



How To Share File Using The Secure Online Portal

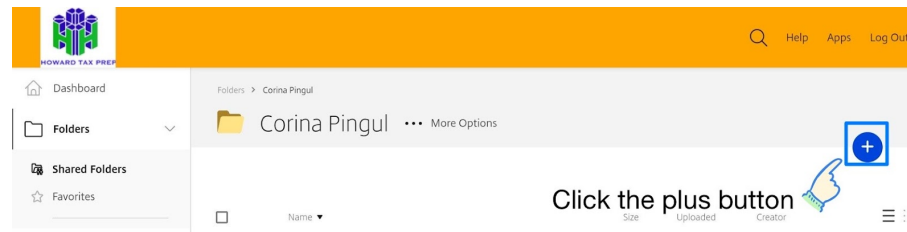
Please

see below screenshots of how to upload documents onto your Secure Online Portal folder. Your portal access would come from: "Sharefile support" and the subject reads "Trudy Howard Added You to ShareFile."

This

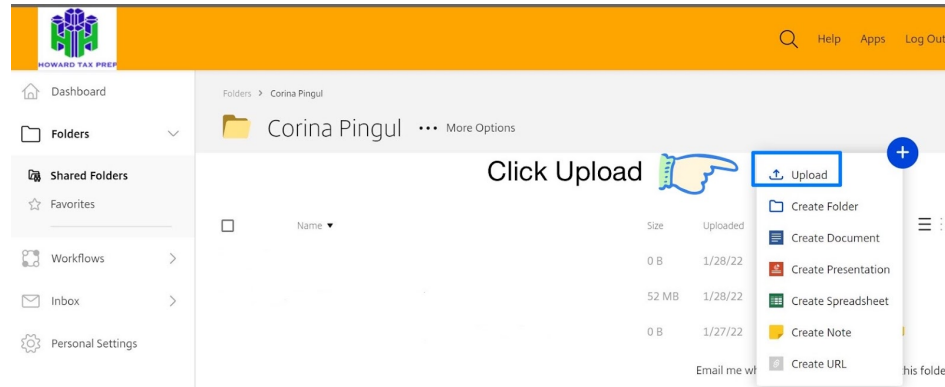
is your Howard Tax Prep LLC folder for uploading, downloading, and sharing documents with our tax firm.

1. Click the + icon/button to start uploading your files.

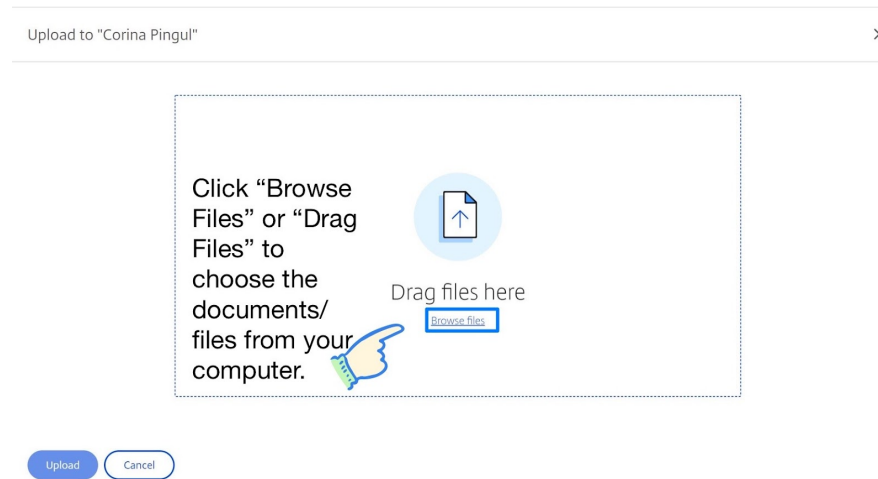


2. Click the Upload icon

on the right side.



3. You can "drag and drop" your files or choose files by clicking "browse files."



4.

Just click +add more to add more documents/files then click upload once finished.



HOWARD TAX
PREP LLC

Upload to "Corina Pingul"



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303.89 KB [Edit](#)

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