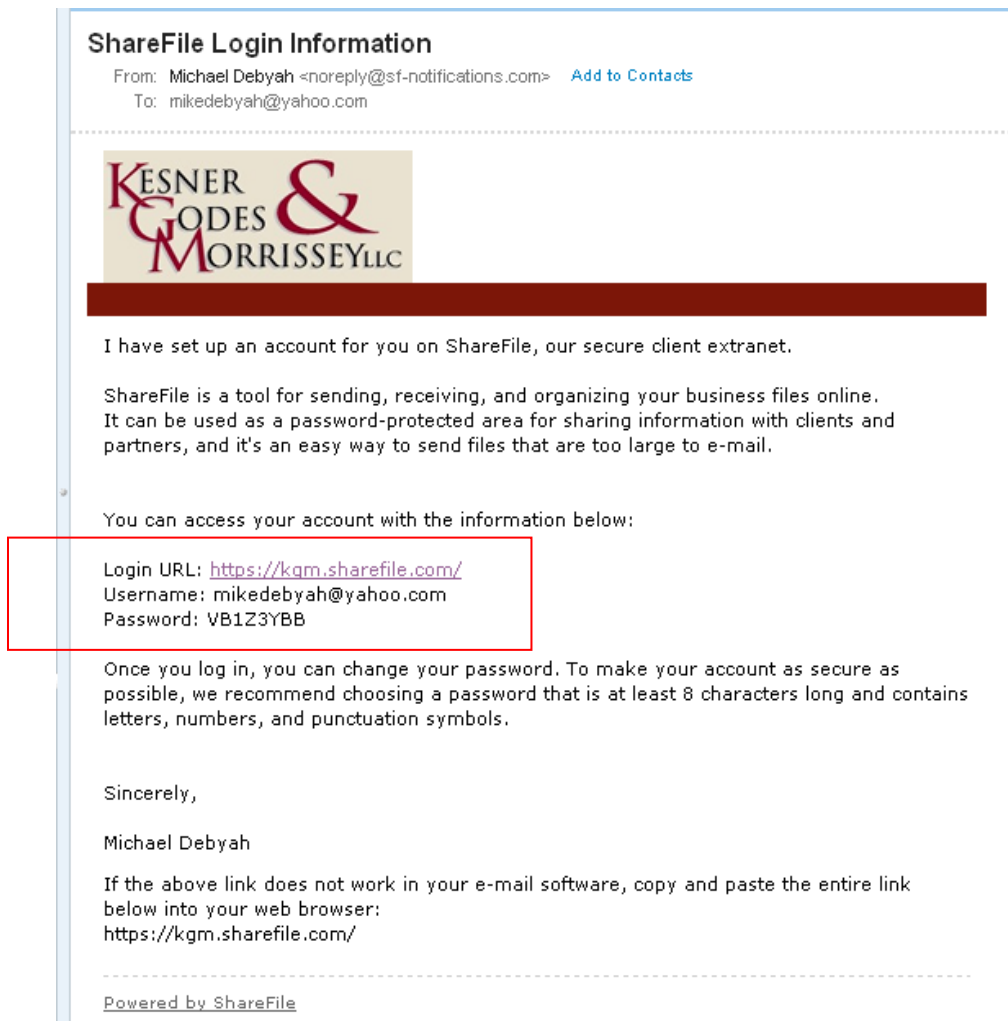


Getting set up on the ShareFile system

When we set you up as a client on the ShareFile system you should receive an automated email similar to this:



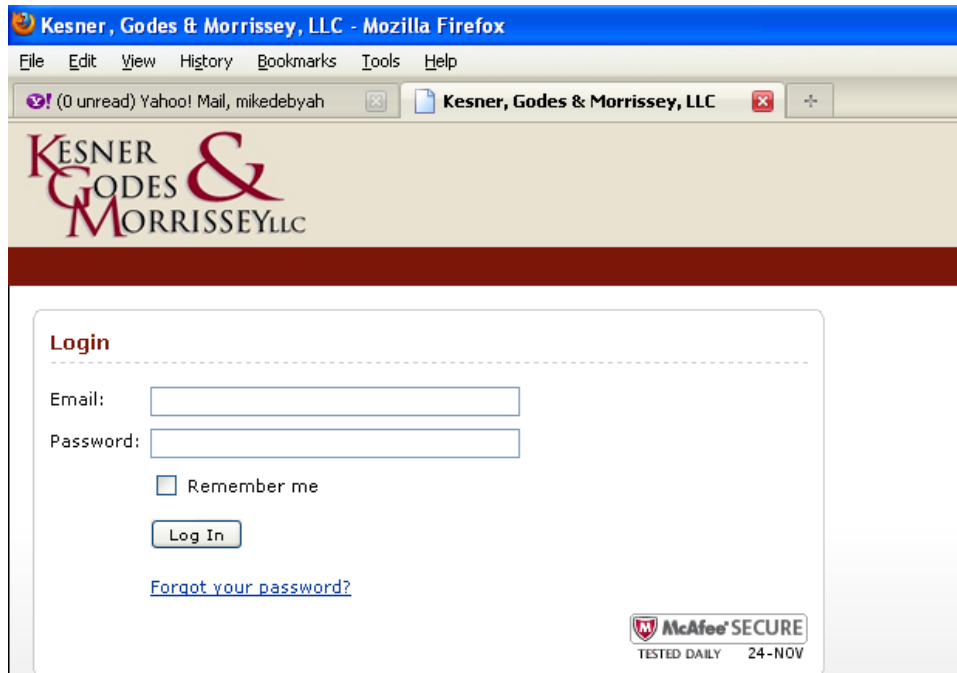
Note that the email contains a link, your username (which is your email address) and a temporary password.

You will need to click on the link, login with your username and temporary password, and create your own password.

Step by step instructions begin on the next page!

Getting set up on the ShareFile system

1. You need to click on the link in the email, which takes you to this website address: <https://kgm.sharefile.com>
2. Then you need to enter your email address and the temporary password from the email and click the “Log In” button.



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File Edit View History Bookmarks Tools Help

(0 unread) Yahoo! Mail, mikedebayah Kesner, Godes & Morrissey, LLC

**KESNER
&
GODES
MORRISSEYLLC**

Login

Email:

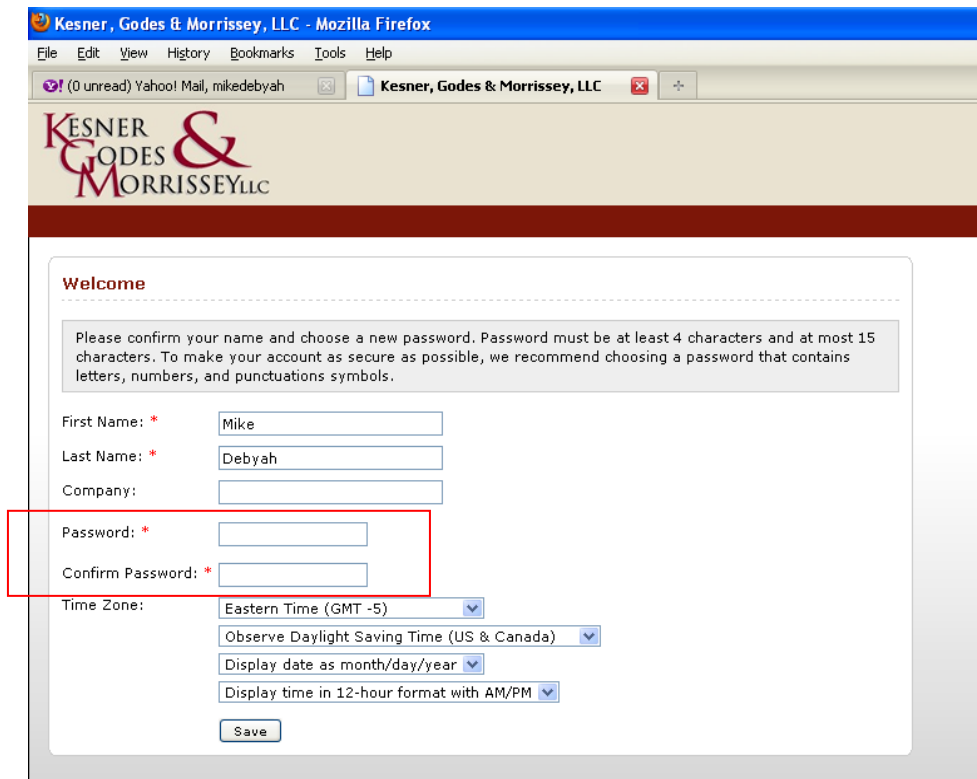
Password:

Remember me

[Forgot your password?](#)

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3. After you log in you will see the screen pictured below. You simply need to type your desired password twice and click the “Save” button:



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File Edit View History Bookmarks Tools Help

(0 unread) Yahoo! Mail, mikedebayah Kesner, Godes & Morrissey, LLC

**KESNER
&
GODES
MORRISSEYLLC**

Welcome

Please confirm your name and choose a new password. Password must be at least 4 characters and at most 15 characters. To make your account as secure as possible, we recommend choosing a password that contains letters, numbers, and punctuations symbols.

First Name: *

Last Name: *

Company:

Password: *

Confirm Password: *

Time Zone:

Getting set up on the ShareFile system

4. After you click "Save" you will see the main ShareFile page. Click the "Log Out" link and you are done.

