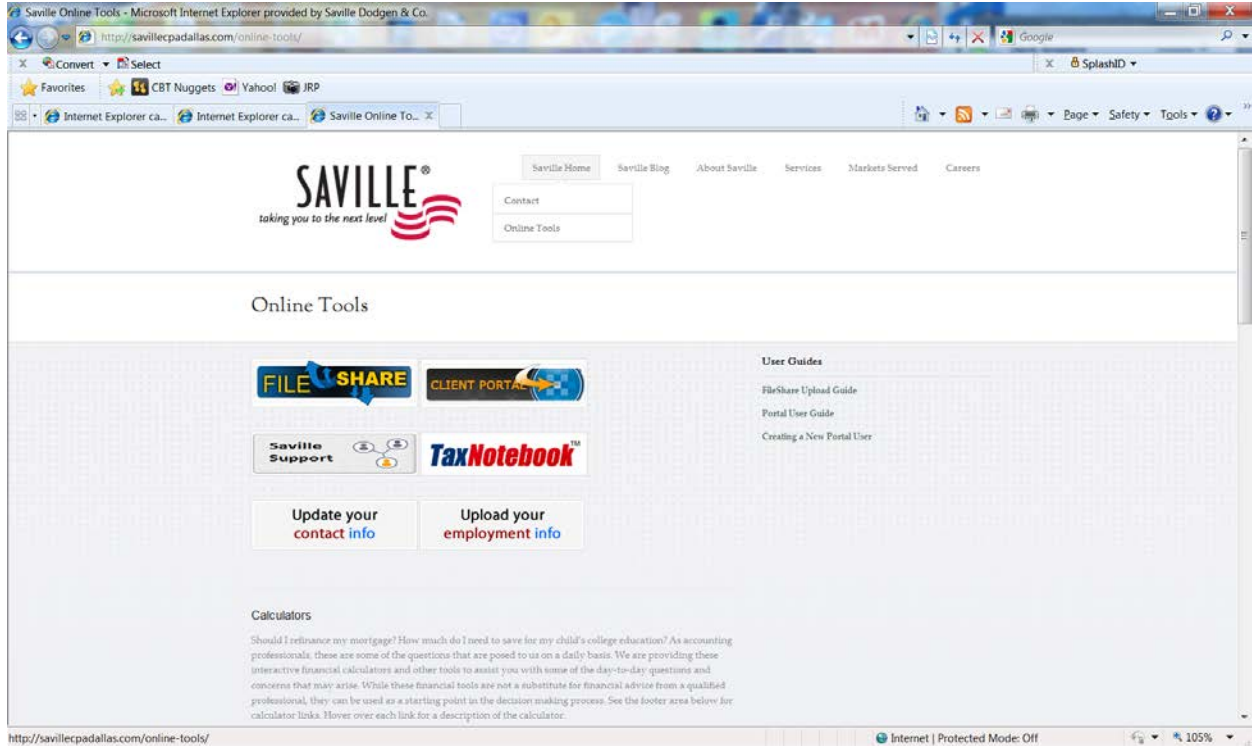


File Share log on instructions

1. Please access our Website at the following address, www.savillecpa.com
2. Once you have accessed the website, mouse over the “Saville Home” button on the top the home page. Click on the link labeled “Online Tools” and then click on “FileShare”.



3. After you have selected the File Share button, a log in screen will appear. If you already have a FileShare account, please enter your email address and your password to enter the FileShare site. If you do not remember your password, click on the “Forgot Password” link, and your password will be emailed to you.

If you are a new user, click on the “New User Registration” link and fill out the required information. This information will be submitted to Saville for account approval. This approval process is normally fairly quick, and you will receive a return email letting you know when your account is approved and activated. Once the account is activated, you will need to go back to the login screen and enter your username and password to enter the site.

Login

System Requirements

Email Address:

Password:

Disclaimer:

Data is securely stored in hardened and fully mirrored server sites located in the US. Please ensure a reliable internet connection before saving or retrieving files from this internet-based server as storage is on a remote-host server located within the Continental United States.

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Instructions on Uploading (Transferring) Electronic Files to Saville Dodgen

4. You will then see a Fileshare home page.

Saville Dodgen & Company, PLLC
johni@savillecpa.com

CCH
a Wolters Kluwer business

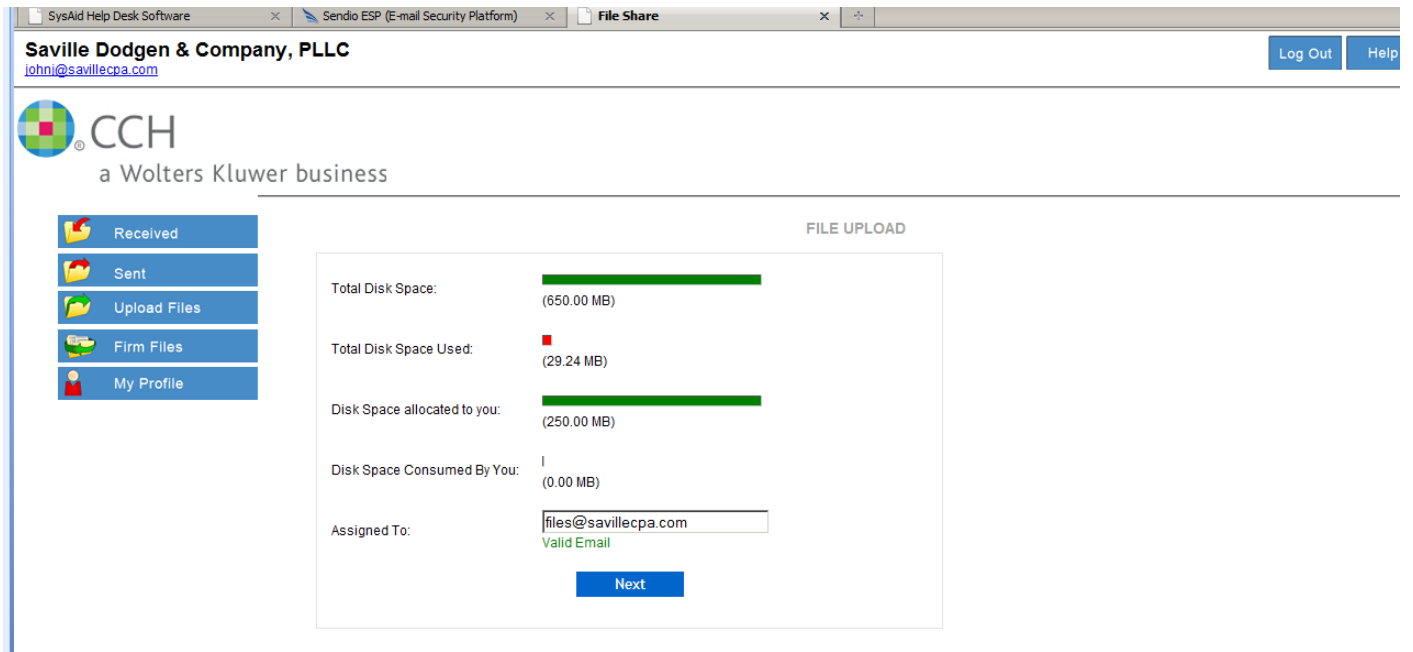
- Received
- Sent
- Upload Files
- Firm Files
- My Profile

FILES SENT

DOWNLOAD	DELETE	FILE NAME	TYPE	SIZE	DATE UPLOADED	ASSIGNED TO	NUMBER OF DOWNLOADS
No records found							

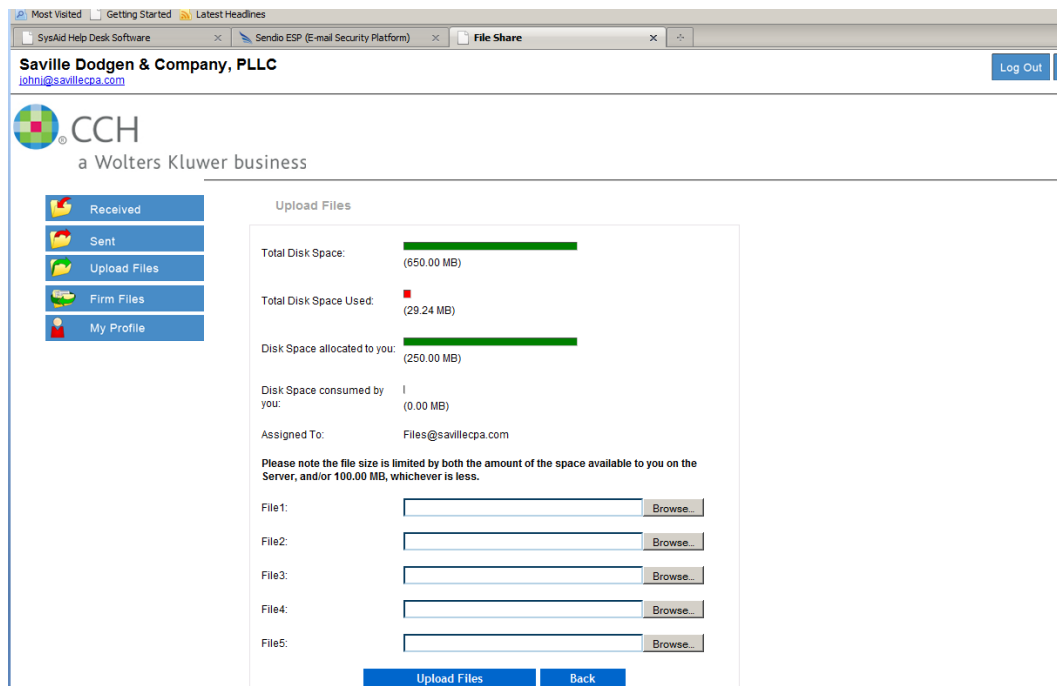
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5. On the left side of this page you will see a button labeled "Upload Files". Click on this button. A screen similar to the one below will appear:



6. In the box next to “Assigned to” enter the address files@savillecpa.com. Click “Next”.

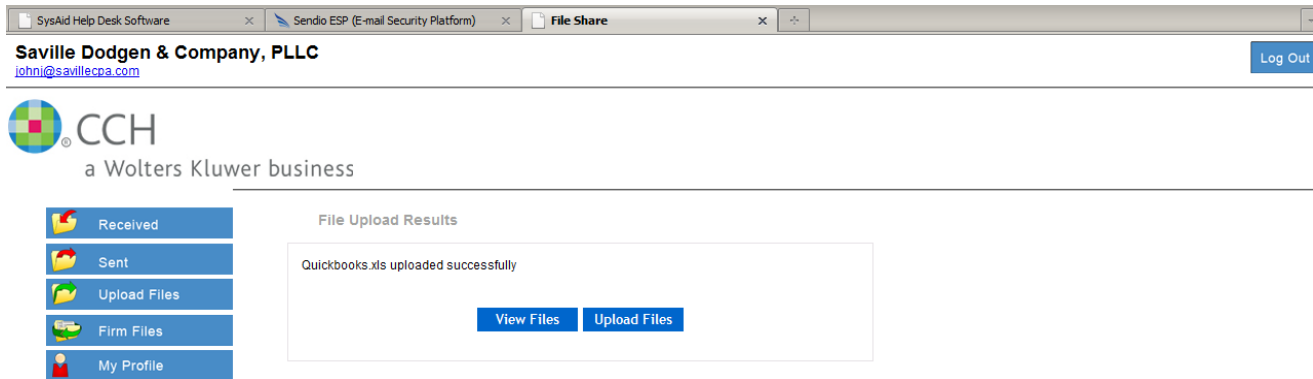
8. You will then see a screen that looks like this:



9. Click on the “Browse” button located beside “File 1”. This will allow you to browse your computer and locate the file that you want to upload.

10. Once you have found, and highlighted your file, select “Open” on the lower right of the screen. The address of the file will now be “File 1” dialog box. If you have more than one file to upload, choose the “Browse” button beside “File 2” and add that file as well.

11. Now click on the "Upload" button. You will see a message that your upload is in progress and once the upload is completed a screen like the one below will appear:



12. You have successfully uploaded the file and you can return to upload another file or simply log out. The system will automatically notify us that a file has been uploaded and we will retrieve it.

If you have any questions related to uploading or downloading your file, please contact our Administrator at file@savillecpa.com or 214-922-9727.

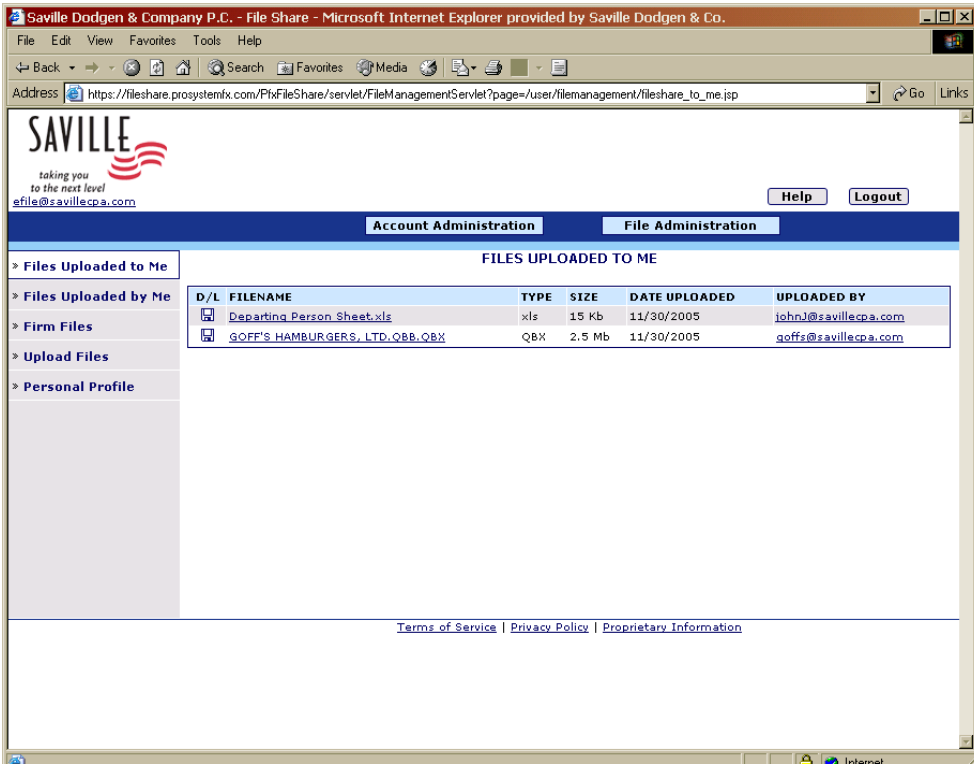
Instructions on Downloading (Receiving) Electronic Files from Saville Dodgen File-Share

1. Please access our Website at the following address, www.savillecpa.com
2. Once you have accessed the website, click on the "File Share" button at the bottom of our homepage. It will look like this:



3. After you have selected the File Share button, a log in screen will appear. At this log in screen please enter your username (email address) and your password to enter the File Share Portal.

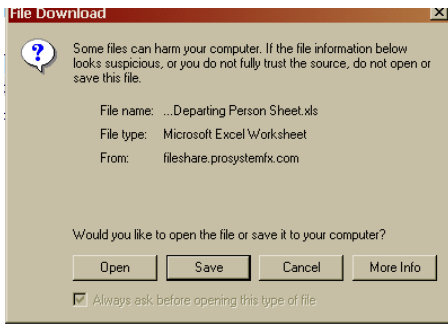
4. You will then see a "Files Uploaded to Me" page.



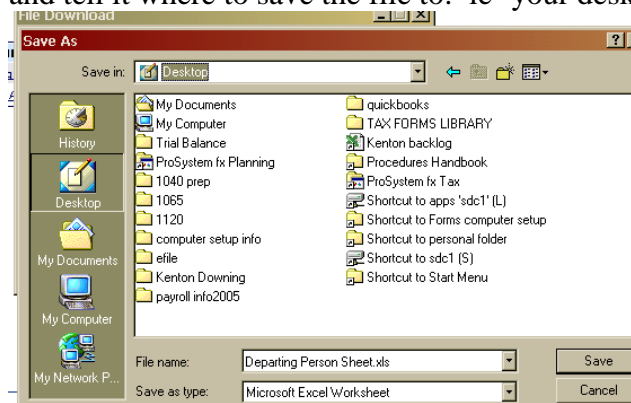
5. Next click on the D/L next to file you want to download. (picture of floppy disk)



6. Click on the Save button



and tell it where to save the file to: ie- your desktop or the client's file



Click save and wait for it to finish.

The screen will close when it is finished.

Please click on logout to exit out of fleshare.