You will be getting **two** emails:

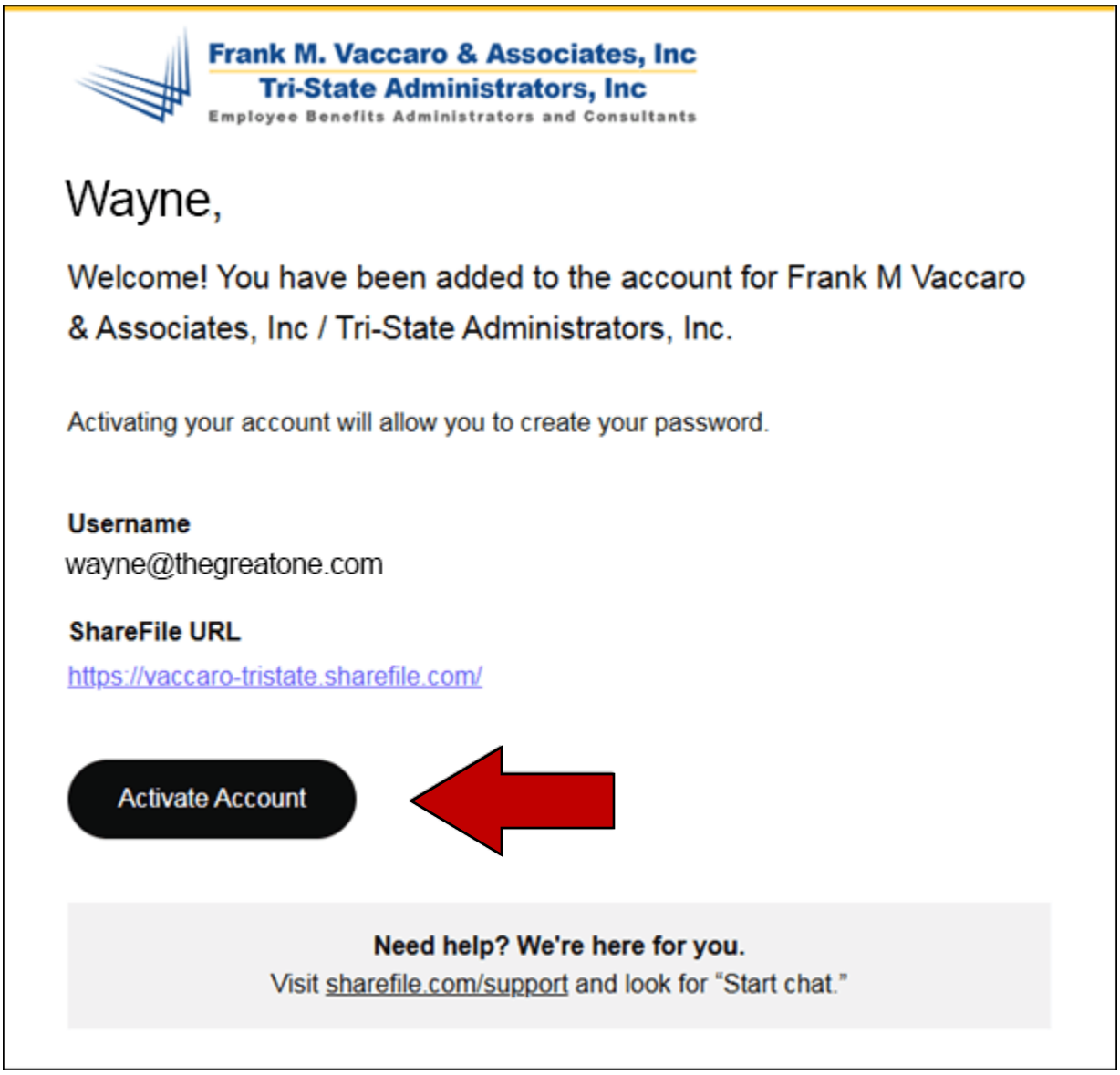
1. A welcome email from **"ShareFile Support"**. It will look like **example #1** below. Please click the Activate Account button to set a password and complete the next steps for enrollment to the portal.

2. An email from **"RightSignature.com"** providing a link to access, fill out, sign, and submit your enrollment form. It will look like **example #2** shown later on **Page 5**. Please click the blue REVIEW & SIGN DOCUMENT button to access the form.

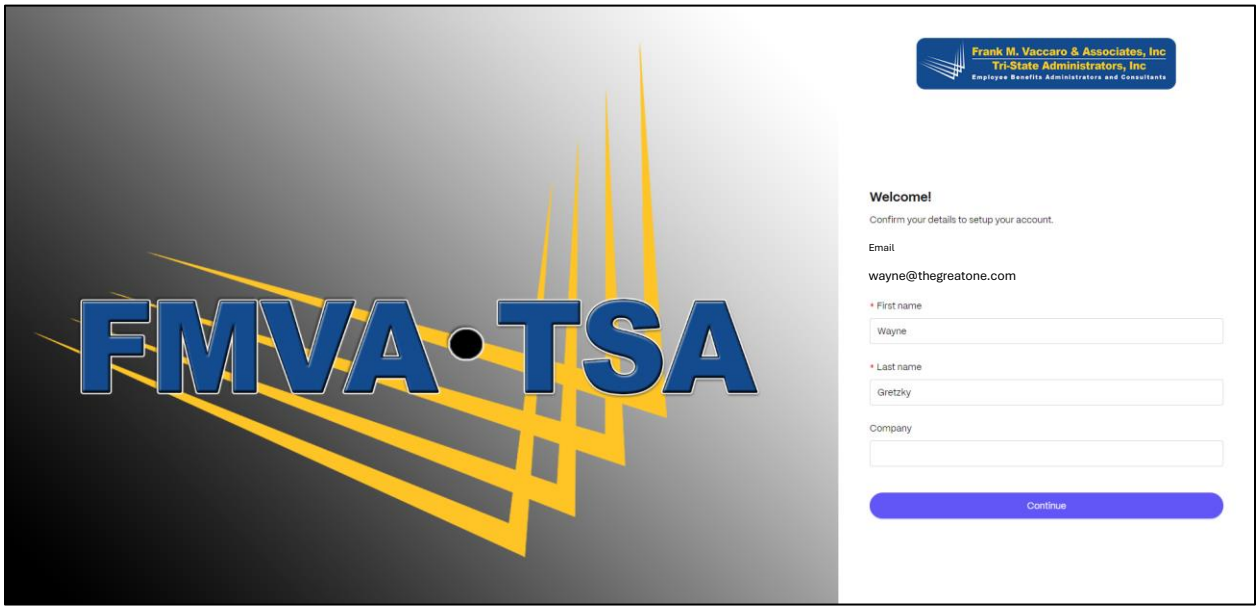
Let's Start with **ShareFile**. This is the secure portal you will use to upload and access documents relating to your enrollment, eligibility, etc.

To start, click **"Activate Account"**

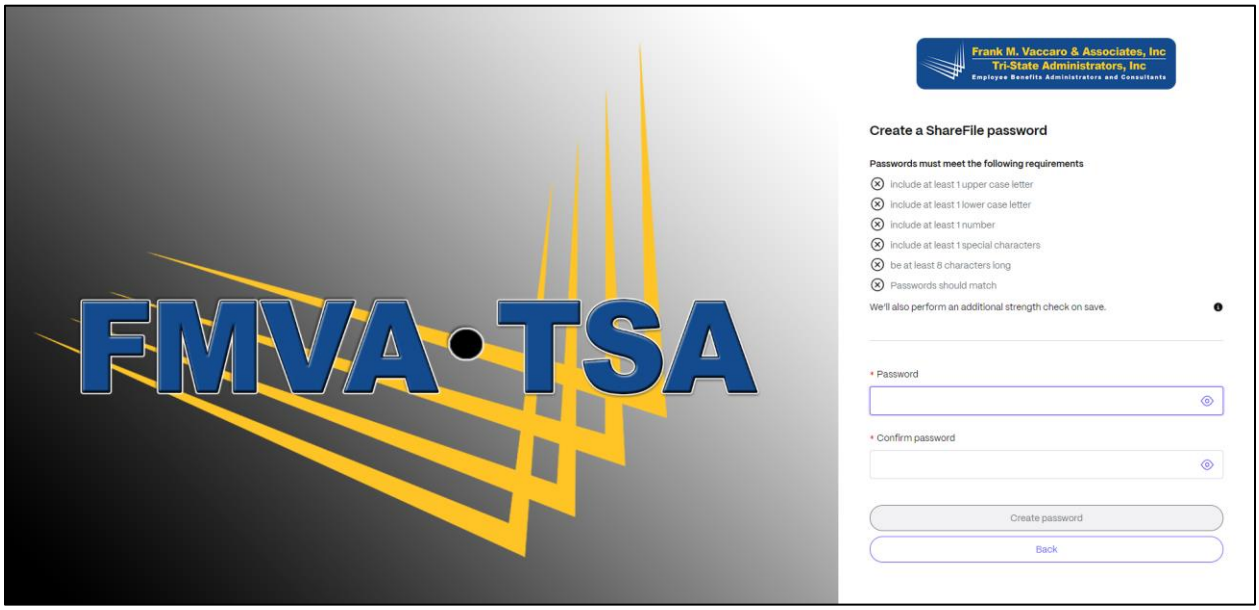
Example #1



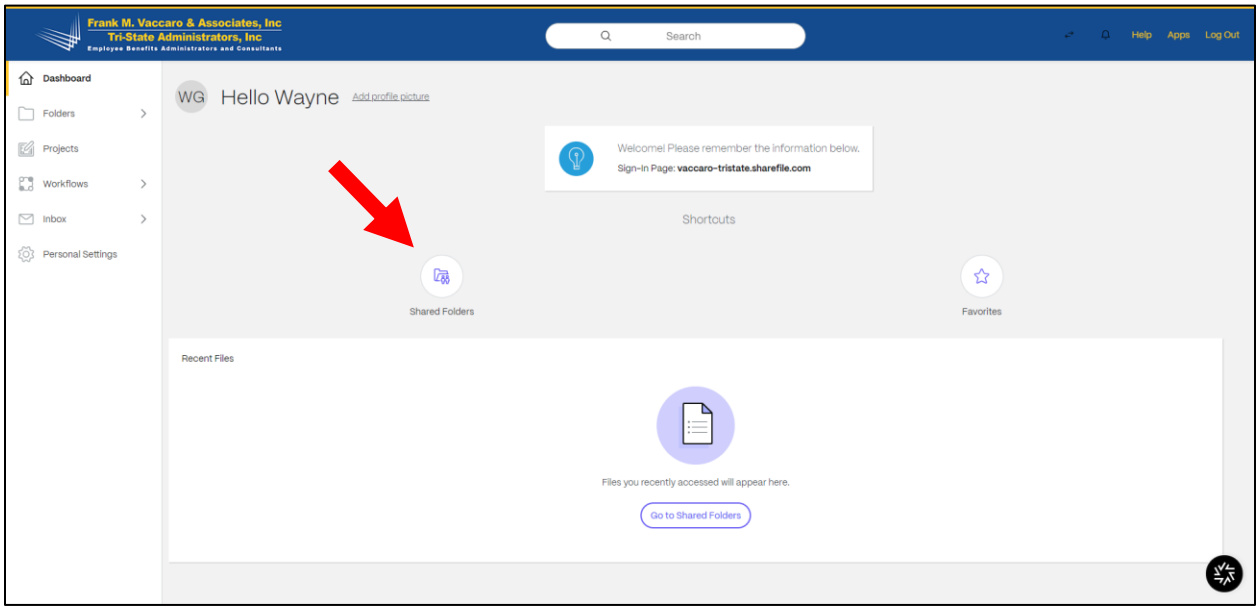
You will be taken to this screen. Your First & Last Name should already be filled in. Simply Click **“CONTINUE”**



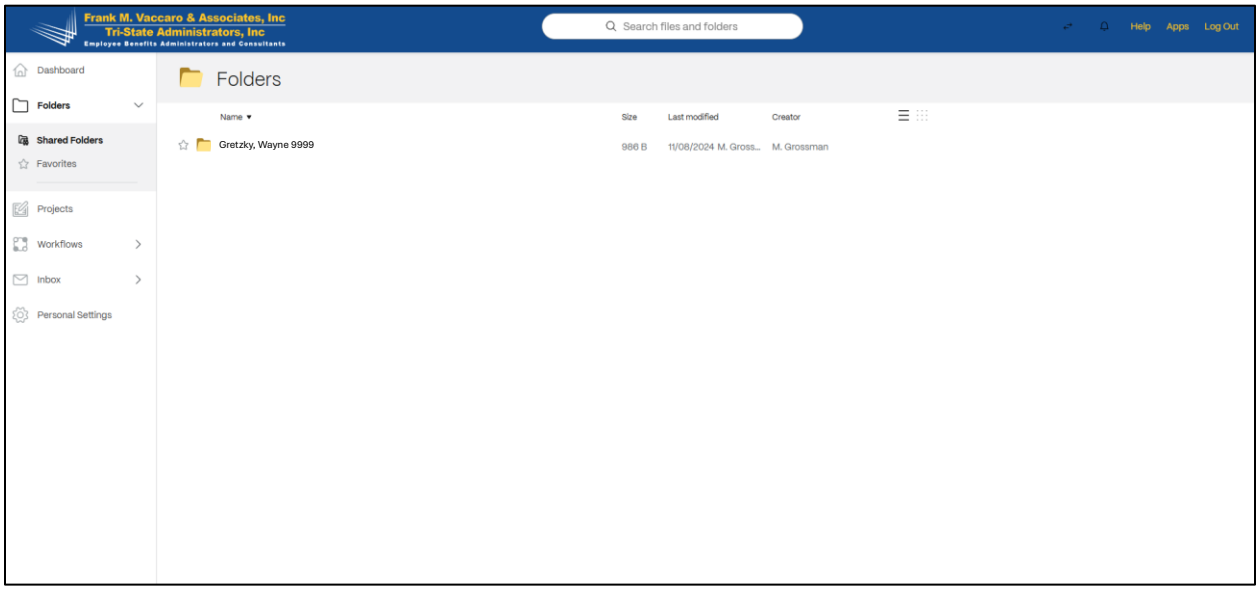
Follow the requirements to create and confirm a password. Then click **“Create Password”**.



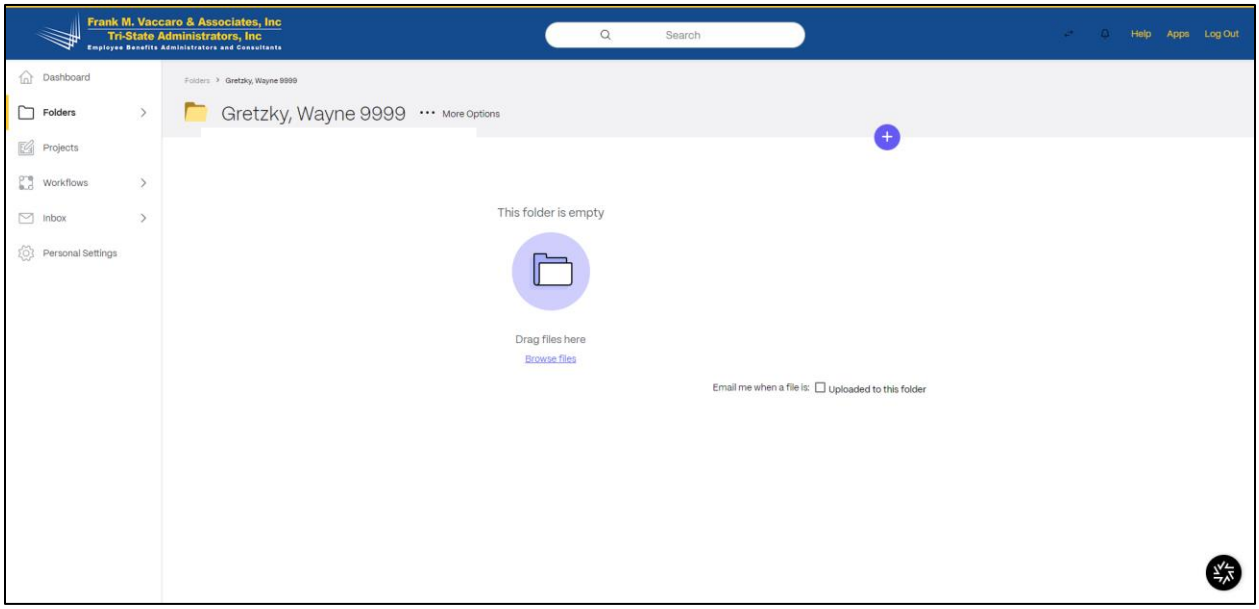
You will be taken to your ShareFile Dashboard. Click on the “SHARED FOLDERS” icon to go to your personal folder.



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.

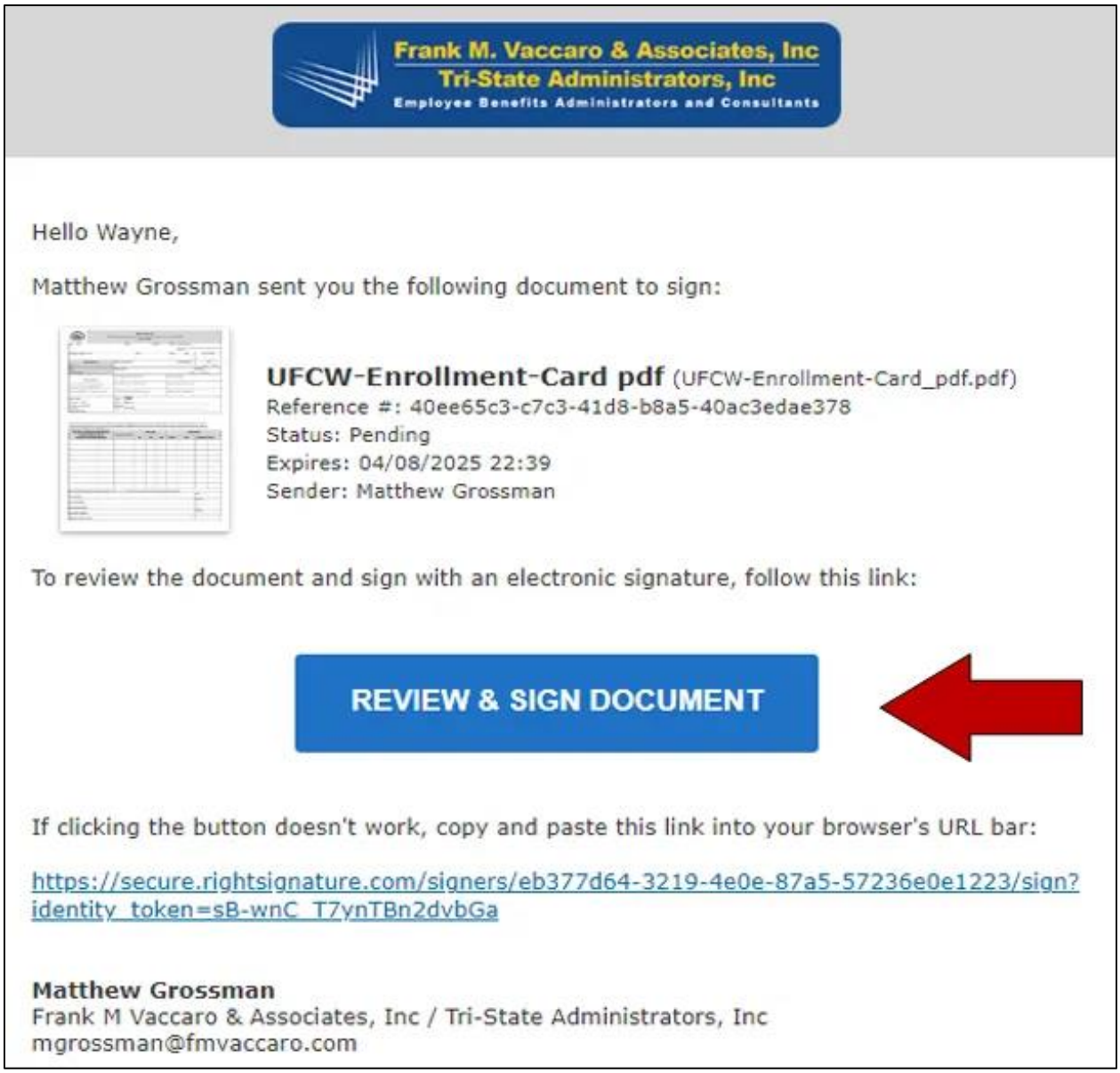
You can upload new files by hovering over the “plus” symbol in the purple circle.

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

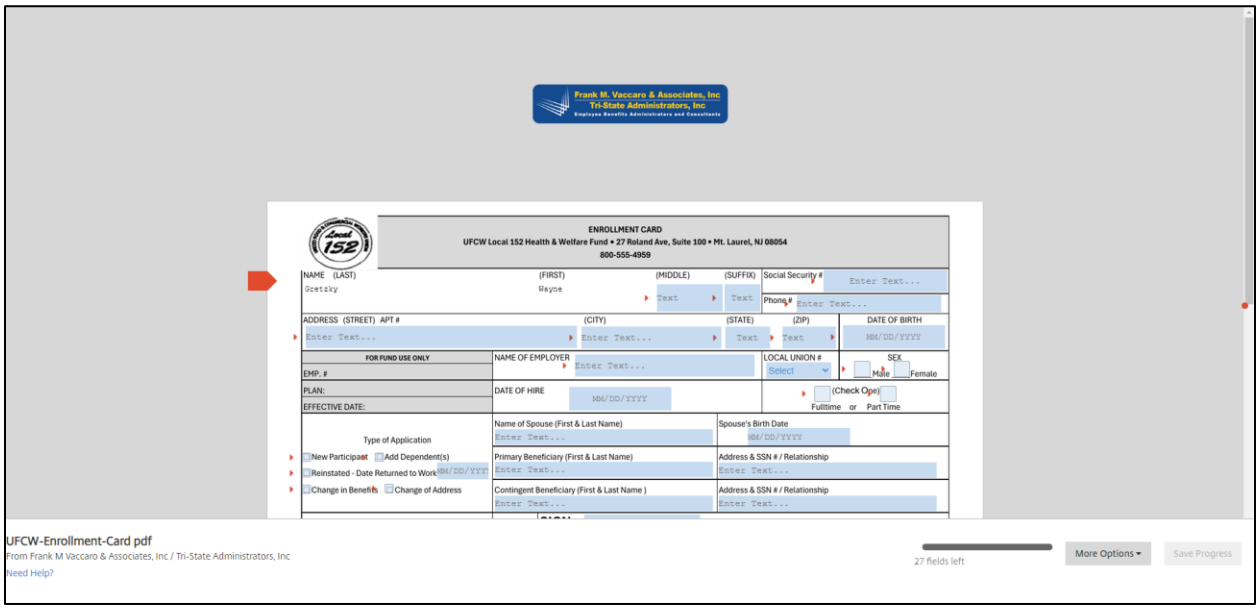
Now let’s look at the **RightSignature.com** email to complete, save, and submit your enrollment form.

You have received a 2nd email from **"RightSignature.com"** with the subject **"Matthew Grossman has sent you the document 'UFCW-Enrollment-Card pdf' to sign"**. Click the blue **"REVIEW & SIGN DOCUMENT"** button to begin.

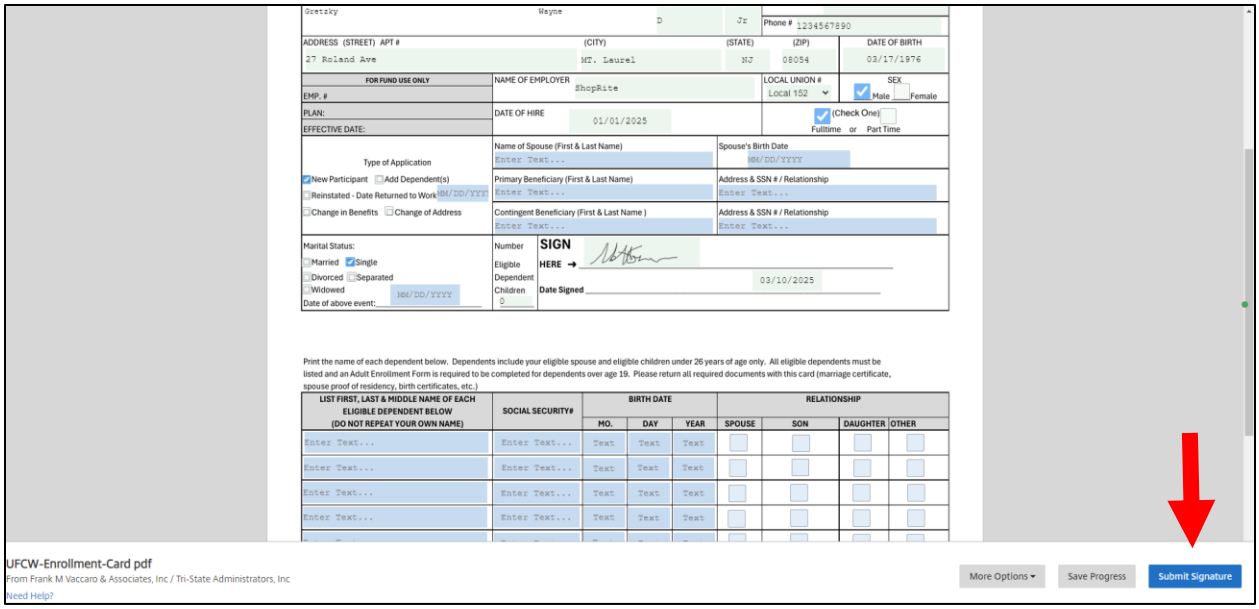
Example #2



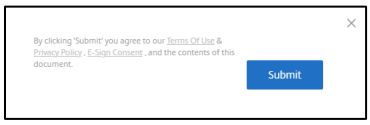
You will be taken to the online enrollment form to fill out. Your Last & First names with be pre-filled in. All fields marked with a red arrow are required. The number of required fields left is displayed at the bottom right of the page.



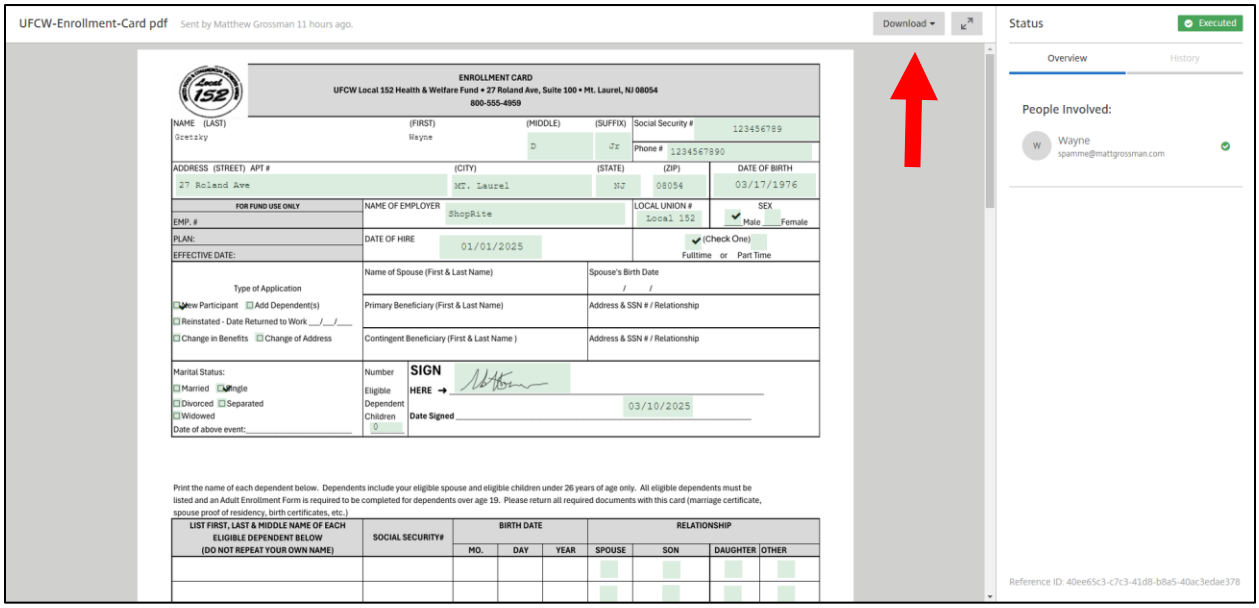
After all required fields are completed, the blue **“Submit Signature”** will appear. Click it to submit the form.



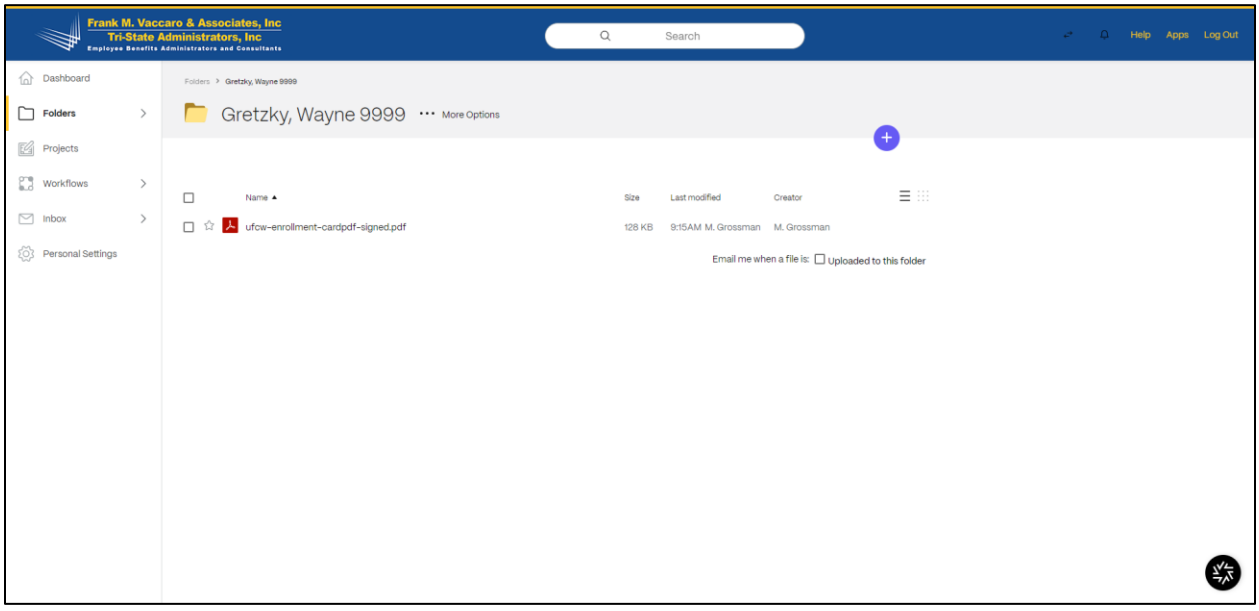
A message stating you agree to the “terms of use” will appear in the bottom right of the screen. Click **“Submit”**.



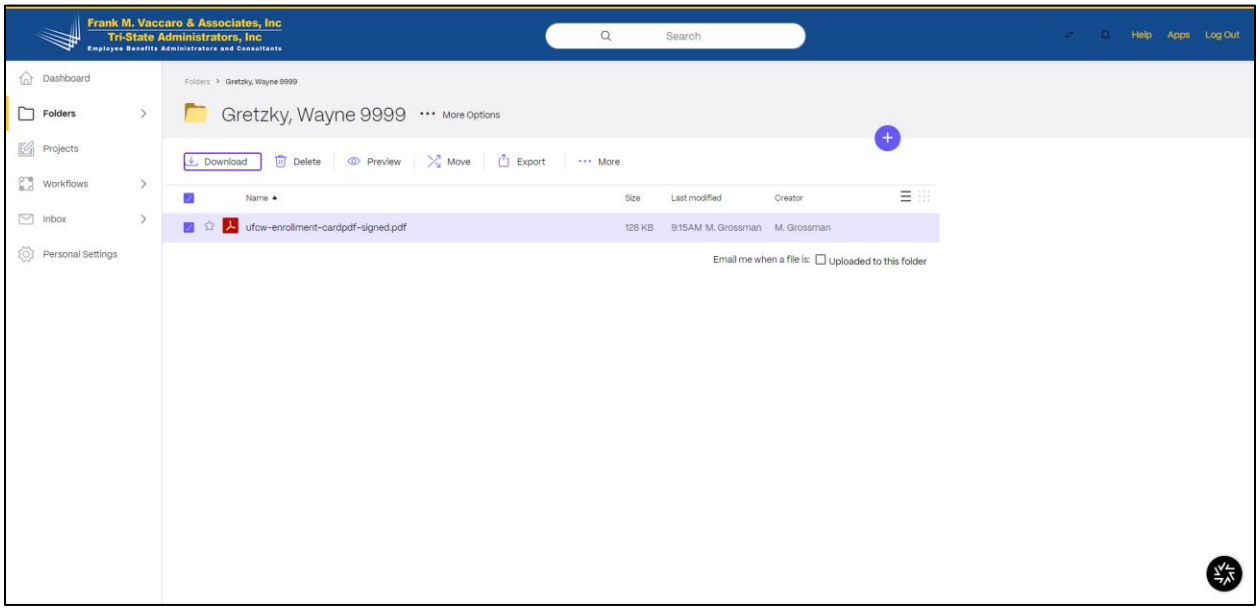
You will then be shown the completed & signed form. Here you can download it if you wish. Also, a PDF copy will automatically be saved in your ShareFile folder we discussed in the first part of these instructions. You may safely close this window.



If you log back in to ShareFile, you can see and download the completed form.



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