

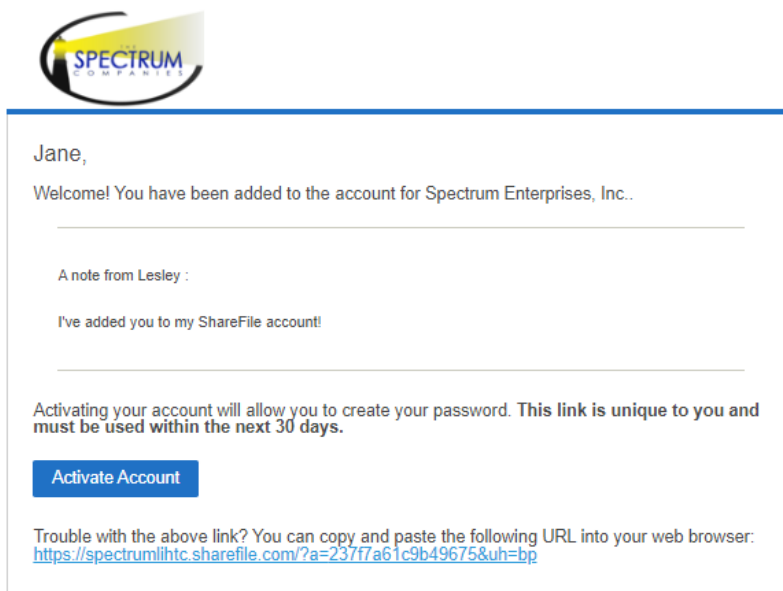


### **Instructions for uploading to the Citrix/ShareFile Portal**

Spectrum has an online portal for clients to use to upload and send files. This portal features robust security protocols and is capable of transmitting large batches of files in a single submission. There is no software to download or install to use this service. The process is similar to attaching a file in an email. Below are instructions to get you started:

1. An account for all users must be created. Please contact the Spectrum Operations Team listed below for a new account. If your account has already been setup please skip to step 2.

- 1a. Once your account has been created, open the welcome email from ShareFile Support [mail@sf-notifications.com](mailto:mail@sf-notifications.com) and click the blue "Activate Account" button.



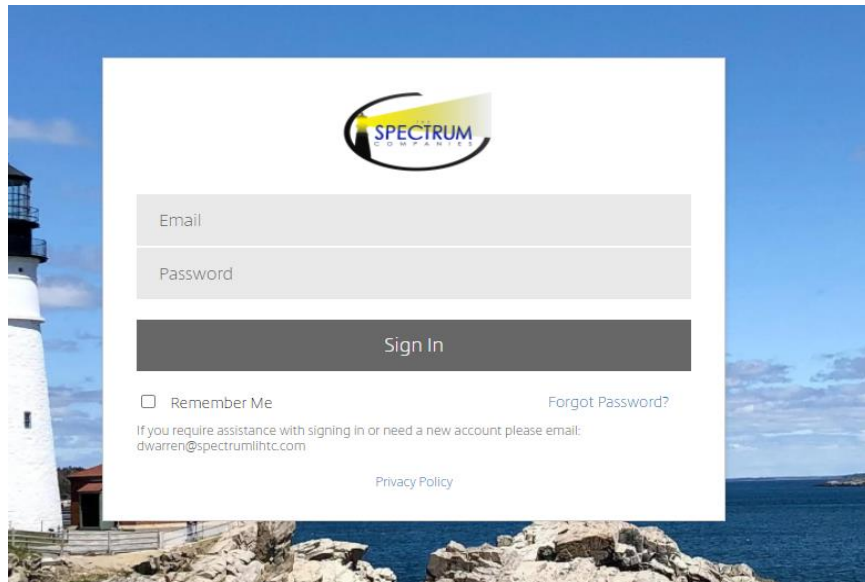
- 1b. Create your password for your account.

Password:   Show Password

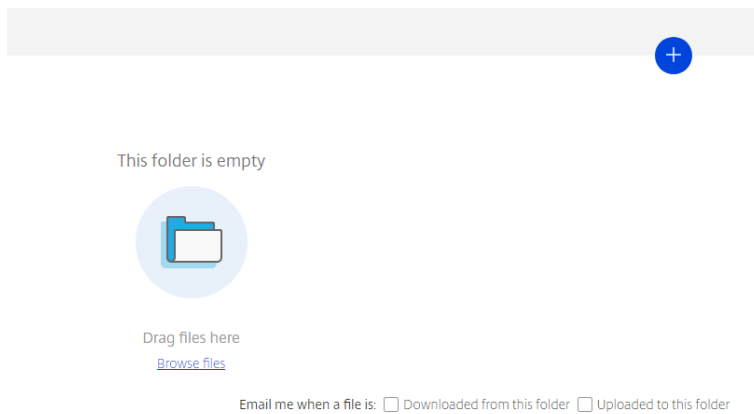
Confirm Password:

- To sign into your account use this link: <https://spectrumlihtc.sharefile.com/>

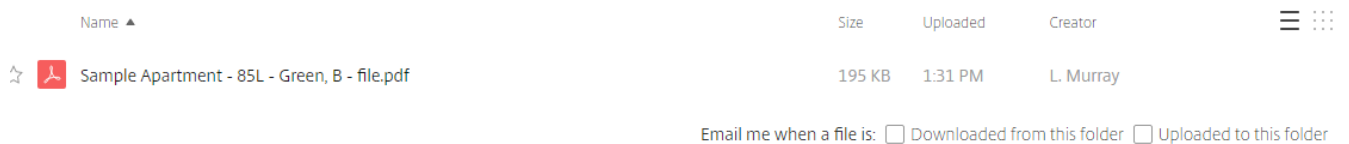
It is a good idea to bookmark this link and click the “remember me” box to auto save your email and password for future use.



- Once in your property’s folder, drag and drop the PDF(s) directly into the middle of the screen, or you can choose to click the big blue plus button to select files to upload from your computer.

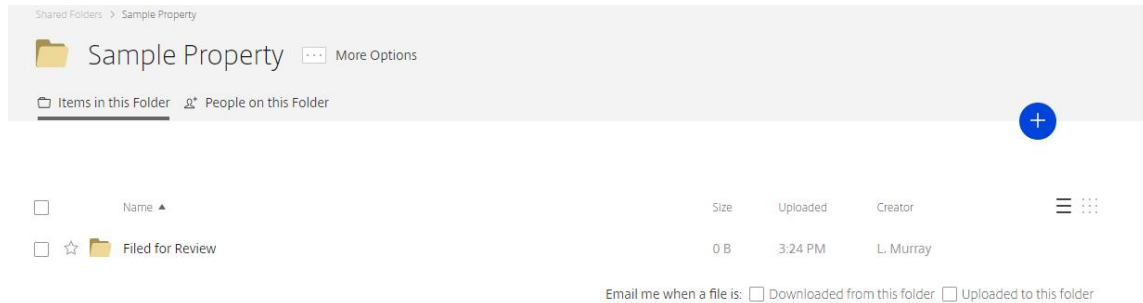


- Upon successful upload files will be marked with an upload time or date and a creator ID in the property folder.



- A confirmation email will be sent automatically from <mail@sf-notifications.com> to your account email and to the Spectrum Operations Team emails.

6. Forward the confirmation email to [spectrumapprovals@gmail.com](mailto:spectrumapprovals@gmail.com) and CC contacts who should receive the report. If you cannot locate this email, check your spam folder and contact the Spectrum Operations Team listed below.
7. Spectrum will download and move files to the “Filed for Review” folder. You will be able to view and download files in this folder but you will not have access to upload to this folder.



If you have any questions regarding submissions please contact the Spectrum Operations Team.

**Spectrum Operations Team**

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