Reset ShareFile Password

1. Go to https://mcbdds.sharefile.com/Authentication/Login

2. Click “Forgot Password”

3. Type your email address
4. Check the box that you are not a robot.
5. Complete reCaptcha request, if applicable.
6. Then click Send

7. Check your inbox for an email from ShareFile
8. Click the link “Reset your password now”

9. You will be directed to our ShareFile portal.
   a. Enter your new password and type it again to confirm.
   b. The password must meet the requirements listed above.

10. Click “Reset Password”

11. After you reset your password, click "Back to Sign In"
12. Log in using your new password.