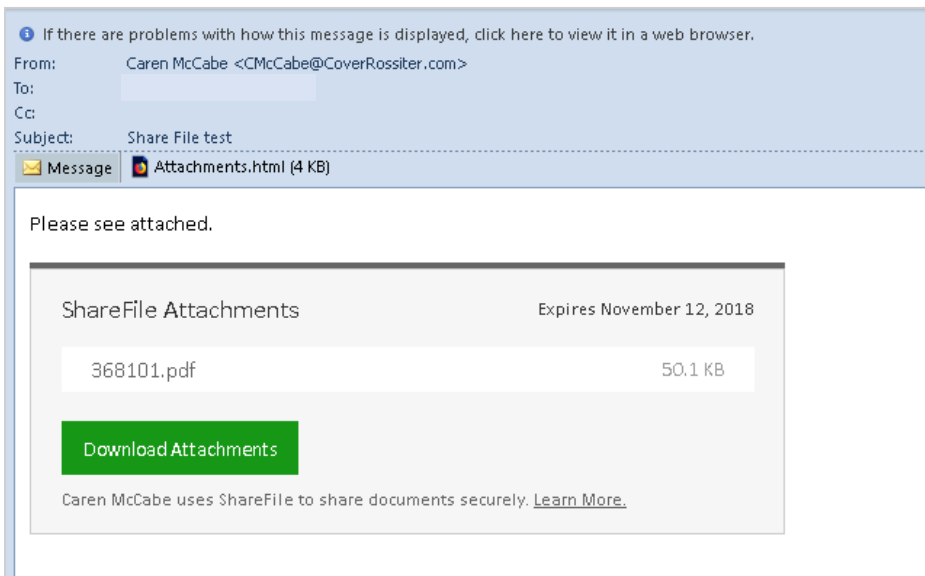


# Cover & Rossiter's Secure File Sharing Method

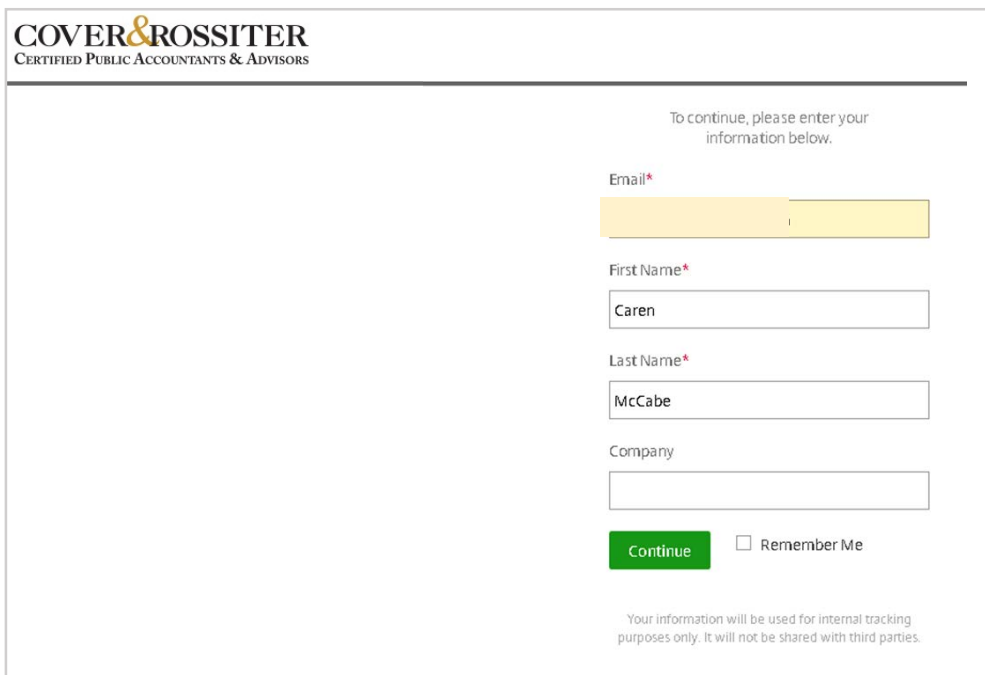
ShareFile, a Citrix product, is Cover & Rossiter's preferred method for sharing all types of files (Excel, Word, PDF, QuickBooks, .jpeg, etc.). When you request us to send you a document containing sensitive information, i.e., your SSN, date of birth, EIN, address, passwords, banking information, etc., we always use ShareFile.

## Downloading a file is easy!

- ◆ You will receive an email from us. Click on the **Download Attachments** button (*image 1*).
- ◆ Enter your email address, first name and last name. Click **Continue** (*image 2*). **NOTE:** You may be prompted to enter a password. If you don't know it, click on **Forgot password** and a link to reset the password will be sent via email.
- ◆ Click **Download** in the upper right corner and download to your PC as you normally would.
- ◆ For assistance, call us at (302) 656-6632, or call ShareFile support 24/7 at (800) 441-3453.



(image 1)



The image shows a registration form for Cover & Rossiter. At the top left is the logo "COVER & ROSSITER" with "CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS" below it. The main heading is "To continue, please enter your information below." The form has four input fields: "Email\*" (with a yellow background), "First Name\*" (with "Caren" entered), "Last Name\*" (with "McCabe" entered), and "Company". Below these fields is a green "Continue" button and a checkbox labeled "Remember Me". At the bottom, there is a small disclaimer: "Your information will be used for internal tracking purposes only. It will not be shared with third parties."

(image 2)