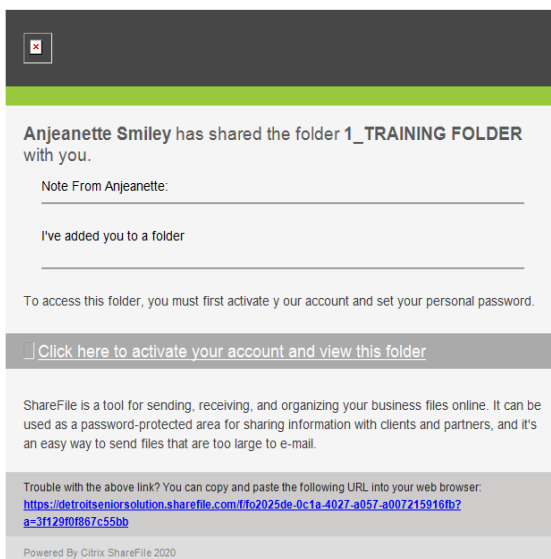


# Submitting through ShareFile

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## Accessing the secure ShareFile portal.

1. Email [contractmgt@daaa1a.org](mailto:contractmgt@daaa1a.org) to receive access
2. Include the name and email address of everyone in your organization that will need access
3. Allow one business for response
4. You will receive an email from Sharefile (Citrix) inviting you to the shared folder



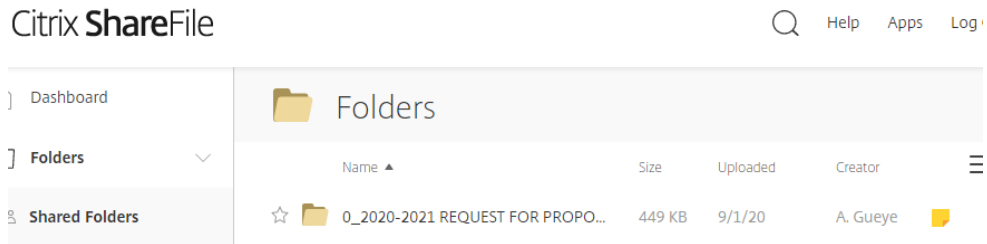
5. Create a profile or log in to your folder.

The image shows the ShareFile login interface. At the top is the ShareFile logo, which consists of a blue 'S' icon and the text "ShareFile®". Below the logo are two small blue circles containing the numbers "1" and "2". Underneath, it says "Welcome! Please confirm your personal information." The form has three input fields: "First Name : \*" with the value "Contract" and a red asterisk and the word "Required" to its right; "Last Name: \*" with the value "Management"; and "Company :" with the value "DAAA". At the bottom of the form is a blue button labeled "Continue". Below the form is the Citrix logo.

# Submitting through ShareFile

## Create a folder

1. Open the Request For Proposal folder

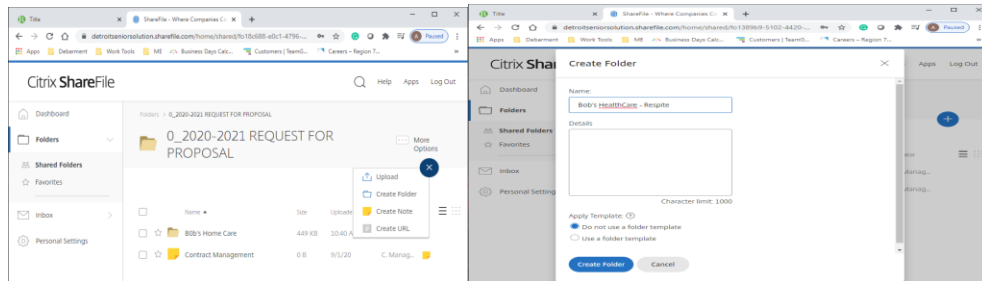


2. Click the blue plus sign to the right of the page

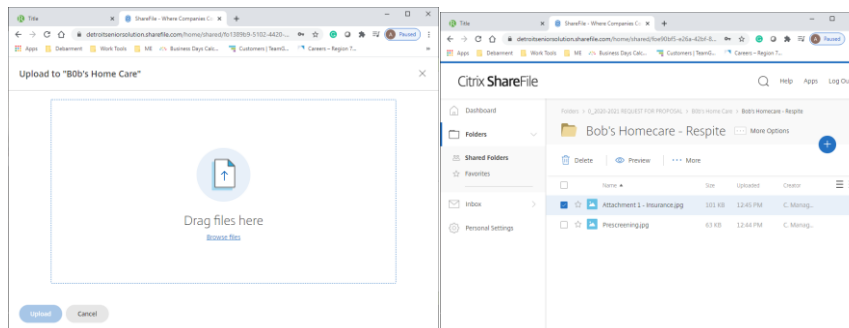


3. Create a folder

Folder name - Company Name



4. Upload or Drag Application documents to the folder

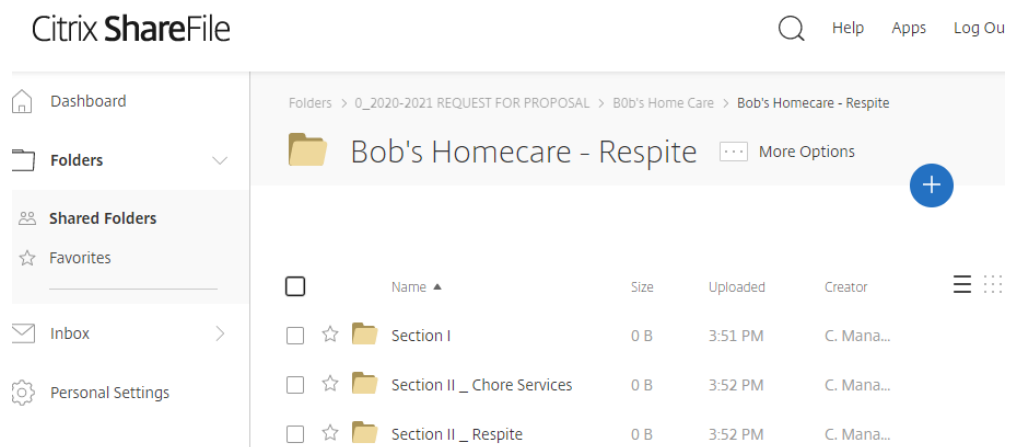


- Document name - name of application requirement (Attachment 7 - Insurance)

# Submitting through ShareFile

## Additional Information

- You may delete documents but not folders
- If applying for more than one service:
  - Create one folder for your business
    - Create one folder for Section I
      - Pre-screening and Attachments A-M etc.
    - Create a folder for each submission for Sections II
      - Attachments 1-5, Budget and additional information



The screenshot displays the Citrix ShareFile interface. The top navigation bar includes the Citrix ShareFile logo, a search icon, and links for Help, Apps, and Log Out. The left sidebar contains navigation options: Dashboard, Folders (expanded), Shared Folders, Favorites, Inbox, and Personal Settings. The main content area shows a breadcrumb trail: Folders > 0\_2020-2021 REQUEST FOR PROPOSAL > Bob's Home Care > Bob's Homecare - Respite. Below this, a folder named 'Bob's Homecare - Respite' is shown with a 'More Options' menu and a blue plus icon. A table lists the contents of this folder:

<input type="checkbox"/>	Name ▲	Size	Uploaded	Creator	⋮
<input type="checkbox"/>	☆ Section I	0 B	3:51 PM	C. Mana...	
<input type="checkbox"/>	☆ Section II _Chore Services	0 B	3:52 PM	C. Mana...	
<input type="checkbox"/>	☆ Section II _ Respite	0 B	3:52 PM	C. Mana...	