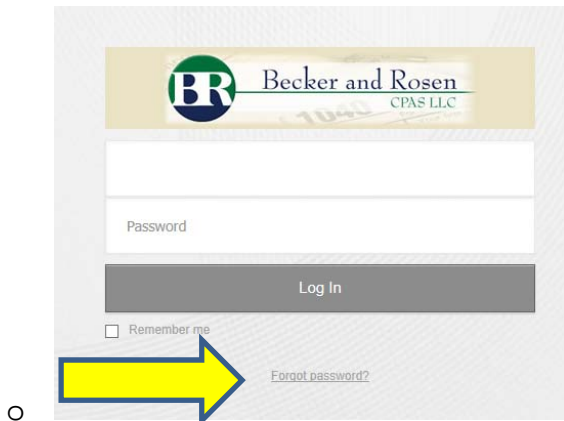


ShareFile account set up/access directions

Quick tips: Your username is your email address, for directions on setting up a new account scroll down in this document for those directions.

Directions to reset your password if you forget it:

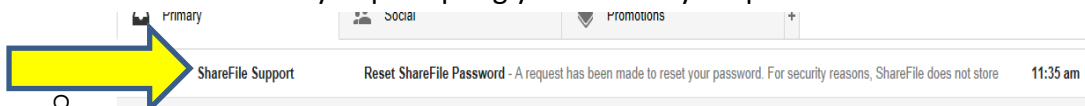
- Navigate to the Becker and Rosen ShareFile login page:
 - <https://brcpallc.sharfile.com/>
- Click the *Forgot password?* Link



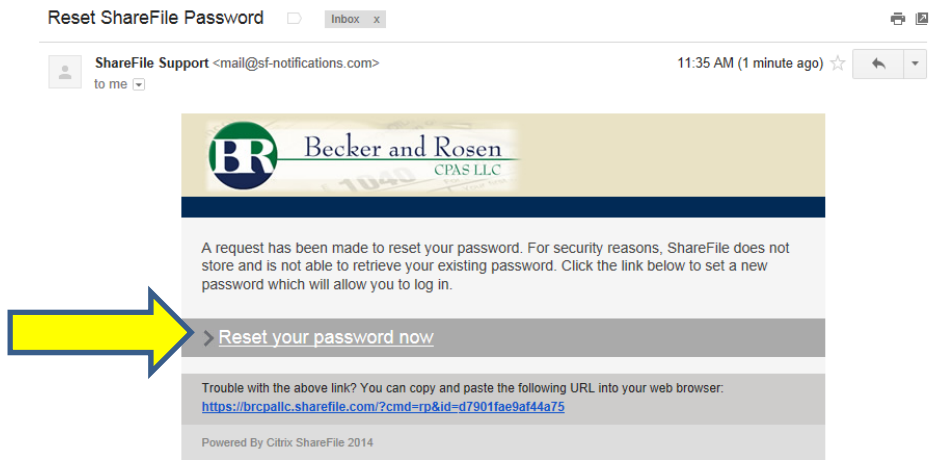
- Enter your email address in the field, select the small icon that the directions are prompting you for to prove that you are a human and not a computer program, and click send



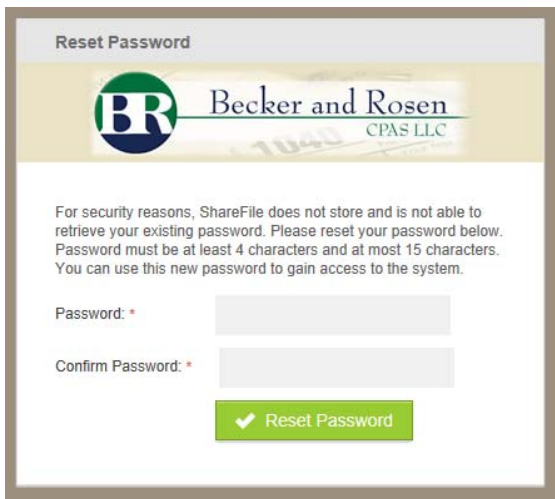
- An email will be sent to you prompting you to reset your password



- Open the email and click the *Reset your password now* link



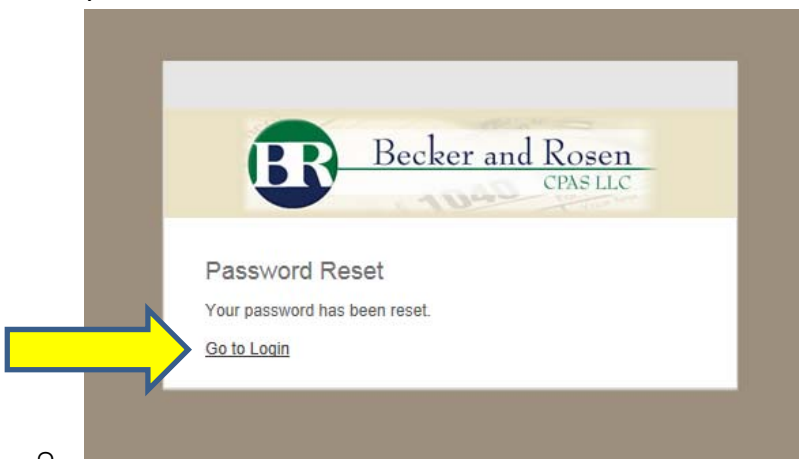
- You will be taken to a page that allows you to select a new password



- Please choose a password with the following criterion and click the Reset Password button

Must have at least 8 characters
Must contain both upper and lower case letters.
Must contain at least 1 number(s)

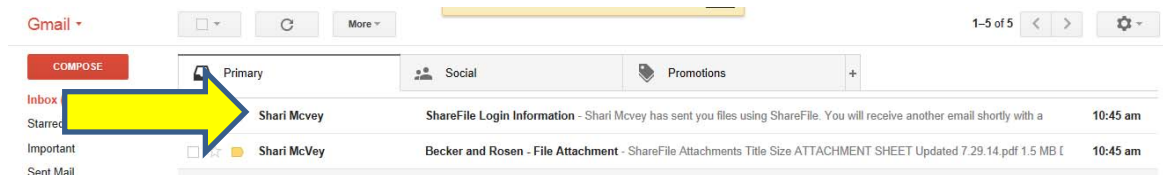
- Your password will be reset and you will need to navigate back to the login page using their link to sign in with your new credentials



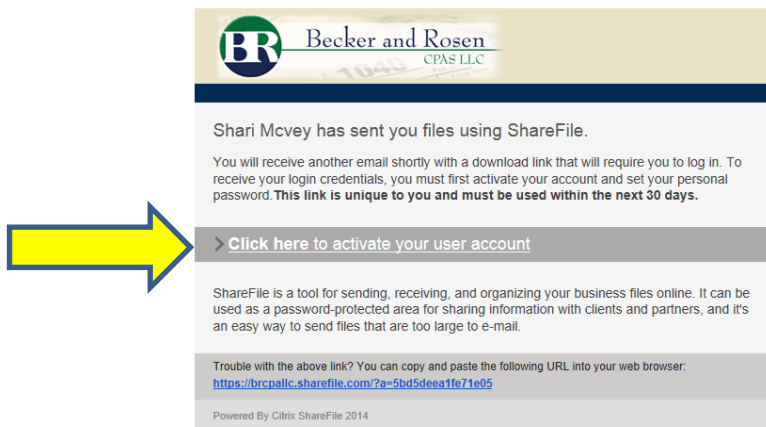
- Please remember your login credentials you will need these going forward to securely access any documents that we send you.

Directions to set up a new account:

- If you do not already have a username and password set up to access your account you will be receiving an additional email prompting you to set up an account. The email will be titled: *ShareFile Login Information*



-
- If you do not receive this email please check your junk or spam folder, your email provider may have a filter that is sending the email there.
- Open the ShareFile Login Information email and click on the *Click here to activate your user account* link



-
- Your username is automatically selected for you and will be your email address
- Please select a password with the following criterion:

Must have at least 8 characters
 Must contain both upper and lower case letters.
 Must contain at least 1 number(s)

-

- Fill in the rest of the required information fields and click *Save* when you are complete

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Username: zigzagstitches@gmail.com

New Password: *

Confirm Password: *

Login URL: https://brcpallic.sharefile.com/

Please confirm your personal information.

First Name: *

Last Name: *

Company:

Time Zone: (UTC -06:00) Central Time

Observe Daylight Saving Time (US & Canada)

Display date as month/day/year

Display time in 12-hour format with AM/PM

Save

Any use of your personal information is governed by the terms of our [privacy policy](#).
We do not sell, trade, or rent your personal information to third parties.

- You will be taken to a screen with the file we have sent to you

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Home My Settings Apps

Inbox (1)

Archived

Inbox

Files Sent To Me (1) Requested From Me

Archive

From	Subject	Expires	Received
Mcovey, Shari	ATTACHMENT SHEET Updated 7.29.14.pdf	6 months left	12/11/14 10:45A

No items selected

50 Items/Page

- When you try to click on the file you will be prompted to log into the account using your new credentials

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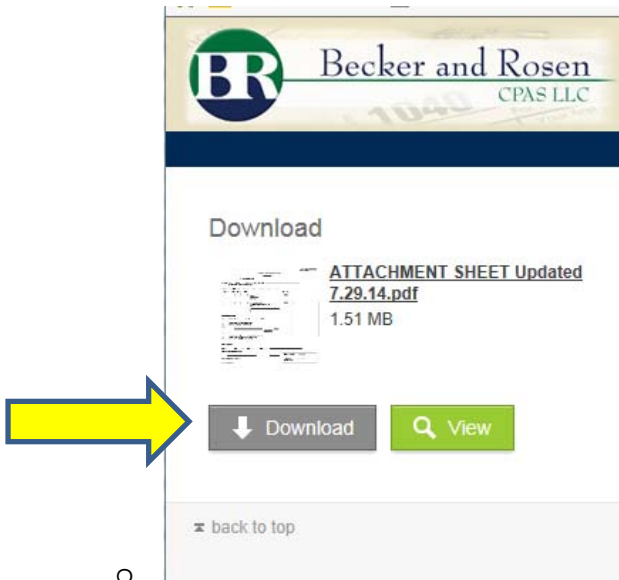
Password

Log In

Remember me

[Forgot password?](#)

- You will then be able to access your files and download the them for action or for your records



-
- Please remember your login credentials you will need these going forward to securely access any documents that we send you.