

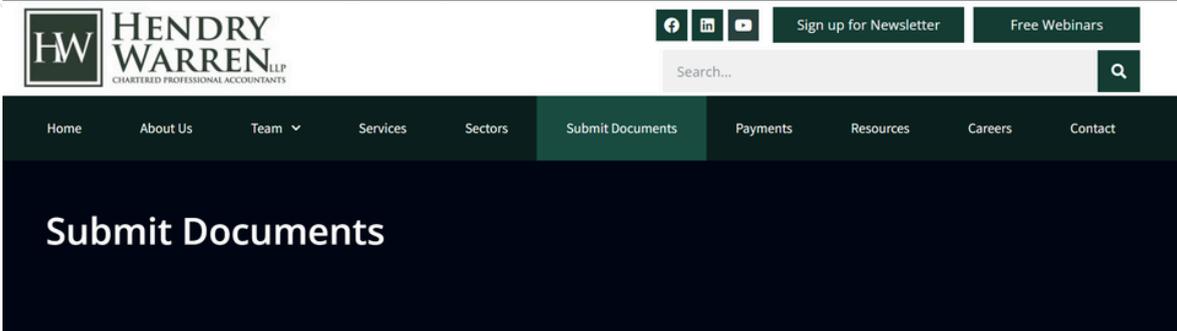
# How To Upload Your Documents - Sharefile Client Instructions

1

Click on the link supplied by your accountant via email

Or

Visit our website – [www.hwllp.ca](http://www.hwllp.ca), click on **Submit documents**. Then click on **“Send Files to Hendry Warren Here”**.



The security of your information is of paramount concern to us. You can drop off information in person or use our ShareFile secure file drop.



## In Person

If you would like to submit your documents to us in person you can do so by leaving them with our reception team during regular office hours, or deposit them in the secure lock box by our front door after hours. The lock box is checked every weekday morning and also on weekends in March and April.

[Directions to Our Office](#)



## ShareFile

ShareFile is an easy to use, secure document transmission software that can be used to send information to us or receive information from us. When we send you information using this system, you will receive notification that a file has been delivered to you. You will be able to access the document securely on your computer through the link for up to six months.

You can send files directly to us by clicking on the button below and select "Hendry Warren Info" from the drop-down menu. All you need to enter is your name and email address which will let us know who the information is from and allow us to respond more quickly.

[Send Files To Hendry Warren Here](#)



2

On the following screen, **login** with your credentials and **click “Continue”**.

Note: Please **DO NOT** click on “Remember Me”

To continue, please enter your information below.

Email

⚠ This field is required.

First Name

⚠ This field is required.

Last Name

⚠ This field is required.

Company

Remember Me

Continue

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

3

Once logged in, please **select “Hendry Warren Info”** as the recipient – if your accountants name appears, please select that.

Once selected, you can add your files via drag and drop or “Browse Files”.

Upload Files to 'Upload Files to Hendry Warren'

Recipient

Choose Recipient ▾

Hendry Warren, Info

Drag files here

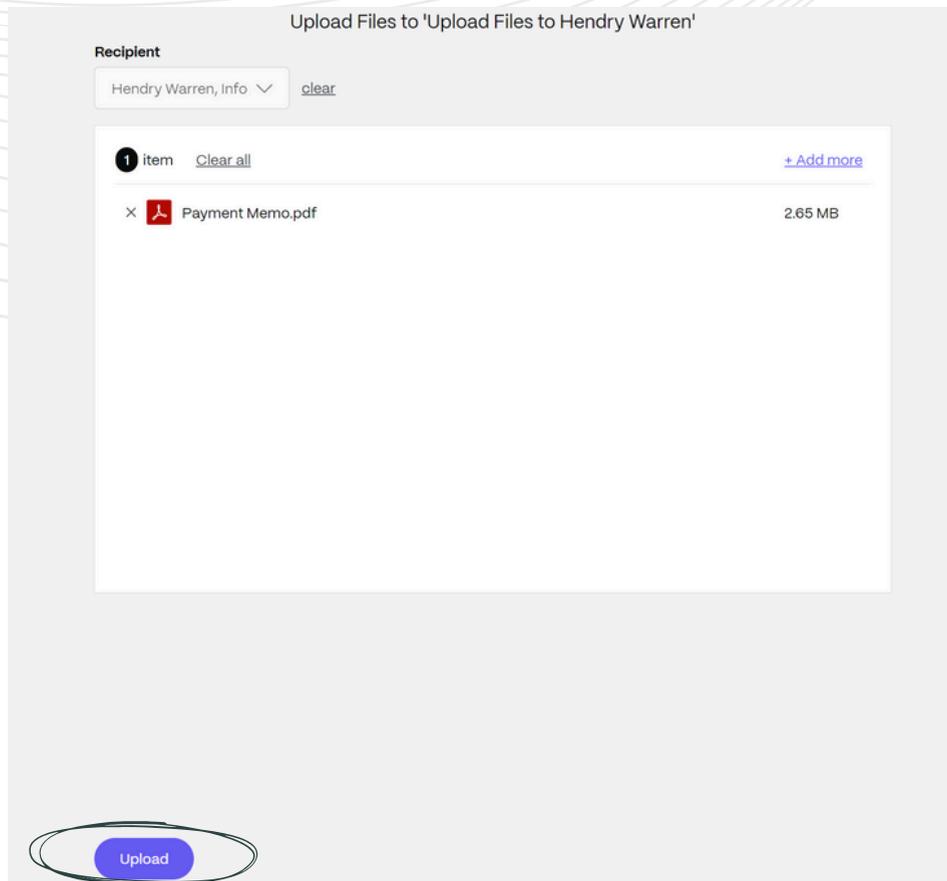
[Browse files](#)



Once you have dragged over your files, please **click Upload**.

4

Your files are on their way to us. You should be able to see that the document was uploaded. There are times where you may not receive a confirmation. If this happens, please just email us – [info@hwllp.ca](mailto:info@hwllp.ca) – and we will be happy to let you know if they have been received.



**\*\* Please note that sometimes errors will occur if you try to send multiple files at one time. We recommend that you send up to 5 files at a time.**

