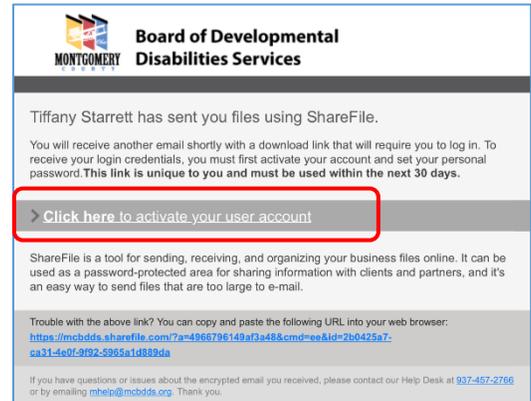


Activating Your ShareFile Account

You must activate your ShareFile account before you can access encrypted emails you receive from MCBDDS staff.

1. Open the activation email, the subject line will say “ShareFile Login Information”

2. Click the activation link



3. Type your **First Name**, **Last Name**, and company (if applicable)

4. Click **Continue**

5. Your username is your email address and will be listed at the top

6. You will need to **create a password** for ShareFile and must meet all the requirements listed. After you meet a requirement, you will see a green checkmark next to the requirement.

ShareFile will also perform a strength check. If your password is not deemed strong enough, you will need to make your password stronger.

7. **Type** your password

8. **Type** your password again to confirm

9. Click **Save and Sign In**