<u>INSTRUCTIONS TO SEND SECURE FILES TO KURZMAN, DEMPSEY & KOWALKER</u>

Effective 5/30/13 we have changed the process to send Kurzman, Dempsey & Kowalker secure files. We are utilizing the "File Share" product. Please refer to the instructions below to set-up your free account enabling you to send files to us securely.

<u>STEP 1 - SETTING UP YOUR FILE SHARE ACCOUNT</u>

a) Please click the File Share button on our website. You can access it by clicking here.
b) Click on the "New User Registration" button.
c) Enter your contact information, review the Terms of Service and slick "Submit".
   a. PLEASE NOTE: Passwords must be at least 6 characters long and must contain a combination of either alpha and numeric characters, alpha and special characters, or numeric and special characters. The characters # & + , ( ) / @ and spacebar are not accepted."
d) Within 48 hours you will receive, to the email address you entered, an email with the following subject line: "File Share Notification", advising you that your account has been created.
e) Click the link in the "File Share Notification" email to activate your account.
f) You are now ready to upload files securely to our firm.
g) You only need to complete Step 1 once. In the future refer to Step 2 for instructions to upload secure files.

<u>STEP 2 - UPLOADING SECURE FILES TO THE FIRM</u>

a) Please click the File Share button on our website and enter your email address and the password you previously selected. You can access it by clicking here.
b) Once logged in, click "Upload Files" from the left menu.
c) Select the firm member you would like to send a secure file to. Click "Next" at the bottom of the screen,
d) Click "Add Files" located on the bottom left of the screen.
e) Navigate to the location of the file(s) you wish to send to the firm securely.
f) On the right hand side of the screen you can edit the body of the email that will be sent containing your secure file.
g) Once you have selected the files you wish to send securely and edited the email click "Upload and send email" located on the bottom left of the screen.
h) Your email and secure file(s) have been sent.
i) Click "Log Out" located at the top right of the screen.