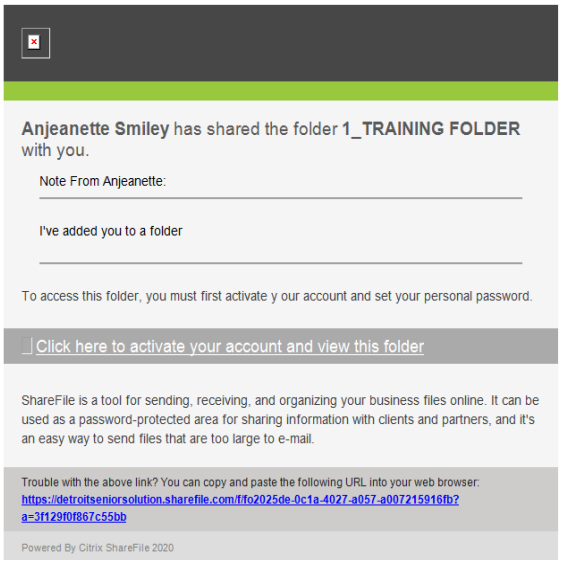
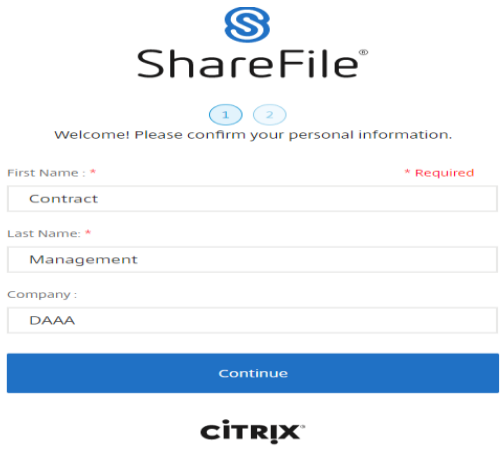
Submitting through ShareFile

Accessing the secure ShareFile portal.

1. Email 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



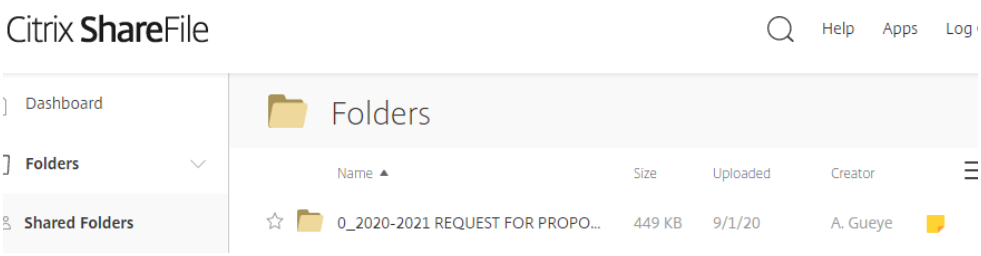
5. Create a profile or log in to your folder.



Submitting through ShareFile

Create a folder

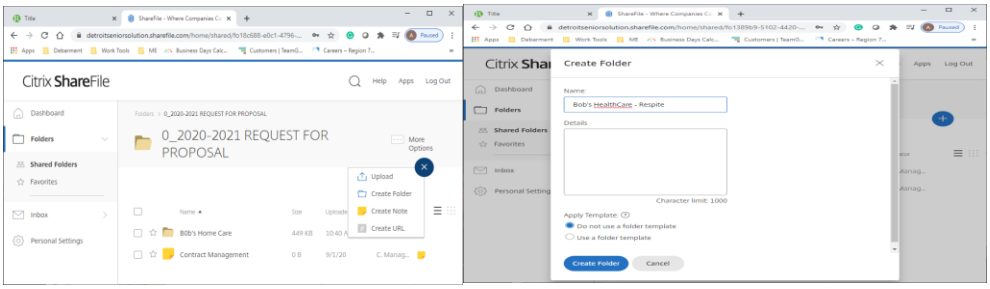
1. Open the Request for Proposal folder



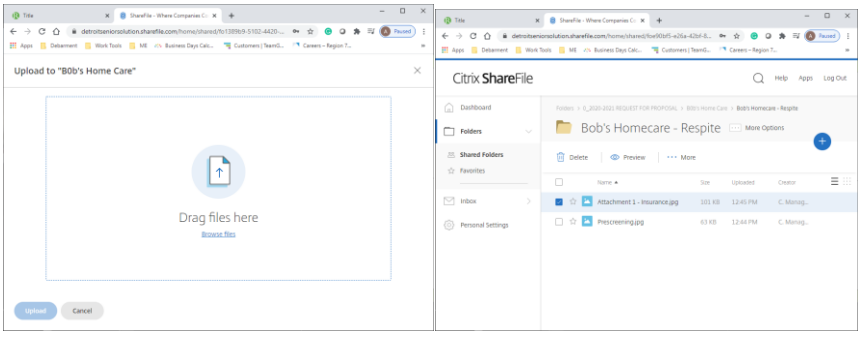
2. Click the blue plus sign to the right of the page

3. Create a folder

   Folder name – **Company Name**

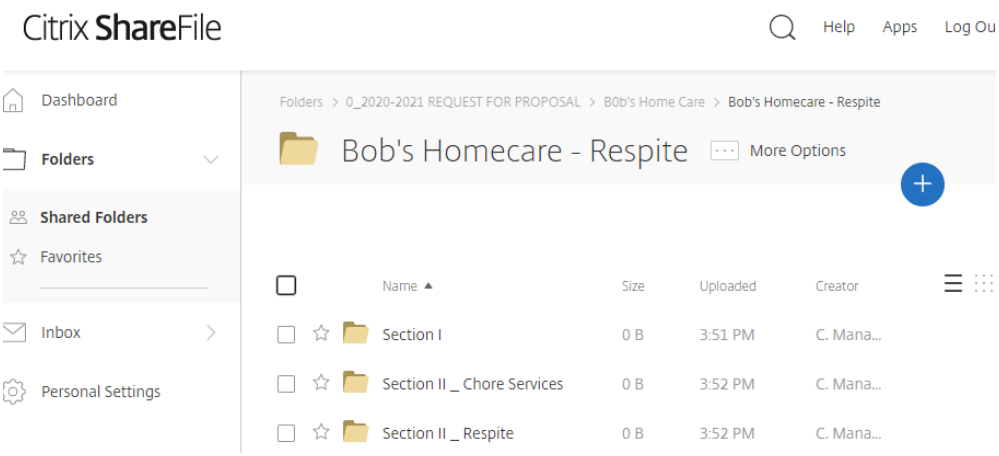


4. Upload or Drag Application documents to the folder



   - 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 1
            - Pre-screening and Attachments A-M etc.
        - Create a folder for each submission for Sections II
            - Attachments 1-5, Budget and additional information