

Send a file with Share Safe.

You can send up to 20 files per message, up to a limit of 1 GB total size.

1. Click the link to open the firm's specific webpage for Share Safe.
2. Enter your email address, name, company name and contact number.
3. Click **Send a File**.
4. In the *Send file to* box, select the name of the person you are sending the file to, please send all payroll to Mindi Harling, if it is not already selected.
5. Enter a subject for the message.
6. Enter your message.
7. To add files to the message, either drag and drop files on the Files box, or click **Add File** to select files.
8. Click **Send**.
9. Click **Logout**.