

Guide To Using ShareFile

JAK is now using ShareFile to meet our client's security needs with sending and receiving sensitive personal and business information. ShareFile is a secure file share tool that encrypts your files, promoting the safe exchange of your private information.

Email Received with ShareFile Attachments

You will receive an email in your inbox from xxxx@jakcpa.com. When you open the email you'll see the email message with a Download Attachments link. Click on this link and it will bring you to a secure JAK sign in site where you will be prompted to enter your name and email address. Then you can view and download your file.

Encrypted Email Received

You may receive an encrypted email where the body of the email contains secure information. The email will come from xxxx@jakcpa.com. Click on View Encrypted Message and you'll be taken to a secure JAK sign in site. Enter your email address and your name and click continue to view the email message. You can reply by clicking Reply at the bottom of the email. Your reply email will be encrypted as well as any attached files.

How to Send Secure Files to JAK

If you receive a request for a file from JAK click on the "Click here to upload files" link in your JAK contact's email signature. Follow the prompts, browse your files and upload. Your files will go directly to the JAK contact you emailed. You can also find a link to upload files on our Contact Us web page <http://www.jakcpa.com/contact-us/>. Click on Upload Files to ShareFile, enter your email address and name. Then choose who you'd like to be the recipient of your file, browse your files and upload.

TIPS

JAK ShareFile emails and attachments will **always** be sent from a jakcpa.com email domain. **Never** open or attach files to an unknown email address.

If you have questions during the process, please do not hesitate to reach out to JAK.
We hope you find ShareFile a helpful and convenient time-saver.

651-641-1099 jak@jakcpa.com