

CLIENT INSTRUCTIONS ON UPLOADING FILES TO HAYNIE

1. Click the link. This will begin the process to upload files.
<https://www.clientaccess.com/sharesafe/#/Haynie>
2. The screen below will display.
 - a. Fill in the applicable information and type in the CAPTCHA code (case sensitive).
NOTE: Email Address and Name is your email address and your name.
 - b. Click **Send a File**.



Email Address *

Name *

Company Name

Contact Number

Enter the characters below. If you are unable to read the characters in the image, click refresh button.



Secure Code *

Send a file

3. A new screen will open.
 - a. In the **Send file to** box, enter the accountant's name.
 - b. Fill in the subject line.
 - c. Add a message.
4. Click **Add Files**. Browse for the file(s).

Send file to *:

Subject *:

Message *:

Add Files **Send**

5. Click **Send**.