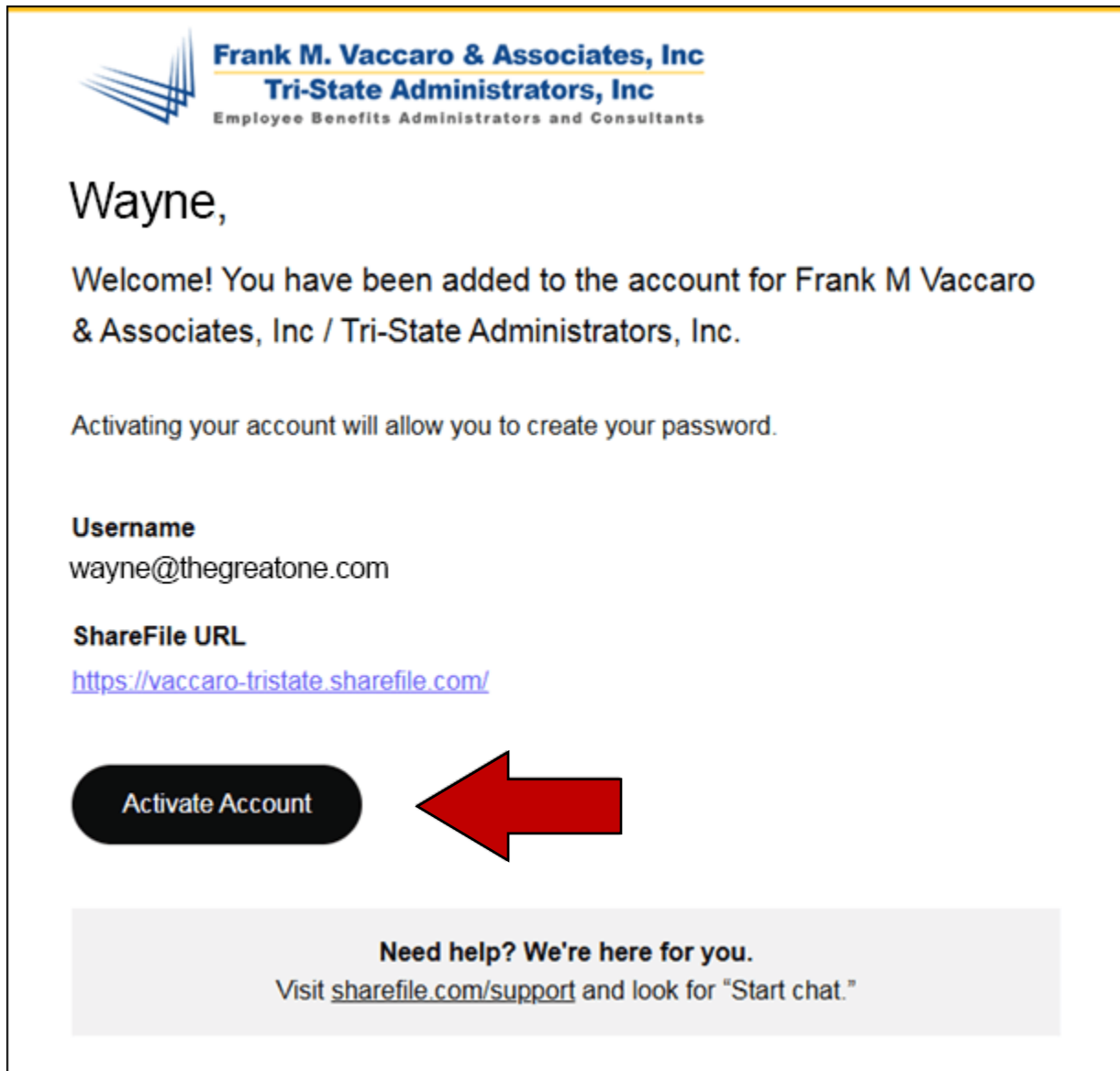


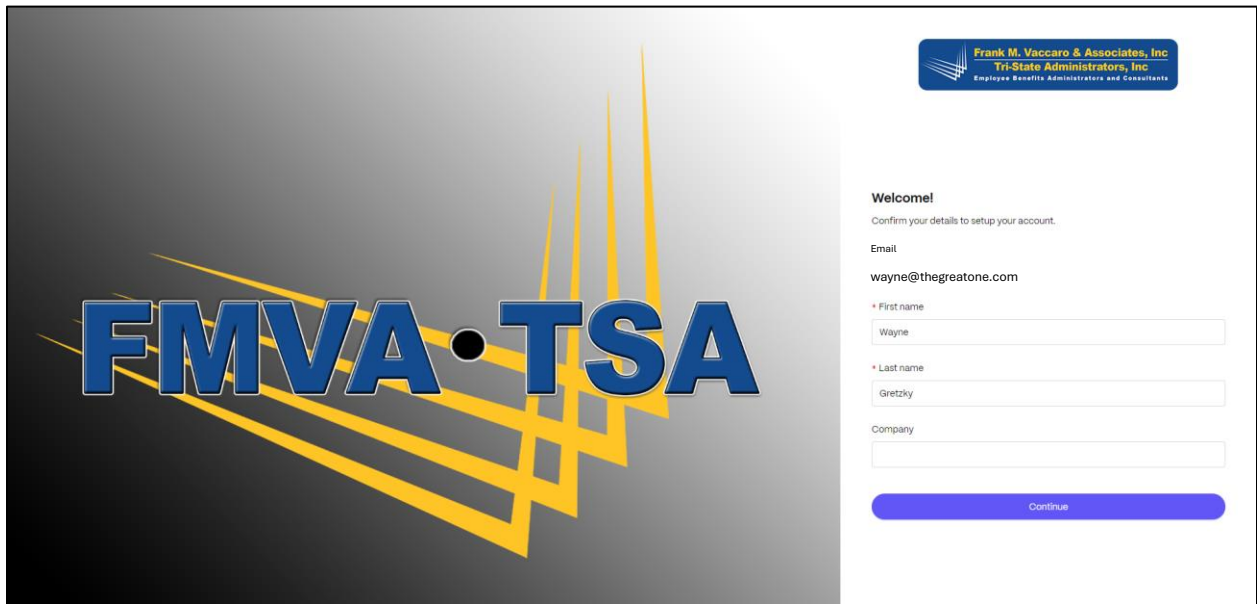
You will be getting a welcome email from “**ShareFile Support**”. It will look like **example #1** below. Please click the **Activate Account** button to set a password and complete the next steps for enrollment to the portal.

To start, click “**Activate Account**”

Example #1



You will be taken to this screen. Your First & Last Name should already be filled in. Simply **Click “CONTINUE”**



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Welcome!
Confirm your details to setup your account.

Email
wayne@thegreatone.com

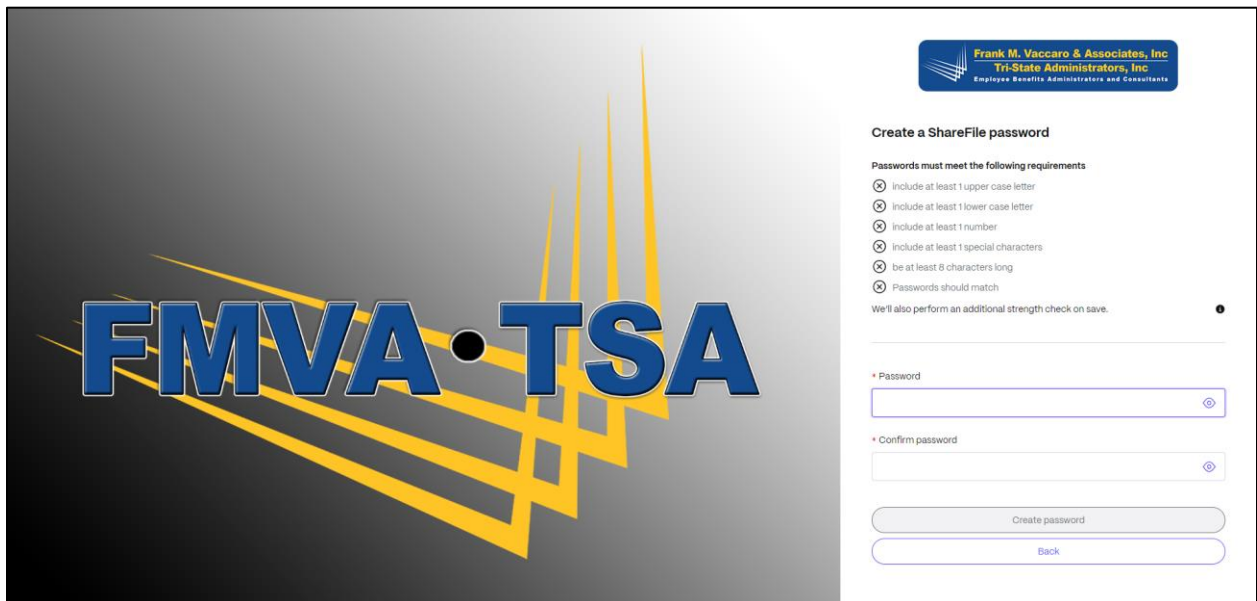
* First name
Wayne

* Last name
Gretzky

Company

Continue

Follow the requirements to create and confirm a password. Then **click “Create Password”**.



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Create a ShareFile password

Passwords must meet the following requirements

- ☒ Include at least 1 upper case letter
- ☒ Include at least 1 lower case letter
- ☒ Include at least 1 number
- ☒ Include at least 1 special characters
- ☒ be at least 8 characters long
- ☒ Passwords should match

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

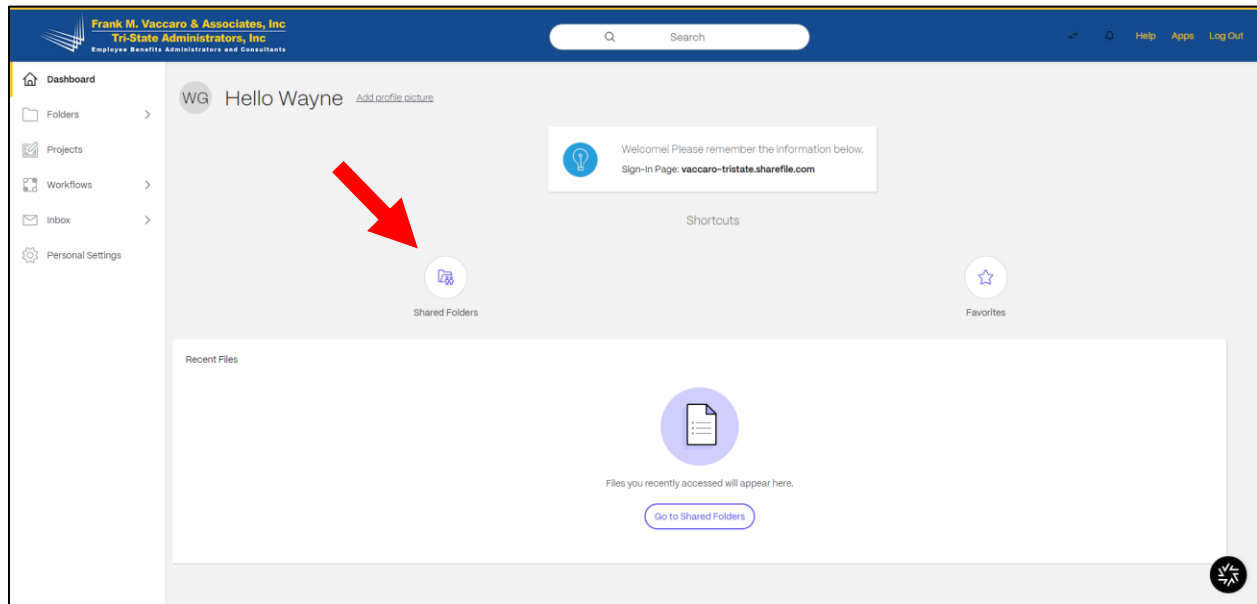
* Password

* Confirm password

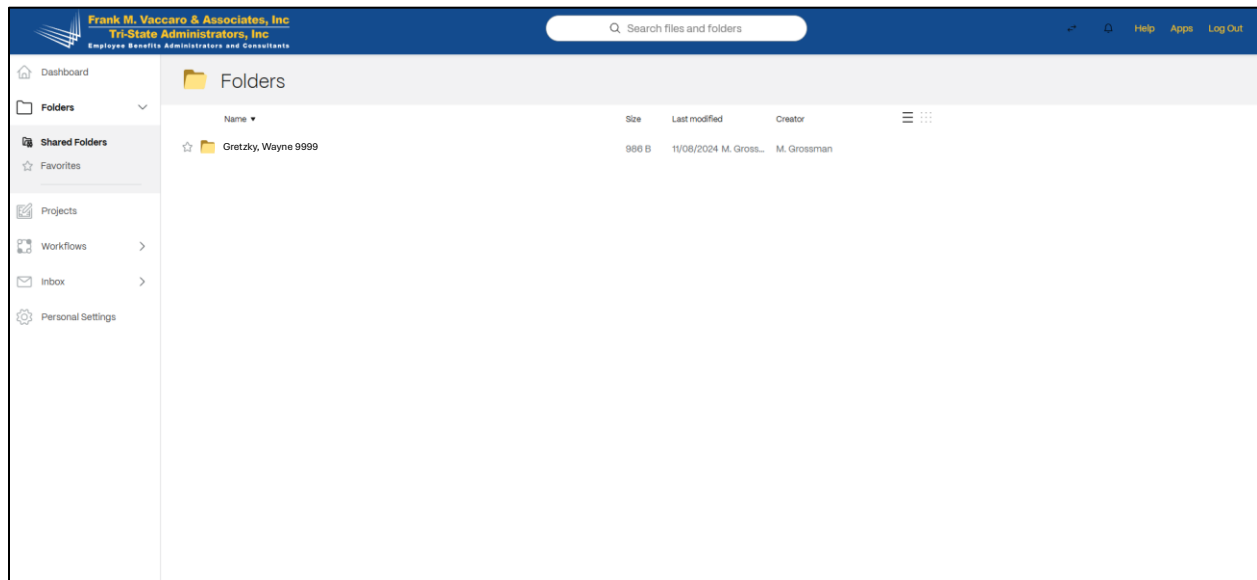
Create password

Back

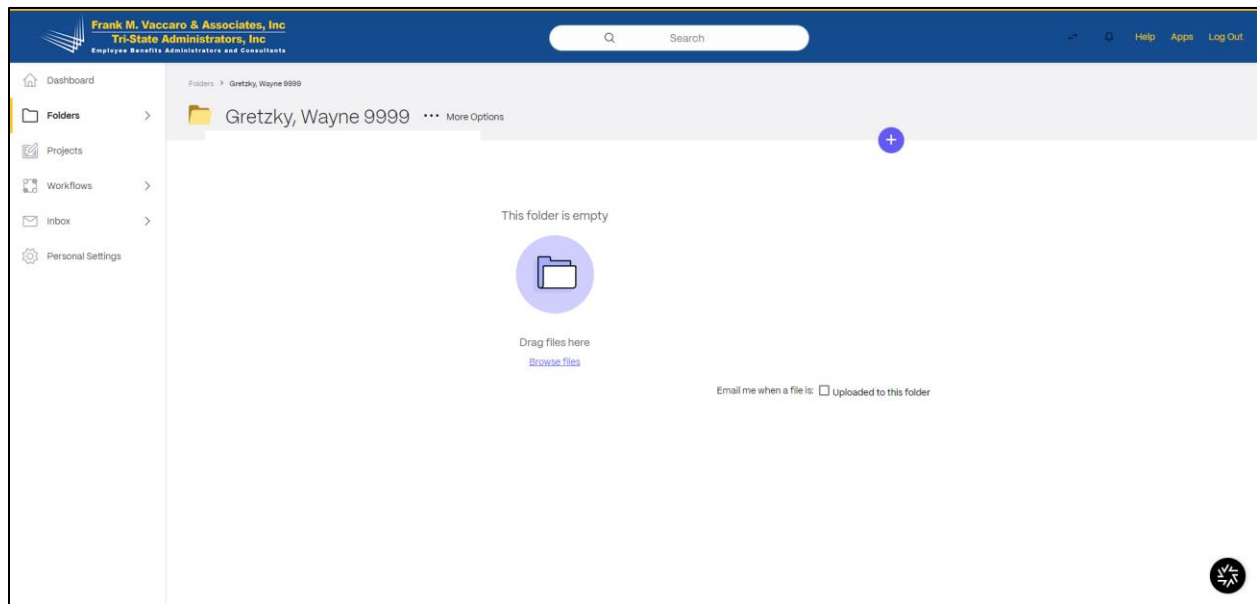
You will be taken to your ShareFile Dashboard. Click on the “SHARED FOLDERS” icon to go to your personal folder.



This will take you to the folder that has been created for you. No one else has access to your folder.



Click on the folder to see the contents.



Here you can see the files in your folder. At this point it might be empty.

You can upload new files by hovering over the “plus” symbol in the purple circle.

You can download files by checking the box next to the file then clicking “Download” at the top of the list of files.

The URL to get to ShareFile anytime is:

<https://fmva.sharefile.com>