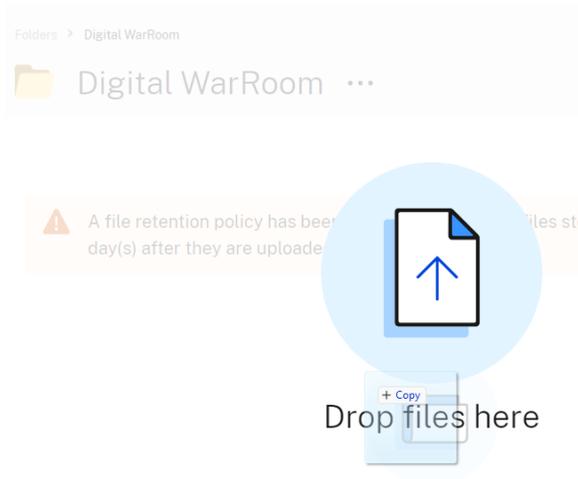
Confirm Password:

[Back](#) [Save and Sign In](#)

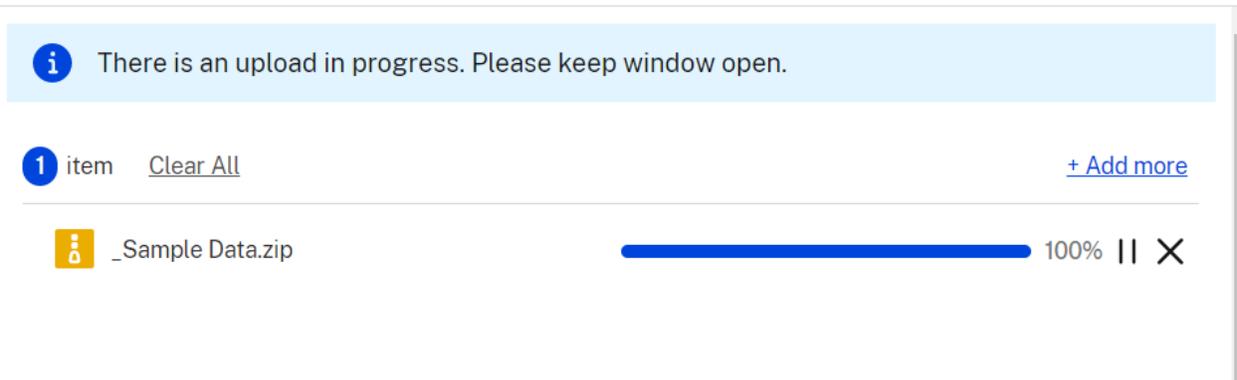
Double Click to Open Your Folder

Folders		
Name ▲	Size	Uploaded
★ Digital WarRoom	0 B	12:26 PM

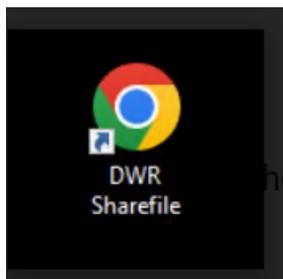
Drag and drop zipped files to the folder (we highly recommend zipping the documents first)



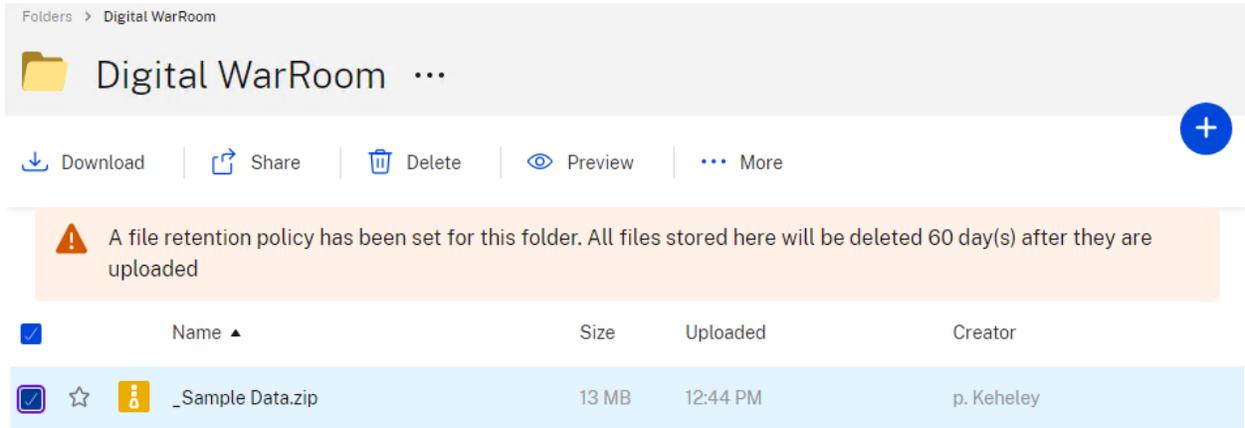
A progress bar will track the upload of the documents.



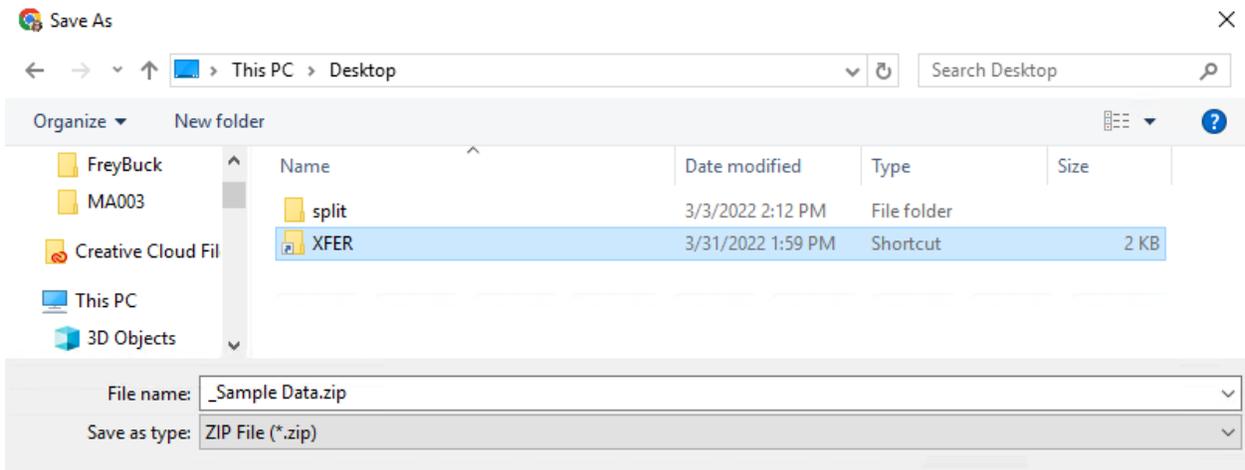
A shortcut is on the DWR Server Desktop to access ShareFile. Open from the Server to upload files for your local use and to download files for processing into DWR.



From the DWR Server, select the file(s) to be downloaded. When selecting multiple files ShareFile will zip the files before downloading. When the files are already zipped, download each zip separately.



Be sure to select the XFER shortcut on your desktop to direct the documents to save:



Once the download is completed, documents can be processed into DWR.