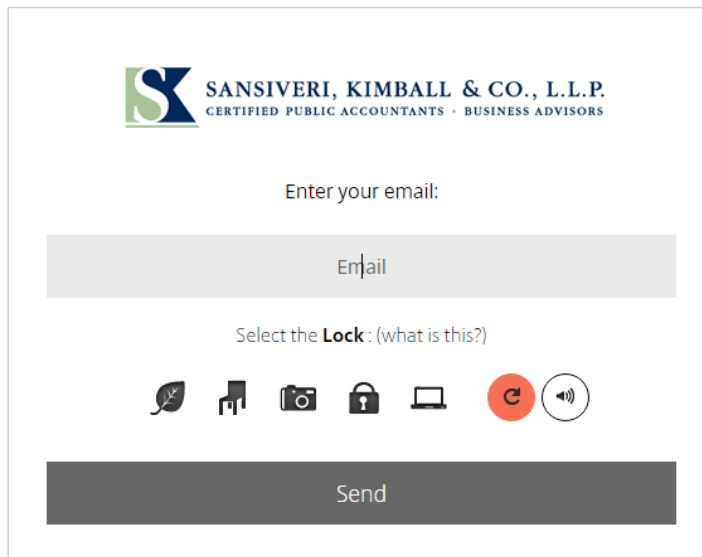


SHAREFILE ACCESSES INSTRUCTIONS

1. When you click on ShareFile Download Attachments link within the email, you will be redirected to a Sansiveri logon page as shown below:



2. If this is the first time you are accessing this site, please click on the Forgot password link at the bottom. You will be redirected to this page:



3. Enter in your email address that was used by Sansiveri. Select the image being asked for & click on Send
4. Check your inbox for an email sent by ShareFile Support. Click on the link: Reset your password now



A request has been made to reset your password. For security reasons, ShareFile does not store and is not able to retrieve your existing password. Click the link below to set a new password which will allow you to log in.

> [Reset your password now](#)

Trouble with the above link? You can copy and paste the following URL into your web browser:
<https://sansiveri.sharefile.com/?cmd=rp&id=9db0f2389dc19445>

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5. Create a new password following the requirements & click on Reset Password:

The screenshot shows a password reset form with the Sansiveri, Kimball & Co., L.L.P. logo at the top. Below the logo, it says 'Reset your password for [redacted]@gmail.com on Sansiveri, Kimball & Co LLP (sansiveri.sharefile.com)'. It then lists password requirements: 'Passwords must contain at least 8 characters, containing at least 1 number, 1 upper case letter, and 1 lower case letter.' There are two input fields labeled 'Password' and 'Confirm Password', and a 'Reset Password' button at the bottom.

6. Go back to original email with download link in it & click on it again. Enter in your email address and new password. You should be able to download file(s) now. The password you created can be used the next time a Sansiveri ShareFile transfer is sent to you.