

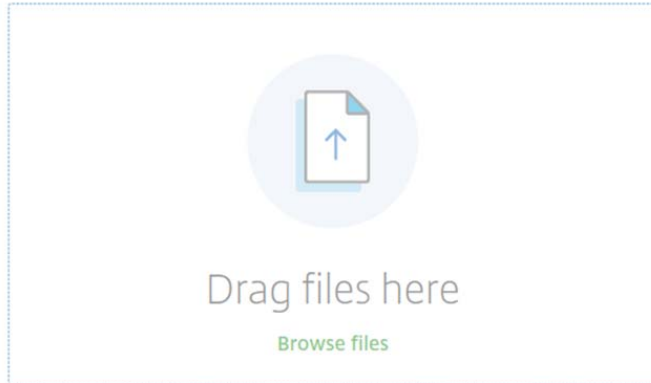
# Uploading Files Using ShareFile

## Uploading and sending a file is easy!

- ◆ Open a web browser (Google Chrome, Internet Explorer, Edge, Safari, Firefox)
- ◆ Browse to [www.sowell.cpa](http://www.sowell.cpa). Click on **Client Center / Secure File Sharing**
- ◆ Click the **Client Portal** button to open new window to upload your file(s). \*Note: Make sure pop-ups are not blocked so this window opens.
- ◆ Enter your username and password. The username is created by your preparer. If you haven't created a password yet, click Forgot Password.
- ◆ Drag files or browse to select your files.

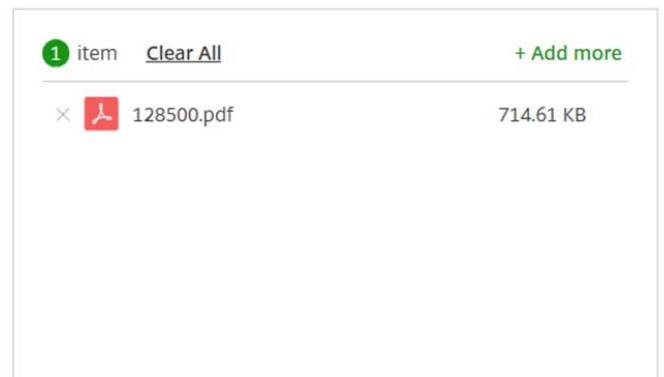
**\*\*For assistance, call us at (850) 769-2371\*\***

(image 1)



Upload

(image 2)



Upload