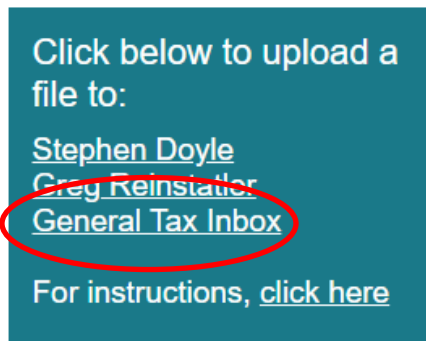


SHAREFILE INSTRUCTIONS

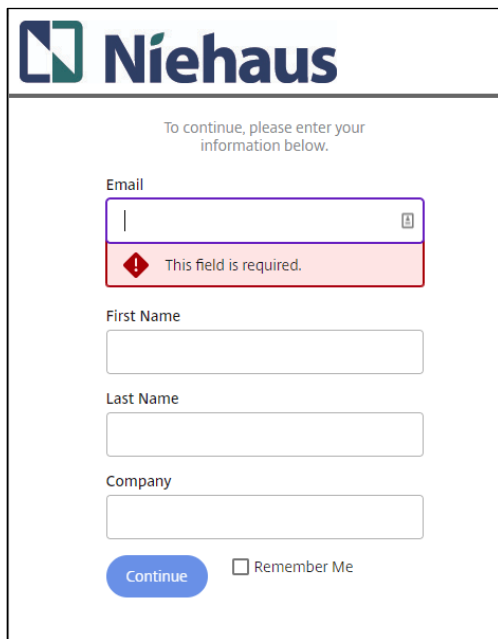
COMPUTER INSTRUCTIONS (SEE BELOW FOR MOBILE INSTRUCTIONS)

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. Enter your Email, First Name, and Last Name (you can leave Company blank) and hit Continue



Niehaus

To continue, please enter your information below.

Email

⚠ This field is required.

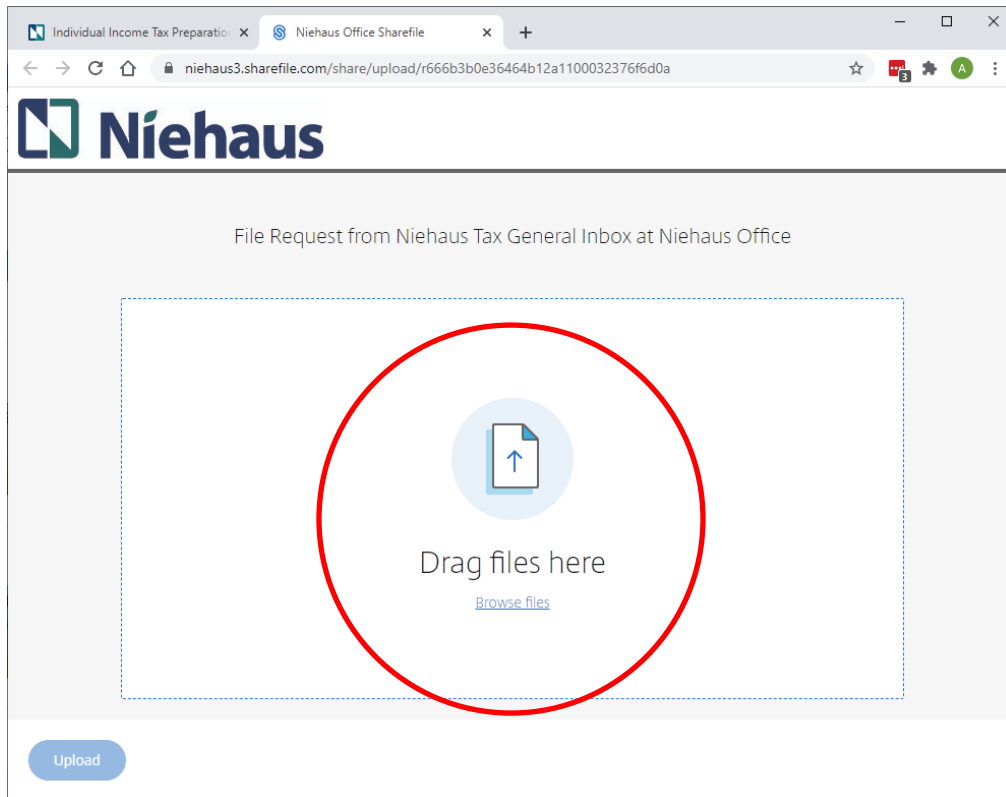
First Name

Last Name

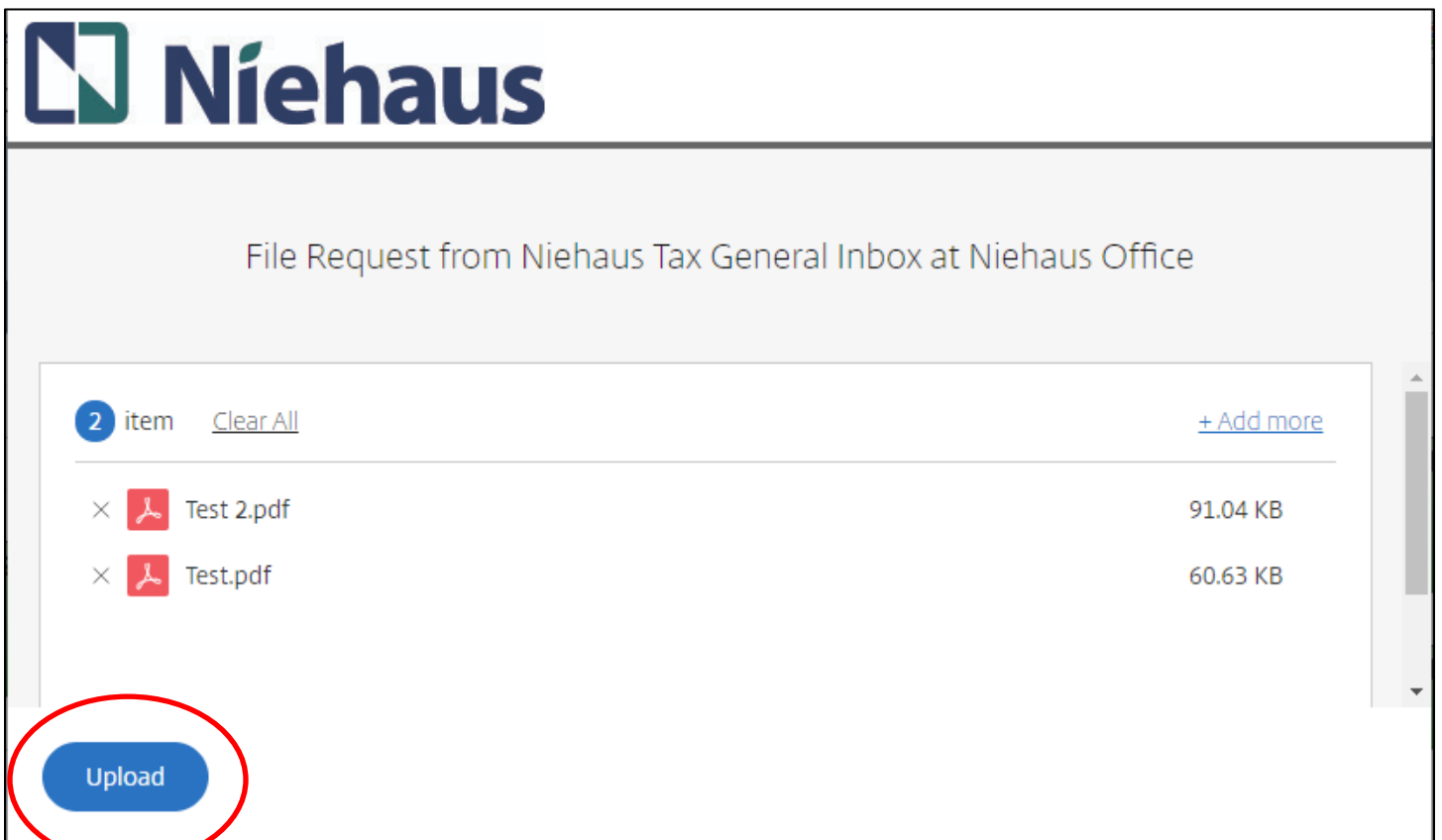
Company

Remember Me

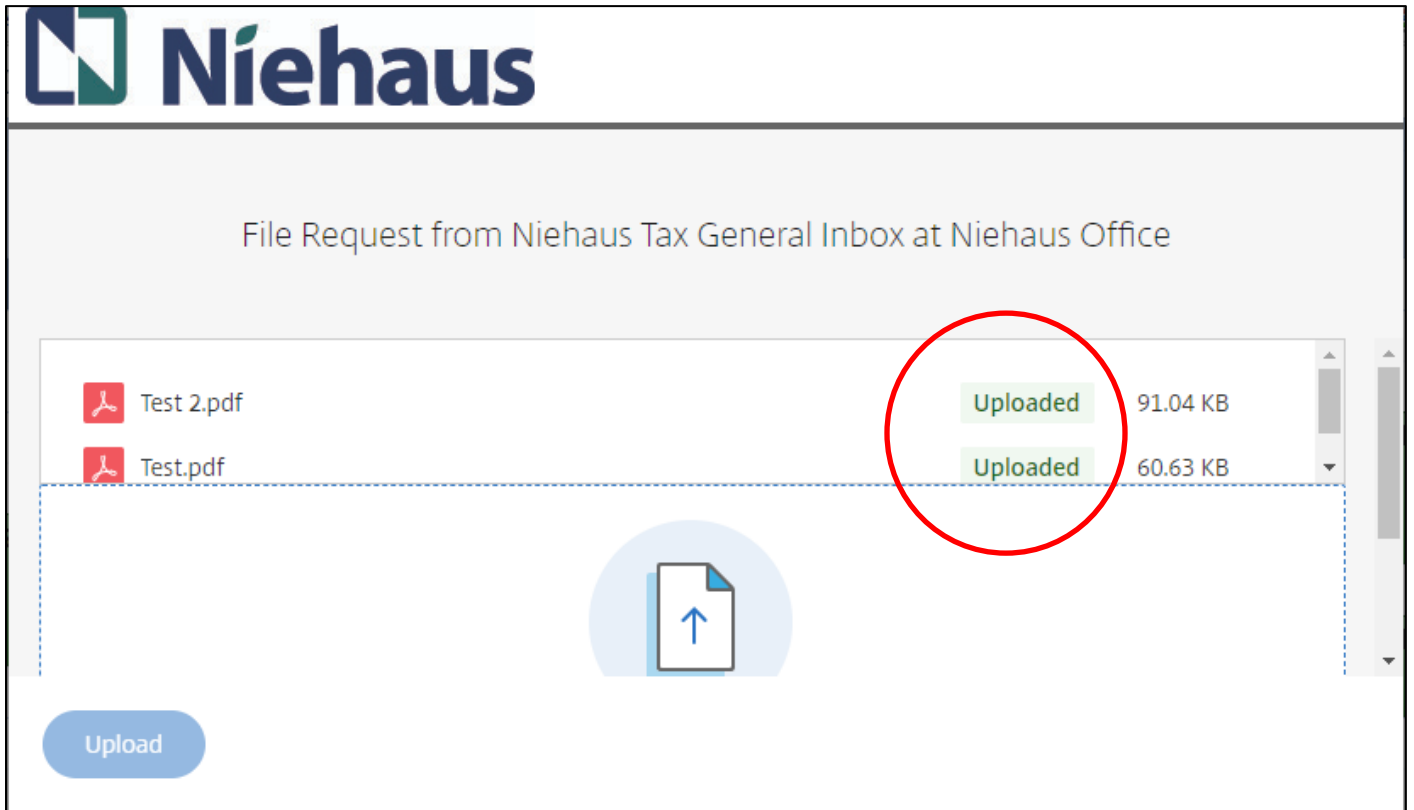
3. Next click **Browse files** to select the file(s) you want to share with us, or you can drag and drop your file(s) to that window.



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



5. You will see a “Uploaded” as confirmation that your files have been uploaded to our secure ShareFile inbox. Now you’re done!



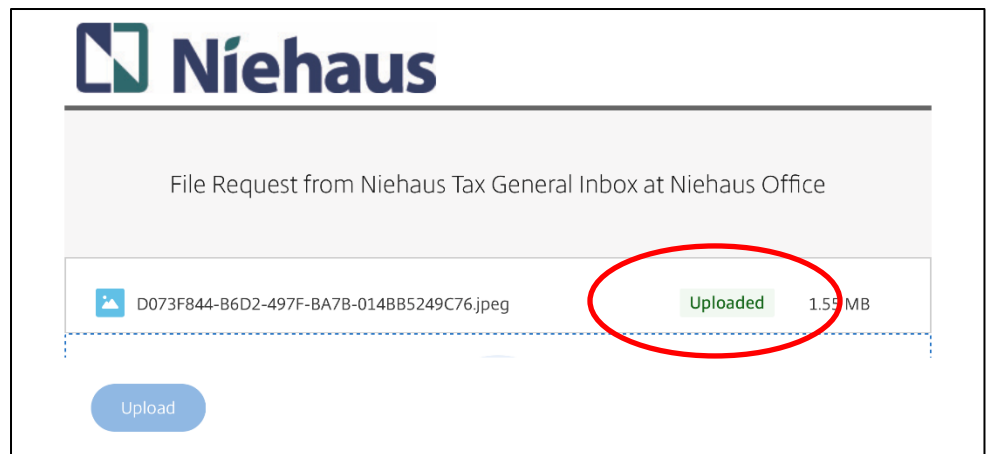
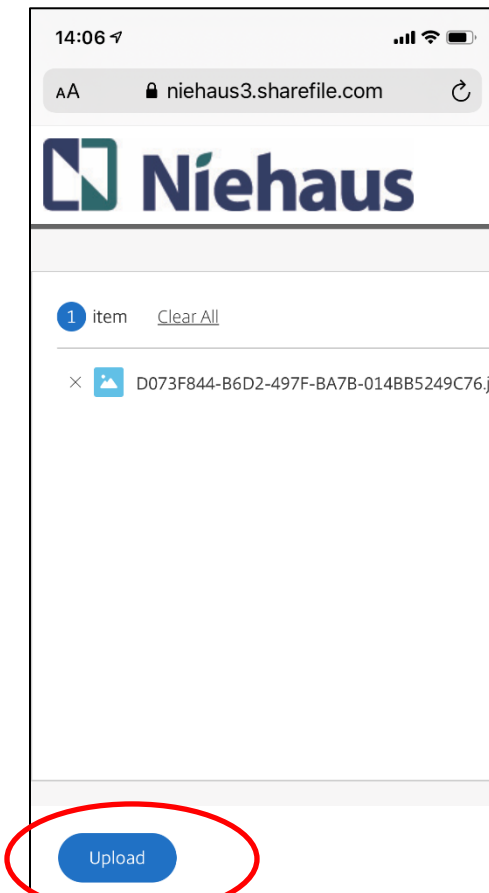
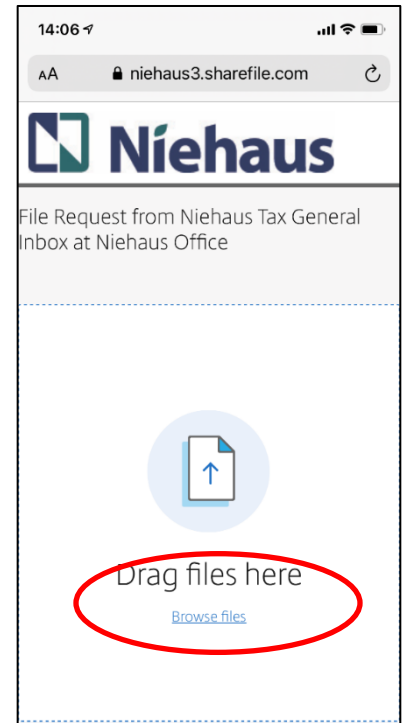
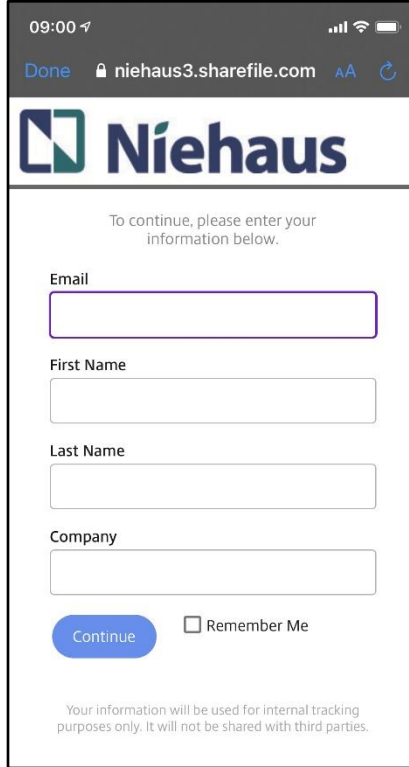
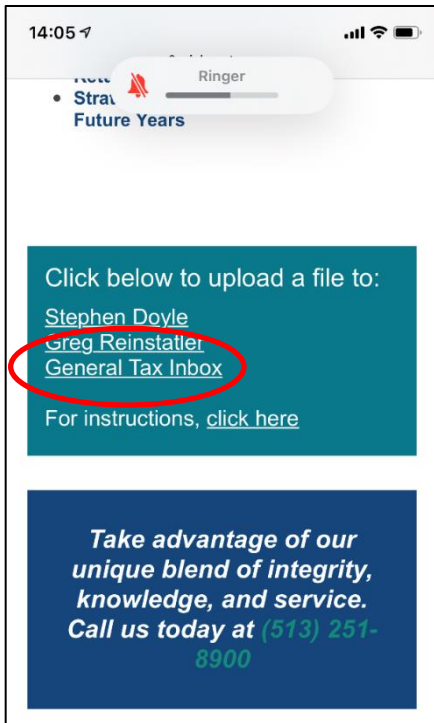
The screenshot displays the Niehaus file management interface. At the top left is the Niehaus logo. Below it, the text reads "File Request from Niehaus Tax General Inbox at Niehaus Office". A list of files is shown with the following details:

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

The "Uploaded" status for the second file is circled in red. Below the file list is a dashed blue box containing a document icon with an upward arrow, and a blue "Upload" button is located at the bottom left.

MOBILE INSTRUCTIONS

Note that the website may be easier to use if you hold your phone or tablet in landscape view.



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