Submitting through ShareFile

Accessing the secure ShareFile portal.

- 1. Email <u>contractmgt@daaa1a.org</u> 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

Anjeanette Smiley has shared the folder 1_TRAINING FOLDER with you.	
Note From Anjeanette:	
To access this folder, you must first activate y our account and set your personal password.	
☐Click here to activate your account and view this folder	
ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.	
Trouble with the above link? You can copy and paste the following URL into your web browser: https://detroitseniorsolution.sharefile.com/f/o2025de-0c1a-4027-a057-a007215916fb2 a=31129101867c55bb	
Powered By Citrix ShareFile 2020	
Create a profile or log in to your	folder.
S S	
ShareFile	

5.

1 (Welcome! Please confirm yo	ur personal information.			
First Name : *	* Required			
Contract				
Last Name: *				
Management				
Company :				
DAAA				
Continue				

CITRIX

Submitting through ShareFile

Create a folder

1. Open the Request For Proposal folder



0 Tex X ■ 0 Tex ■ □ X 1 - C Q identification/texaminational/texaminatitexaminatitexaminational/texaminational/texaminatitexamination	(2) Tele × ← → C* ① B detroitsen III: Apps Debarrert B Work:	ShareFile - Whene Companies Coll X + ionsolution.shareFile.com/home/shared/iorS0265-e26a Tools	-4256-8 🖛 🖈 😁	- □ : • ★ ≕ (0 *exed) • 7	
Jpload to "B0b's Home Care" $$\times$$	Citrix ShareFile		Q	Help Apps Log Out	
Drag files here Exect file	Dashboard Folders Shared Folders	Noem > €_2003201 H0341710H 1007006 > 8001 None Cet > 8005 None Cet = > 8005 None Cet = > 8005 None Cetators			
	☆ Favorites	Nome A	Size Uploaded 101 KB 12:45 PM	Crestor 📃	
	 Personal Settings 	52 Prescreening(pg	63 K5 12-64 PM	C. Menag	
Carcel					

 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:
 - o 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

Citrix Share File			С) Help	Apps	Log Ou
n Dashboard	Folders > 0_2020-2021 REQUEST FOR PROPOSAL	> B0b's Home	Care > Bob's Hon	necare - Respite		
Folders V	📄 Bob's Homecare -	Respit	e ··· More	Options	Ŧ	
😤 Shared Folders						
🕁 Favorites						
	Name 🔺	Size	Uploaded	Creator		\equiv
∑ Inbox >	🔲 🏠 🛅 Section I	0 B	3:51 PM	C. Mana		
Personal Settings	🔲 🟠 🛅 Section II _ Chore Services	0 B	3:52 PM	C. Mana		
	🔲 🏠 📄 Section II _ Respite	0 B	3:52 PM	C. Mana		