

Uploading Files Using ShareFile

Uploading and Sending a file is easy!

- ◆ Open a web browser (Google Chrome, Internet Explorer, Safari, Firefox)
- ◆ Browse to www.CoverRossiter.com. Click on **Client Support / Secure File Sharing**
- ◆ Click the **File Upload** button to open new window to upload your file(s). *Note: 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 and ask to speak with Donna Bryant.****

Recipient*

Email*

First Name*

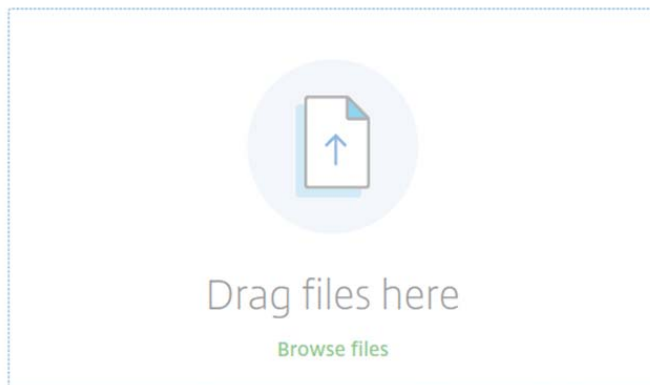
Last Name*

Company*

(image 1)

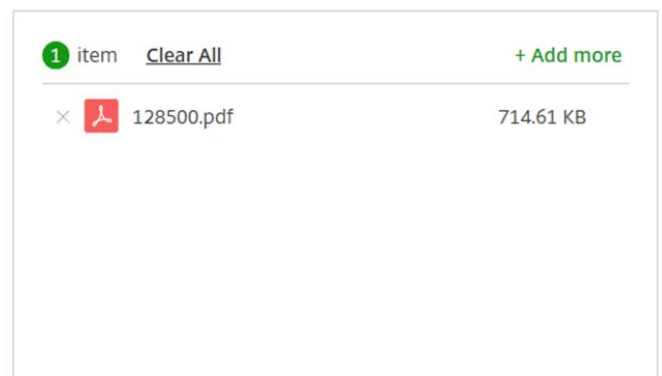
Address of C&R person you are sending document(s) to. Click VERIFY. NOTE: For tax docs, please use intake@CoverRossiter.com as the Recipient.

Your information is entered here. If there is no Company, enter "N/A".



Upload

(image 2)



Upload

(image 3)

Upload Documents