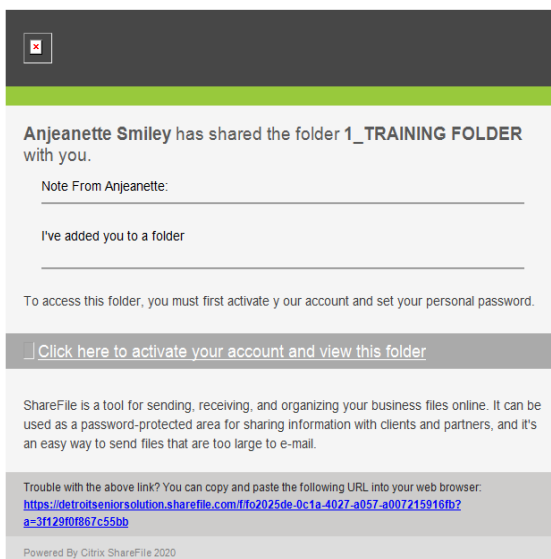


# Submitting through ShareFile

---

## 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



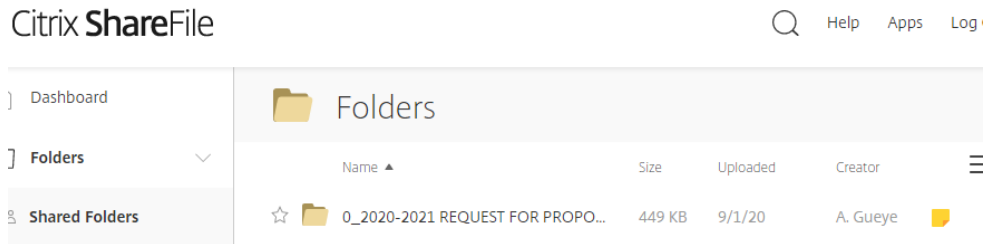
5. Create a profile or log in to your folder.

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 numbered steps: "1" and "2". The text "Welcome! Please confirm your personal information." is displayed. The form contains three input fields: "First Name : \*" with the value "Contract", "Last Name : \*" with the value "Management", and "Company :" with the value "DAAA". A red asterisk and the word "Required" are next to the "First Name" label. At the bottom of the form is a blue "Continue" button. Below the form is the Citrix logo.

# Submitting through ShareFile

## Create a folder

1. Open the Request For Proposal folder

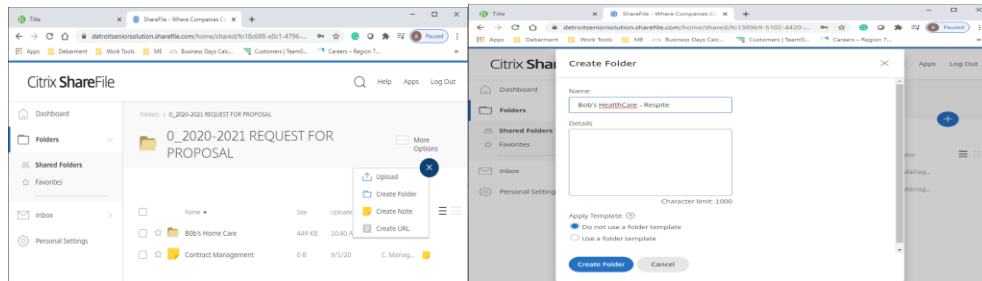


2. Click the blue plus sign to the right of the page

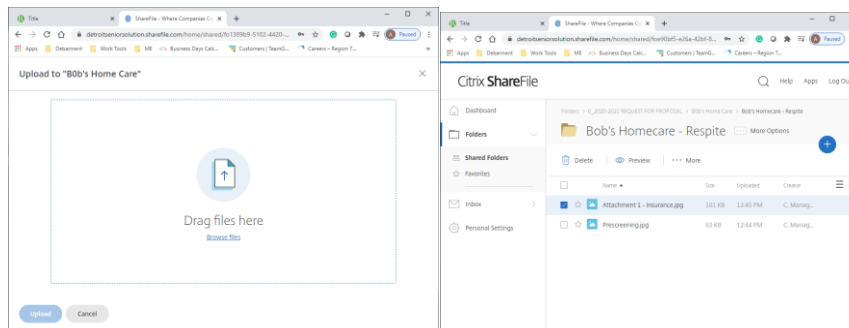


3. Create a folder

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 shows the Citrix ShareFile interface. The breadcrumb path is: Folders > 0\_2020-2021 REQUEST FOR PROPOSAL > Bob's Home Care > Bob's Homecare - Respite. The main folder is 'Bob's Homecare - Respite'. Below it, a table lists sub-folders:

<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...