Getting Started

1. You will receive an email notifying you that a folder has been shared with you in our secure Client Portal (ShareFile). If you do not see the email, please check your spam folder.
2. Click on the gray bar that says, "Click here to activate your account and view this folder".
3. You will be taken to a new screen that asks you to confirm your personal information: first name, last name, and company (if applicable). If everything is correct, click the green bar that says "Continue".
4. You will now create your password. Your password must contain at least 1 Upper Case letter, at least 1 Lower Case letter, at least 1 number and be at least 8 characters long. Once you have entered your password twice to confirm it, the grey "Save and Sign In" box will become clickable. Click this box and you have successfully logged in.
   Please write down your password for future use.