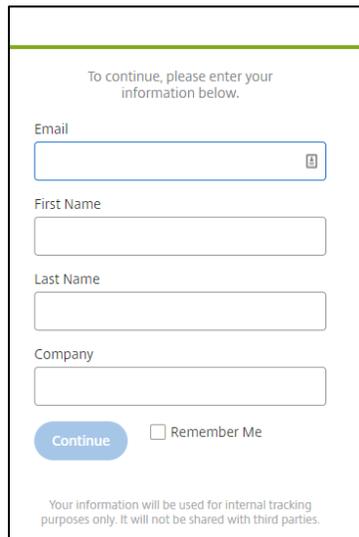


## Sending a file to Trout CPA via a ShareFile Request Link

1. Click on the ShareFile link in your email.

[Click here](#) to upload files.

2. Enter the email address that the link was sent to and fill out your First Name, Last Name, and Company and click **Continue**.



To continue, please enter your information below.

Email

First Name

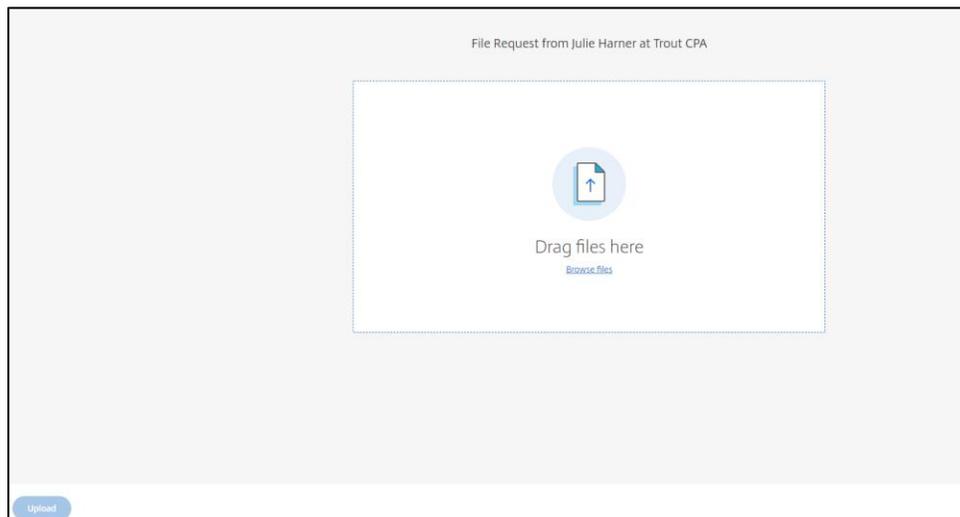
Last Name

Company

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

3. On this screen, select **Browse files**. Choose **Desktop** and select the file you are being requested to send. You can also drag and drop the files to the box shown below. Then click the blue **Upload** button.



File Request from Julie Harner at Trout CPA

Drag files here  
[Browse files](#)

4. The screen will show the file name and should say "Uploaded" to the right of it to indicate the upload to ShareFile was successful. You can then close out of the screen.