

Sharefile End User Instructions

When a user clicks on the link to upload a document they will see the following screen after clicking on the link.

Each user will be prompted to enter the following information.

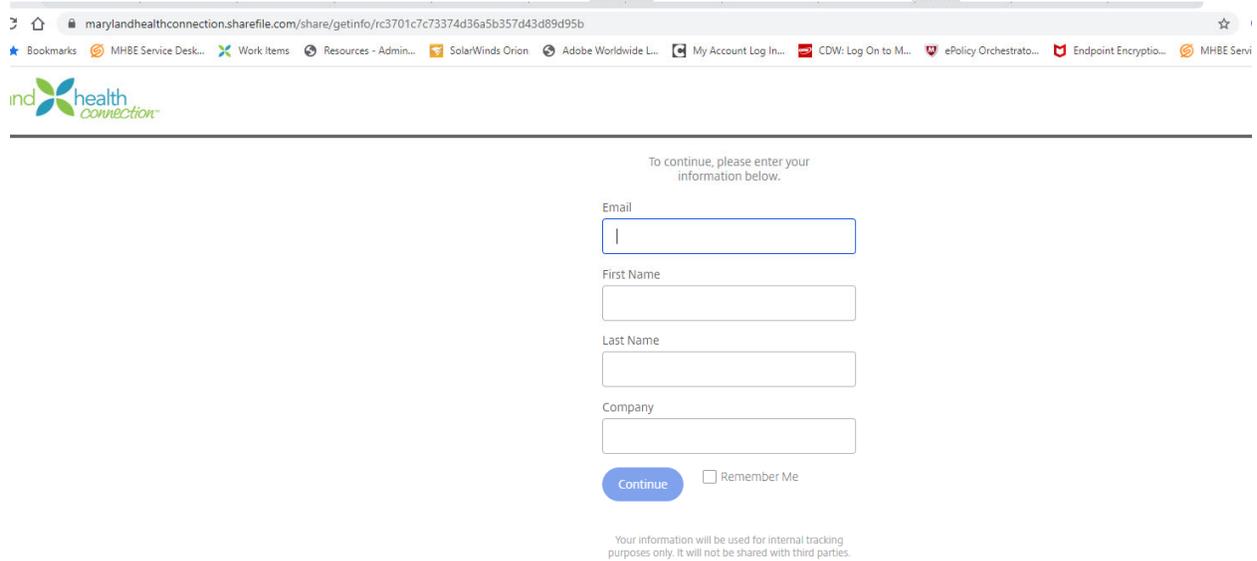
Email

First Name

Last Name

Company

You will see a screen like the one shown below.



marylandhealthconnection.sharefile.com/share/getinfo/rc3701c7c73374d36a5b357d43d69d95b

Bookmarks MHB Service Desk... Work Items Resources - Admin... SolarWinds Orion Adobe Worldwide L... My Account Log In... CDW: Log On to M... ePolicy Orchestrato... Endpoint Encryptio... MHB Servi

ind health connection

To continue, please enter your information below.

Email

First Name

Last Name

Company

Continue Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

Please note – All the fields are requested



To continue, please enter your information below.

Email

⚠ This field is required.

First Name

⚠ This field is required.

Last Name

⚠ This field is required.

Company

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

Sample Completed Information.



To continue, please enter your information below.

Email

First Name

Last Name

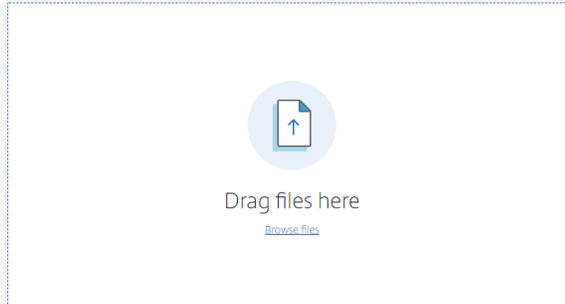
Company

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

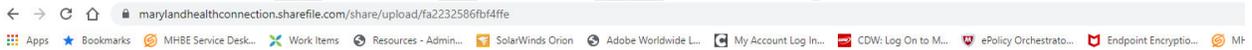
You will see a screen like the one shown below.

File Request from Junaid Jalaluddin at Maryland Health Benefit Exchange

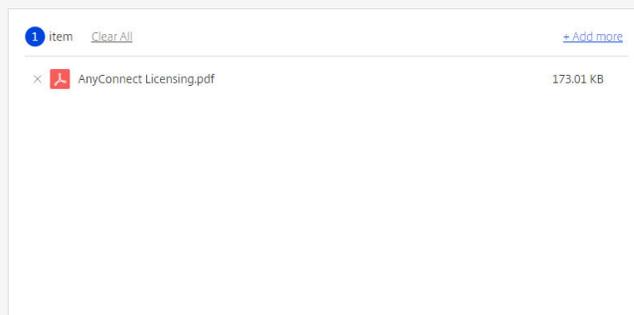


Upload

Follow the instructions as shown on how to upload.



File Request from Junaid Jalaluddin at Maryland Health Benefit Exchange

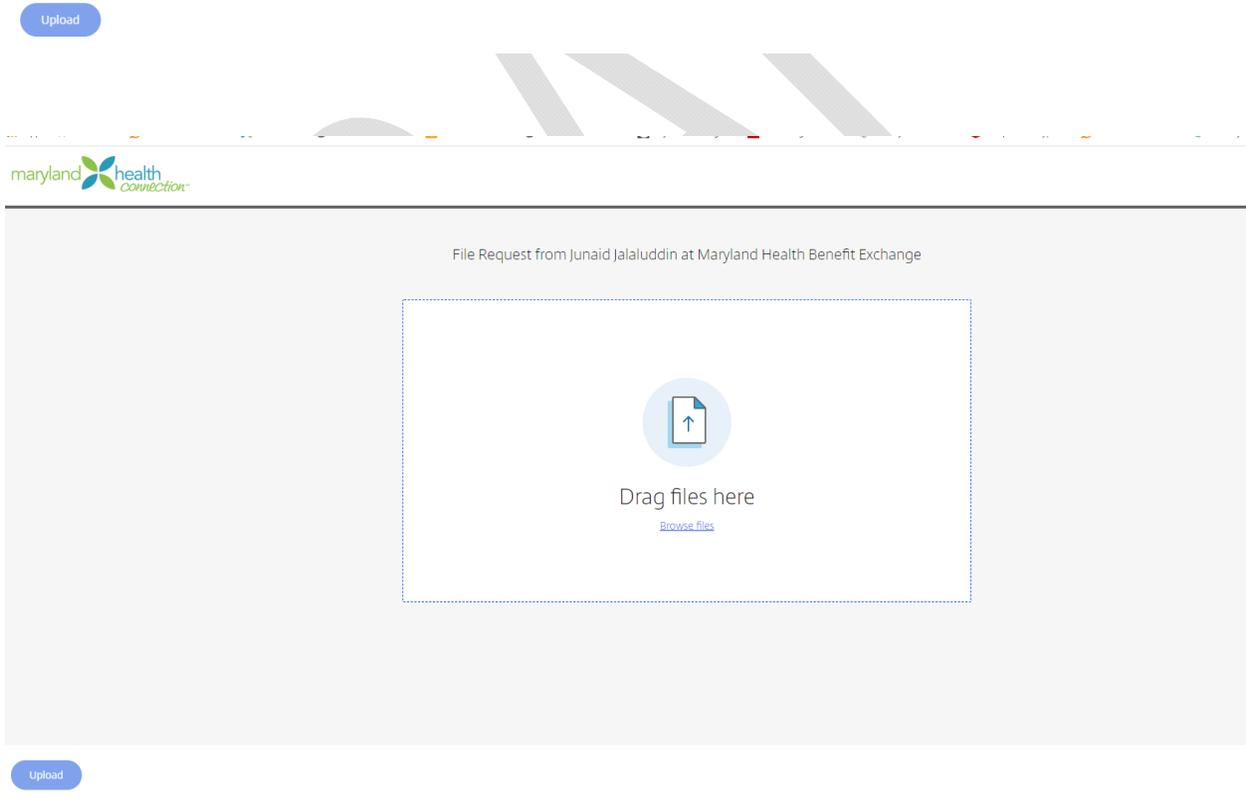
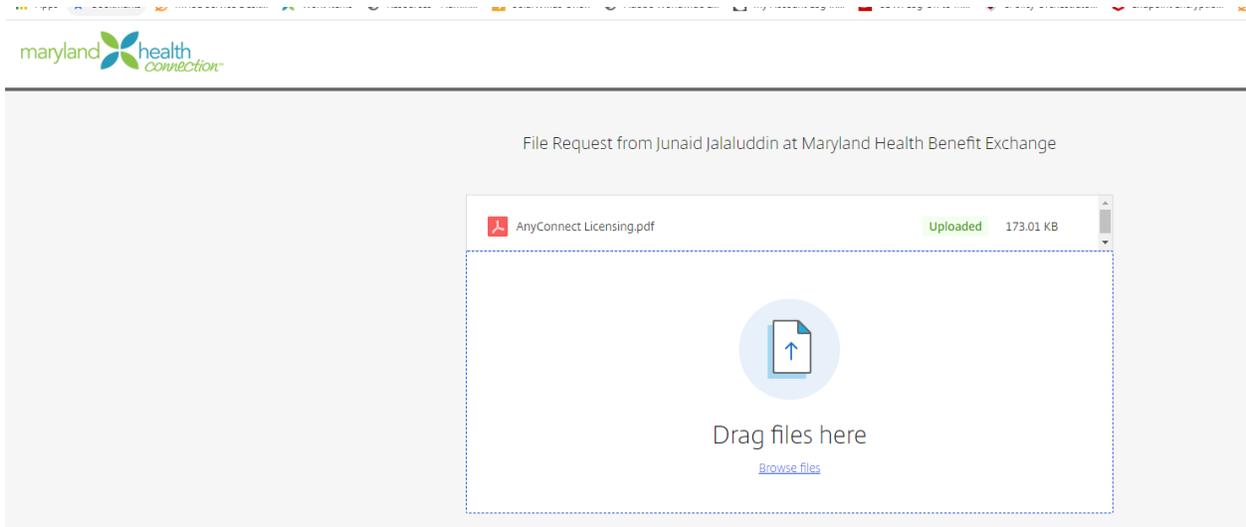


Upload

Once a document is added, Click on the "Upload" Icon.

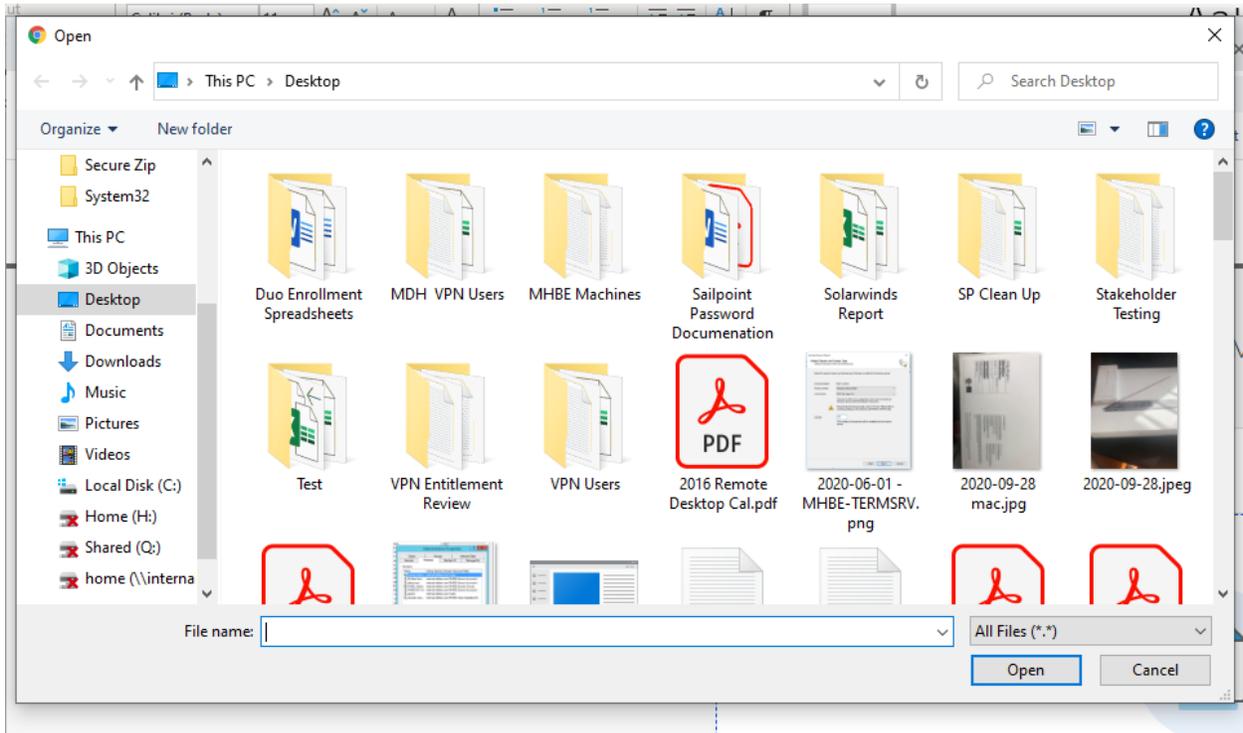
Once completed the file will show “Uploaded” when completed.

You will see a screen like the one shown below.



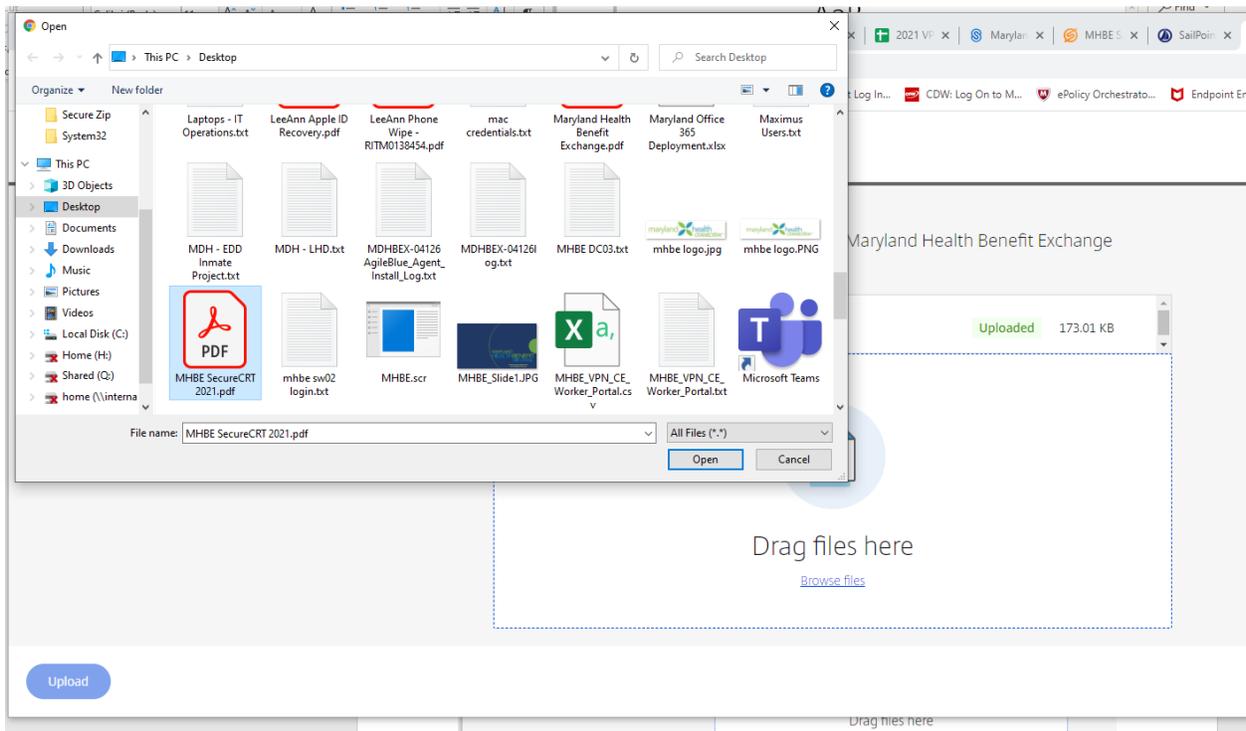
Click on Browse Files

You will see a screen like the one shown below.

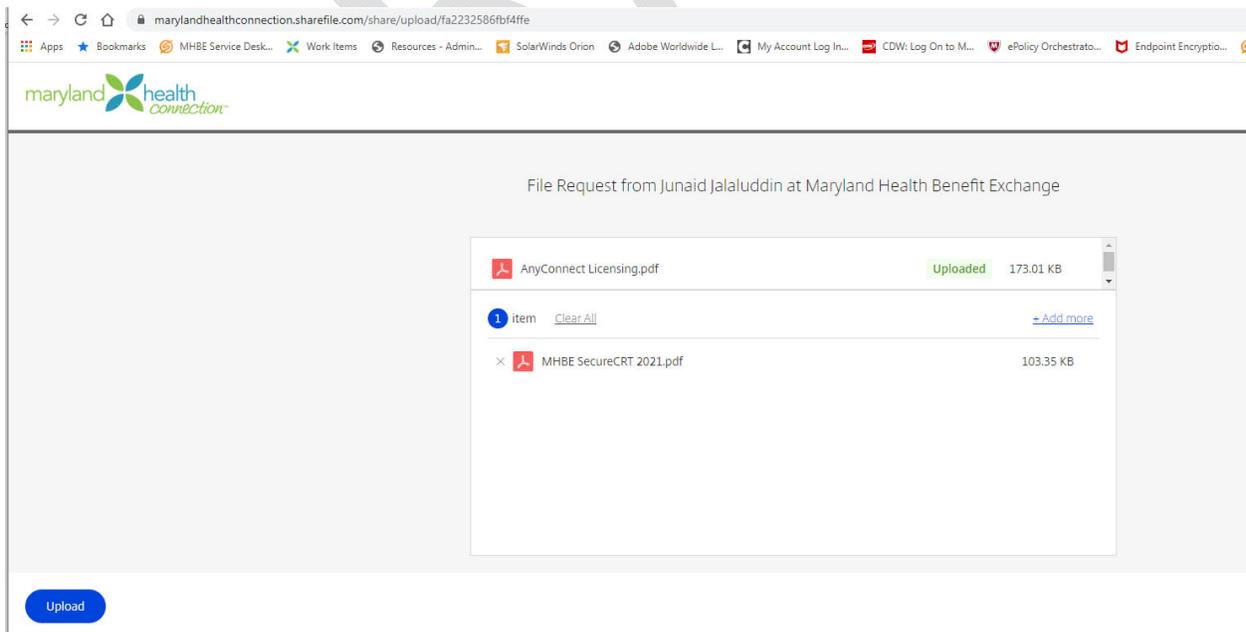


Browse to the location that has the file.

Browse to the location that has the file. Click on “Open” when you have the file selected.

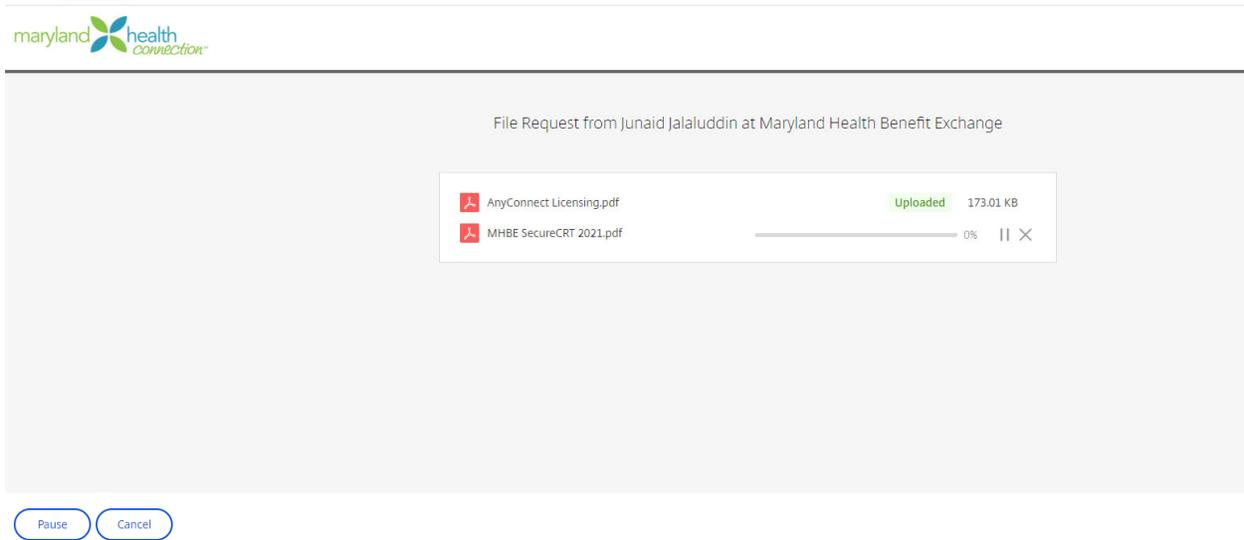


You will see a screen like the one shown below.

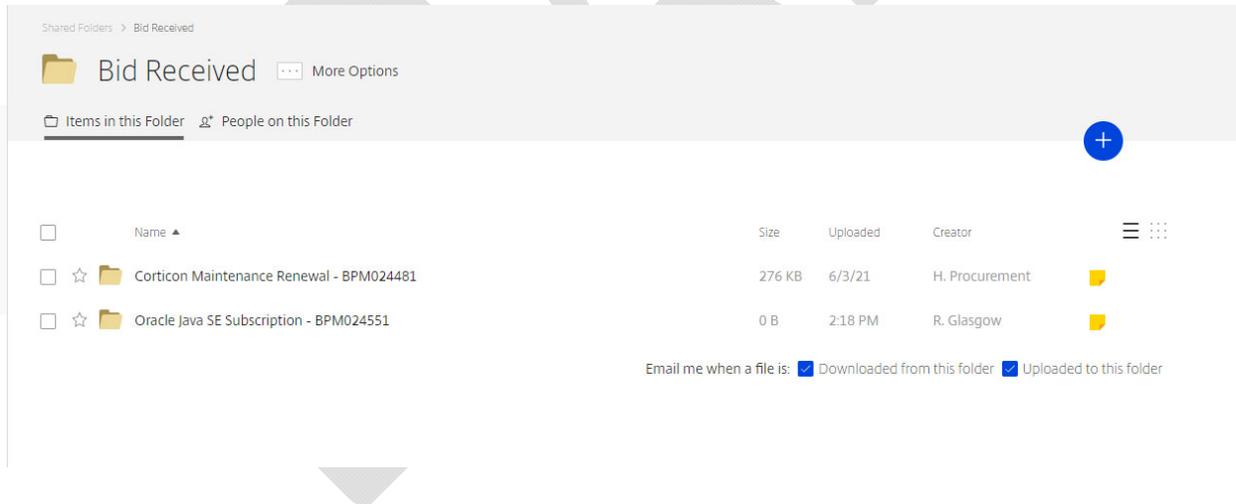


Click on upload.

You will see a screen like the one shown below.



The folder will show the file shown that has been uploaded.



You will see a screen like the one shown below.

The screenshot shows a web interface for a shared folder. At the top left is the 'edu | connection' logo. The breadcrumb path is 'Shared Folders > Bid Received > Corticon Maintenance Renewal - BPM024481'. The folder name 'Corticon Maintenance Renewal - BPM024481' is displayed with a 'More Options' menu. Below the folder name are tabs for 'Items in this Folder' and 'People on this Folder'. A blue plus icon is visible on the right. The main content area shows a table of files:

<input type="checkbox"/>	Name ▲	Size	Uploaded	Creator	⋮
<input type="checkbox"/>	☆ AnyConnect Licensing.pdf	173 KB	4:02 PM	J. Jalaluddin	
<input type="checkbox"/>	☆ MHBE SecureCRT 2021.pdf	103 KB	4:05 PM	J. Jalaluddin	

At the bottom of the file list, there is a notification setting: 'Email me when a file is: Downloaded from this folder Uploaded to this folder'.

DRAFT