

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.). We recommend that you avoid emailing unsecure files that contain sensitive data, i.e., your SSN, date of birth, EIN, address, passwords, banking information, etc.

Uploading and Sending a file is easy!

- ◆ Open a web browser (Google Chrome, Internet Explorer, Safari, Firefox)
- ◆ Browse to www.CoverRossiter.com
- ◆ Click **File Drop** in the upper right corner to open the **Upload Files** window (you may have to make sure pop-ups are not blocked so this window opens)
- ◆ Complete the required fields (*image 1*), drag file or browse to select your file(s) (*image 2*), click **+Add more** to add more files (*image 3*), and click the **UPLOAD** button (*image3*).

For assistance, call us at (302) 656-6632, or call ShareFile support 24/7 at (800) 441-3453.

Recipient*

Email*

First Name*

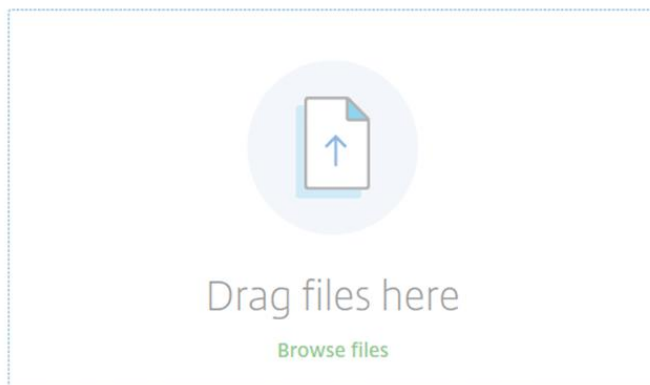
Last Name*

Company*

(image 1)

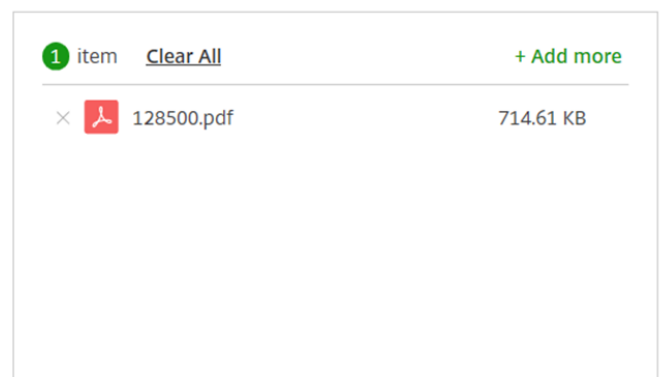
Cover & Rossiter email address.
Click to Verify. NOTE: For tax docs,
please use intake@CoverRossiter.com

Your information is
entered here.



Upload

(image 2)



Upload

(image 3)