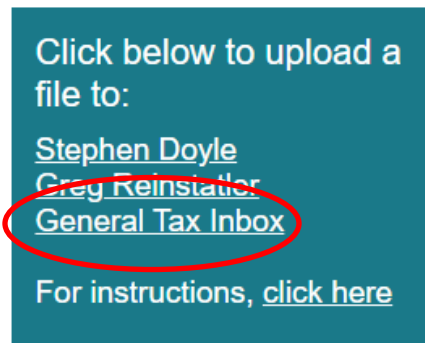


SHAREFILE INSTRUCTIONS

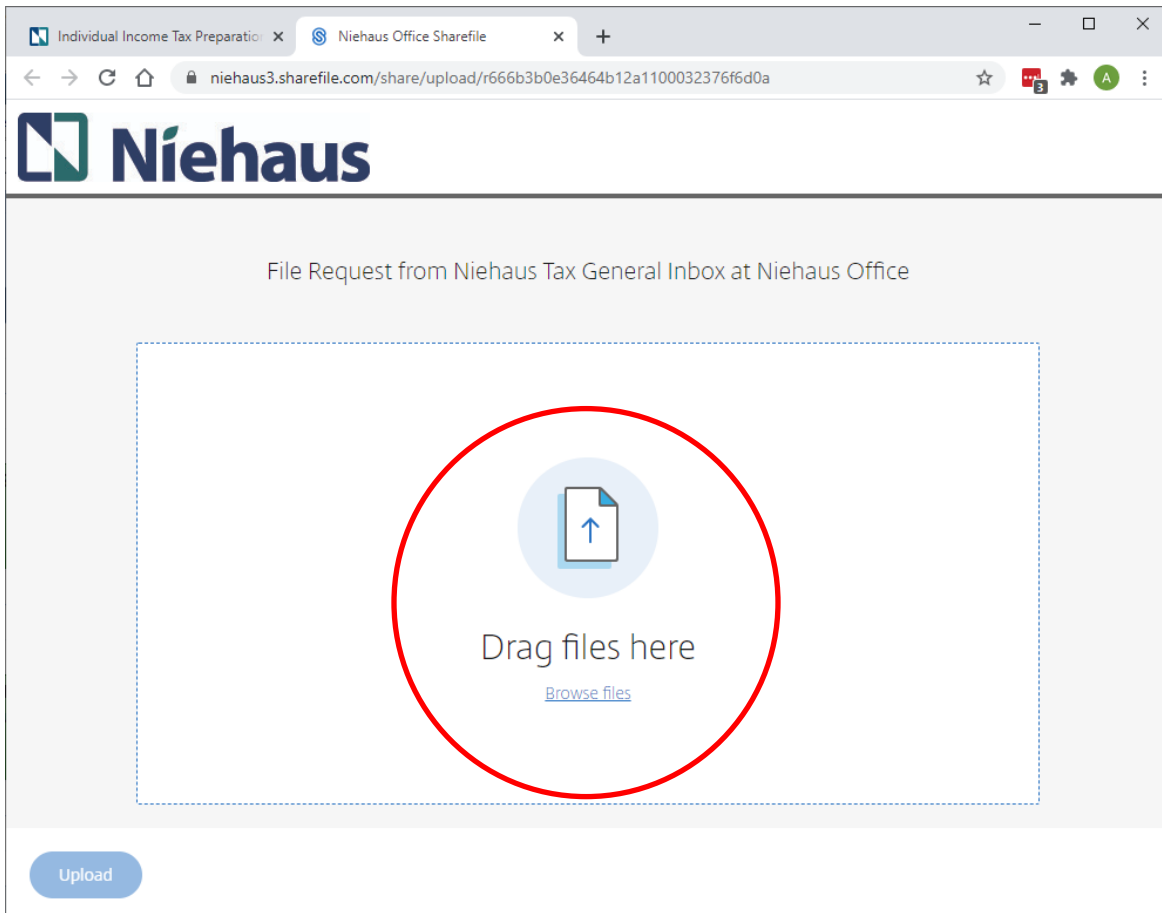
COMPUTER INSTRUCTIONS (SEE BELOW FOR MOBILE INSTRUCTIONS)

If you would like to share a file with us and you are not already signed up with Intuit Link, you can upload a document to our secure ShareFile inbox.

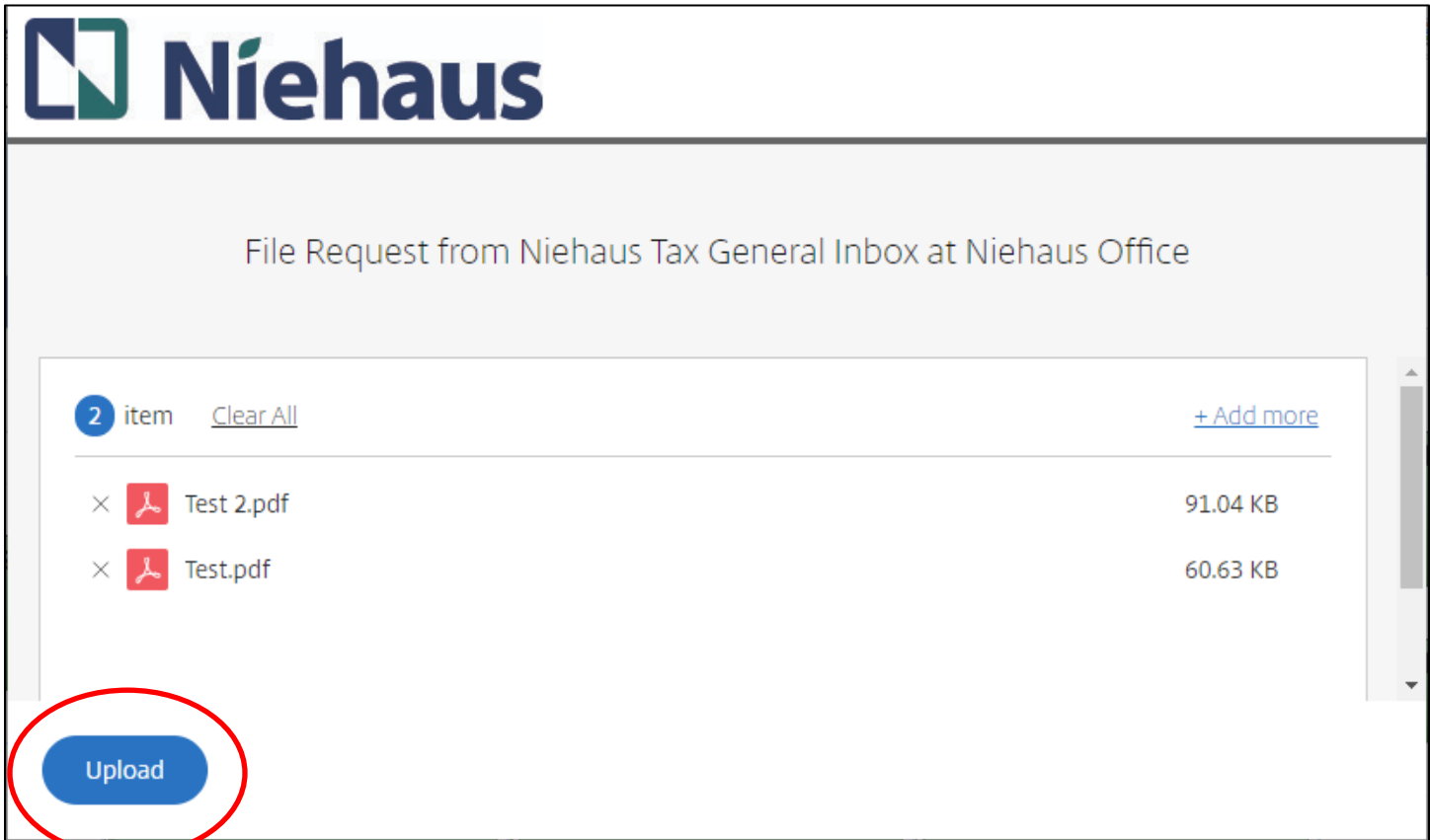
1. Click the link for Stephen, Greg, or our Niehaus Tax's General Inbox.



2. Next click **Browse files** to select the file(s), or you can drag and drop your file(s) to that window.



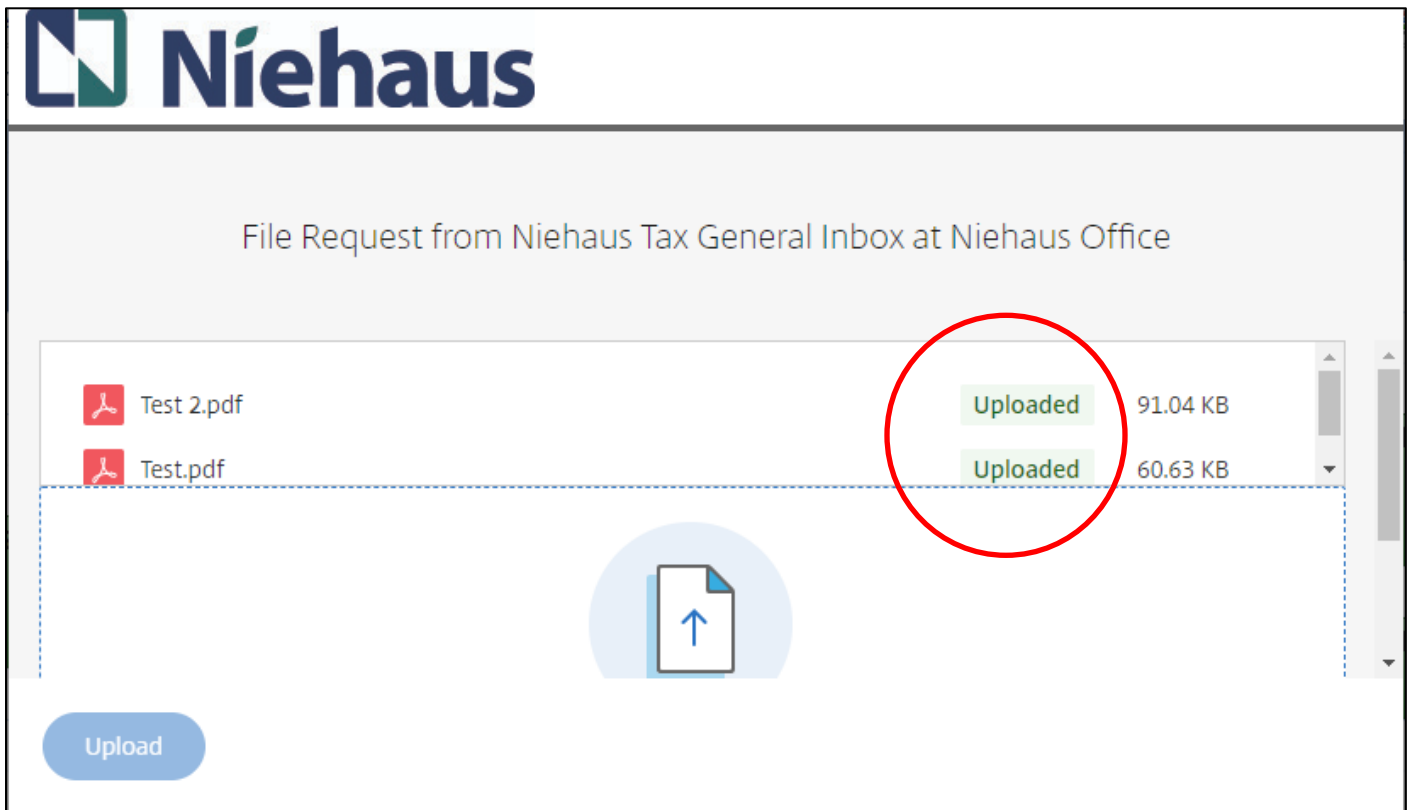
3. Once you've selected all files you wish to upload, click Upload in the bottom left hand corner



The screenshot shows the Niehaus logo at the top left. Below it, the text reads "File Request from Niehaus Tax General Inbox at Niehaus Office". A list of files is displayed with a "2 item" indicator and a "Clear All" link. The files are "Test 2.pdf" (91.04 KB) and "Test.pdf" (60.63 KB). A blue "Upload" button is circled in red at the bottom left.

File Name	Size
Test 2.pdf	91.04 KB
Test.pdf	60.63 KB

4. You will see a confirmation that your files have been uploaded. And you're done!

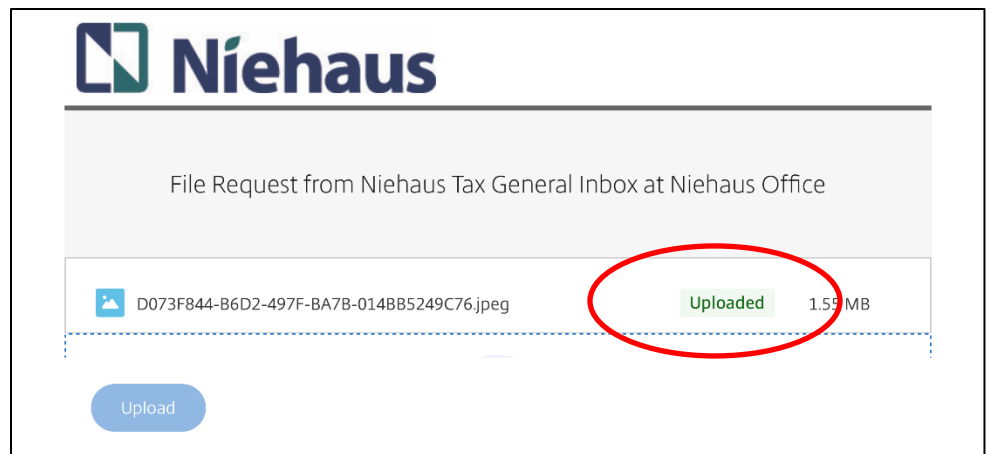
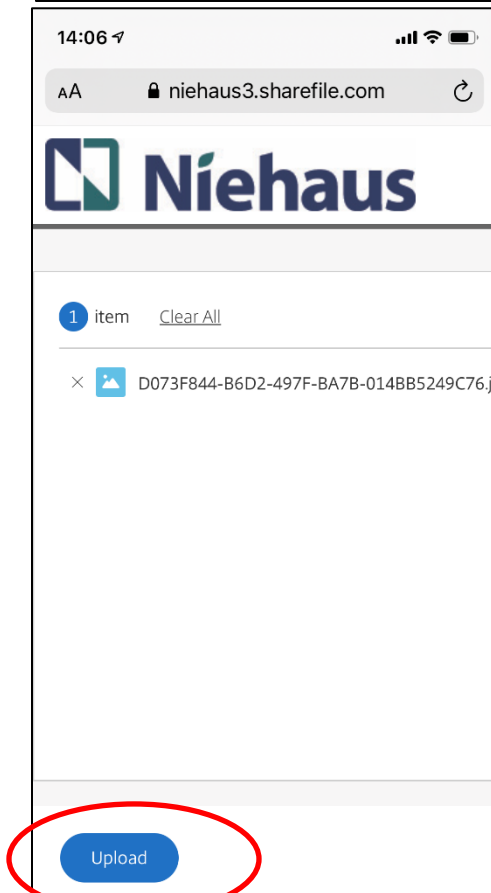
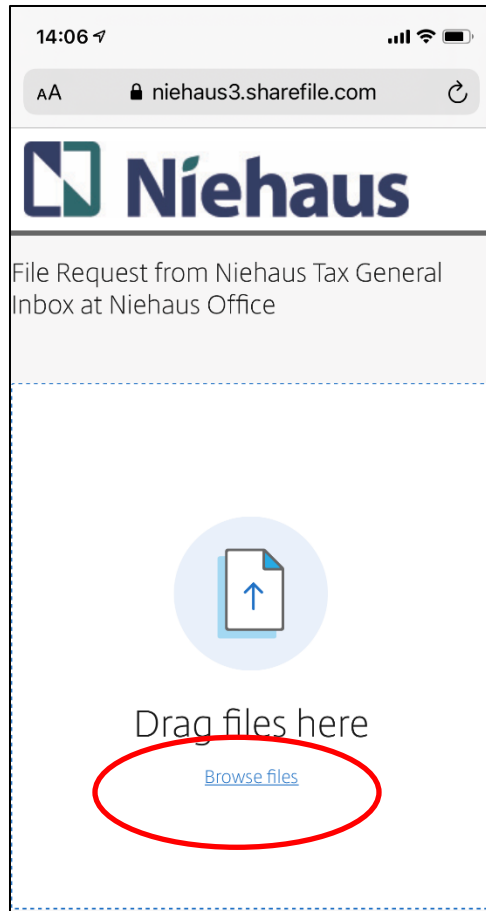
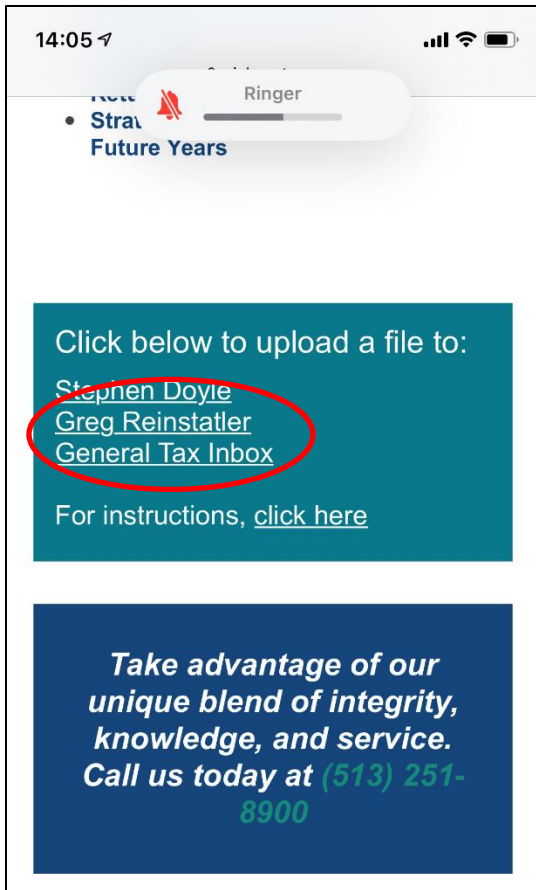


The screenshot shows the same Niehaus interface. The files "Test 2.pdf" and "Test.pdf" are now listed with a green "Uploaded" status next to their names and sizes. The "Upload" button at the bottom left is still present. A red circle highlights the "Uploaded" status for the 91.04 KB file.

File Name	Status	Size
Test 2.pdf	Uploaded	91.04 KB
Test.pdf	Uploaded	60.63 KB

MOBILE INSTRUCTIONS

Note that the website may be easier to use in landscape view.



Once your files show up as Uploaded, you're done!