

What is File Share? File Share is a secure Web-based system for transferring files. Files are only seen by the intended recipient. Large files can be transferred, so it's more flexible than most e-mail systems.

Sign-up and initial use instructions

1. To get started with File Share visit **www.robinsongrimes.com** in your browser and click the **File Share** link near the bottom of the page.
2. Click **New User Registration**, then enter the information as prompted and click **Submit**.
3. IMPORTANT: Contact your Robinson, Grimes representative to notify them of your request to use File Share. **All account requests are reviewed and approved manually.**
4. Wait for an e-mail from robinsongrimes.com confirming your new account. The subject line will be "File Share Account Activation".
5. Once you have received the confirmation e-mail return to the **File Share** area of **www.robinsongrimes.com** and login with your new credentials.
6. Use the menu on the left to upload new files (to an RGC employee) or to view and download any files that have been uploaded for you. See sections below for detailed instructions.

Important Notes

- When you upload a file to an employee, that person will receive an e-mail message notifying them that you have sent them a file!
- When a file is uploaded for you at any time (you needn't have Web site open) you will be sent an automated e-mail notification!

To send files to an employee:

1. Login to File Share by clicking on the **File Share** link near the bottom of **www.robinsongrimes.com** and entering your credentials. See the instructions above if you have not yet completed the registration process.
2. Click the **Upload Files** link on the left.
3. Select the appropriate item from the **Assigned To** field (most commonly **Existing User**)
4. Type the complete e-mail address of the recipient and click **Next**.
5. Click the **Add Files**, then browse to and select the file and click **Open**.
6. Repeat the above step until all desired files are added.
 - **Note:** to reduce file size and improve convenience, use a file compression tool to combine multiple files into one file. The most common way to accomplish this is to open **Computer** (on Windows 7) or **My Computer** (on Windows XP) to locate and select multiple files, right click, then select **Send To | Compressed (zipped) folder**. This will create a single “.zip” file, which is essentially a single package or bundle file that contains all the selected files. You only have to upload one file (the resulting .zip file), and the recipient only has to download one file!
7. Repeat the two steps above for additional files.
8. Click the **Start Upload** button. This process may take several minutes. Look for the green check indicator to the right of each file.
9. Click **Log Out** and/or close your browser when finished.

To retrieve a file sent by an employee:

1. When an employee uploads (sends) a file to you via File Share you will receive an e-mail notification to your registered e-mail address.
 2. Login to the File Share system by clicking on the **File Share** link in the notification e-mail or at **www.robinsongrimes.com** and entering your credentials.
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3. Click the **Received** menu item (on the left side of the screen).
4. Click the diskette icon from the **Download** column. When prompted, click **Save**.
5. Browse to the desired location for saving the file and click **Save**.
6. Once the file has been successfully downloaded to the proper location, please notify your firm contact that you have received the file.
7. Click Logout and/or close your browser when finished. --- **END** ---