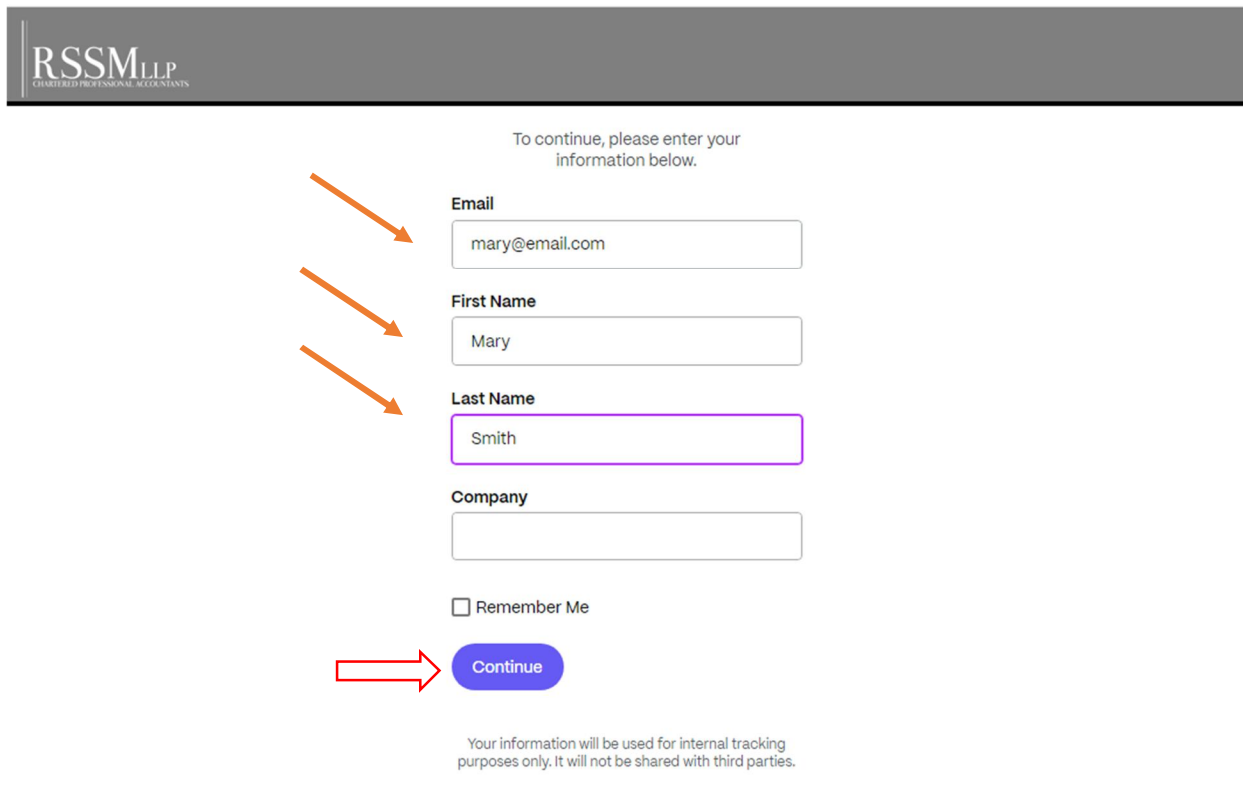


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The screenshot shows a login form for RSM LLP. At the top left is the logo for RSM LLP, Chartered Professional Accountants. The main heading reads "To continue, please enter your information below." There are four input fields: "Email" (containing "mary@email.com"), "First Name" (containing "Mary"), "Last Name" (containing "Smith"), and "Company" (empty). Below the fields is a checkbox for "Remember Me" which is unchecked. A blue "Continue" button is at the bottom, highlighted with a red arrow. Three orange arrows point to the Email, First Name, and Last Name fields. At the bottom, a small disclaimer states: "Your information will be used for internal tracking purposes only. It will not be shared with third parties."

Input your email, first and last name and continue to next page.

File Request from RSSM LLP at RSSM LLP

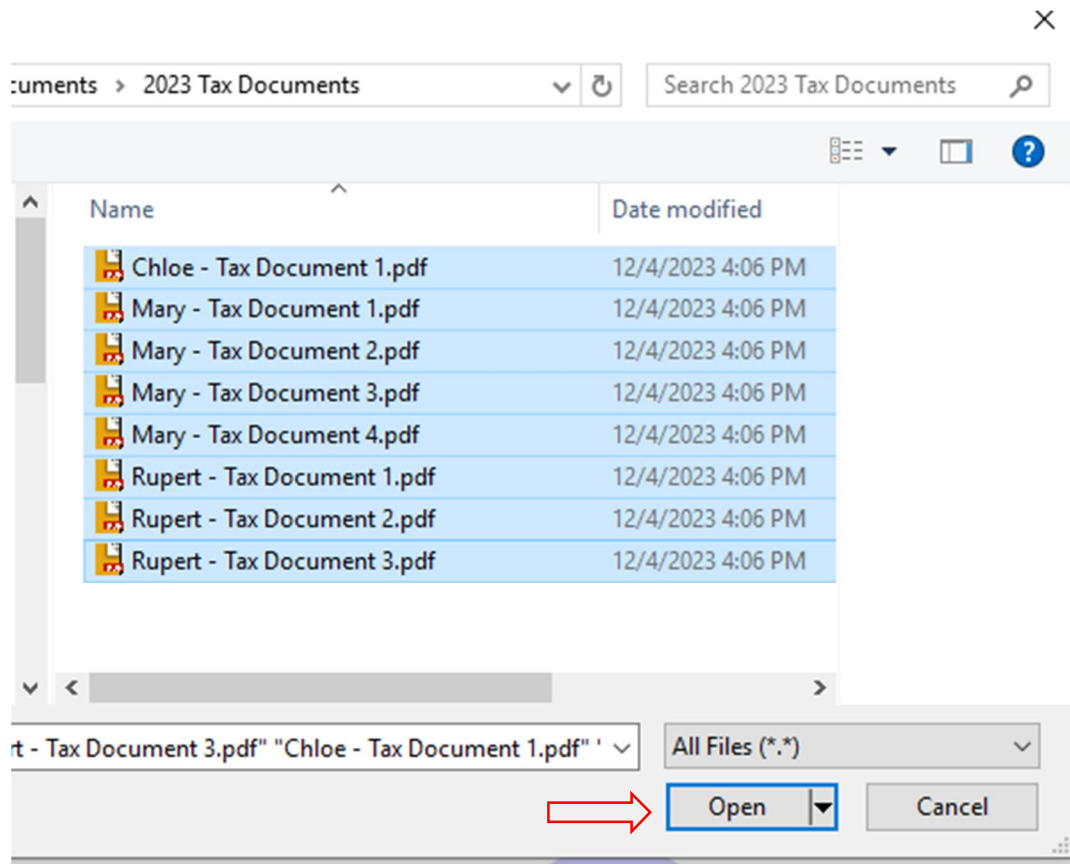


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Select all the files you need to upload by clicking the first PDF file, holding the Shift key on your keyboard and clicking on your last file. Once all your files are selected, click Open.

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×	 Mary - Tax Document 4.pdf	98.19 KB
×	 Rupert - Tax Document 1.pdf	98.19 KB
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Once your documents are added to Sharefile's upload window, they will look like this image. You can choose to add more files by clicking on the + Add more link at the top of the list. Once **all** the files for your tax package are listed, click the **Upload** button.

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File Request from RSSM LLP at RSSM LLP

	Chloe - Tax Document 1.pdf	Uploaded	98.19 KB
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	Mary - Tax Document 2.pdf	Uploaded	98.19 KB
	Mary - Tax Document 3.pdf	Uploaded	98.19 KB

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Erika,

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Client Upload

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Name: Rupert - Tax Document 2.pdf

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