

File Share – Guest Information

What is File Share? File Share is a secure Web-based system for transferring files. Files are only seen by the intended recipient. Large files can be transferred, so it's more flexible than most e-mail systems.

Sign-up and initial use instructions

1. To get started with File Share visit **www.robinsongrimes.com** in your browser and click the **File Share** link near the bottom of the page.
2. Click **New User Registration**, then enter the information as prompted and click **Submit**.
3. IMPORTANT: Contact your Robinson, Grimes representative to notify them of your request to use File Share. **All account requests are reviewed and approved manually.**
4. Wait for an e-mail from robinsongrimes.com confirming your new account. The subject line will be "File Share Account Activation".
5. Once you have received the confirmation e-mail return to the File Share area of **www.robinsongrimes.com** and login with your new credentials.
6. Use the menu on the left to upload new files (to an RGC employee) or to view and download any files that have been uploaded for you. See sections below for detailed instructions.

Important Notes

- When you upload a file to an employee, that person will receive an e-mail message notifying them that you have sent them a file!
- When a file is uploaded for you at any time (you needn't have Web site open) you will be sent an automated e-mail notification!

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To send files to an employee:

1. Login to File Share by clicking on the **File Share** link near the bottom of **www.robinsongrimes.com** and entering your credentials. See the instructions above if you have not yet completed the registration process.
2. Click the **Upload Files** link on the left.
3. Type the complete e-mail address of the recipient and click **Next**.
4. Click the **Browse** button beside the first empty **File x** field.
5. Browse to and highlight the desired file, then click **Open**.
6. Repeat the two steps above for additional files, with a maximum of 5.
7. Click the **Upload** button. This process may take several minutes.
8. Observe the **FILE UPLOAD SUMMARY** message for confirmation that the upload was successful. The employee will receive an automated e-mail notification of the newly-uploaded file.
9. Click Logout and/or close your browser when finished.

To retrieve a files sent by an employee:

1. When an employee uploads (sends) a file to you via File Share you will receive an e-mail notification to your registered e-mail address.
 2. Login to the File Share system by clicking on the **File Share** link in the notification e-mail or at **www.robinsongrimes.com** and entering your credentials.
 3. From the **Files Uploaded to Me** area, click the diskette icon from the **D/L** column or the file name from the **FILENAME** column for the file to be received. When prompted, click Save.
 4. Browse to the desired location for saving the file and click Save.
 5. Once the file has been successfully downloaded to the proper location, please notify your firm contact that you have received the file.
- 10.** Click Logout and/or close your browser when finished. --- **END** ---