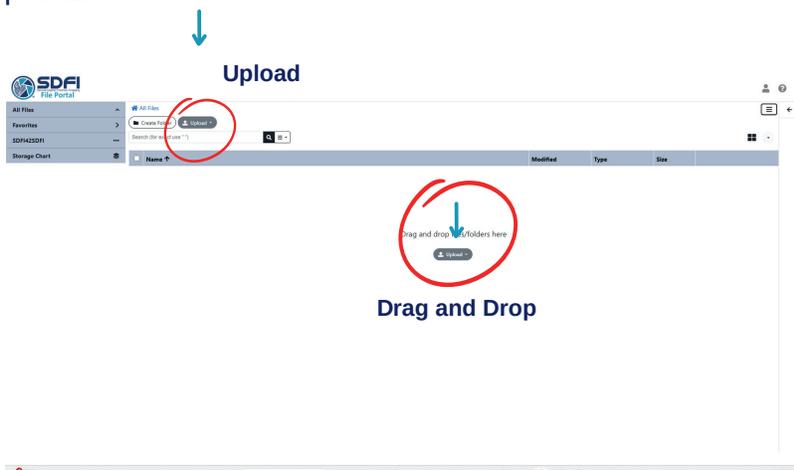## Share

Upload Files to the SDFI File Portal

☐ Log in to the SDFI File Portal at **fileportal.sdfi.com**.

☐ Locate the file you want to share on your laptop or desktop.

☐ On the **File Portal** home screen, click **Upload**, or simply drag and drop your file into the portal.

Share

### How to Share a File in the SDFI File Portal

- ☐ Within the **File Portal**, locate the uploaded file(s) you want to share.
- ☐ **Select** the checkbox to the left of each file you want to share.
- ☐ At the top of the file list, click **Actions.**
- ☐ From the dropdown menu, select **File Share.**
- ☐ Click the **File Share** button to proceed.

Alternative Method:

- ☐ Hover your cursor to the right of the file name you want to share.
- ☐ Click **Create FileShare Link** to generate a shareable link.

ShareLink

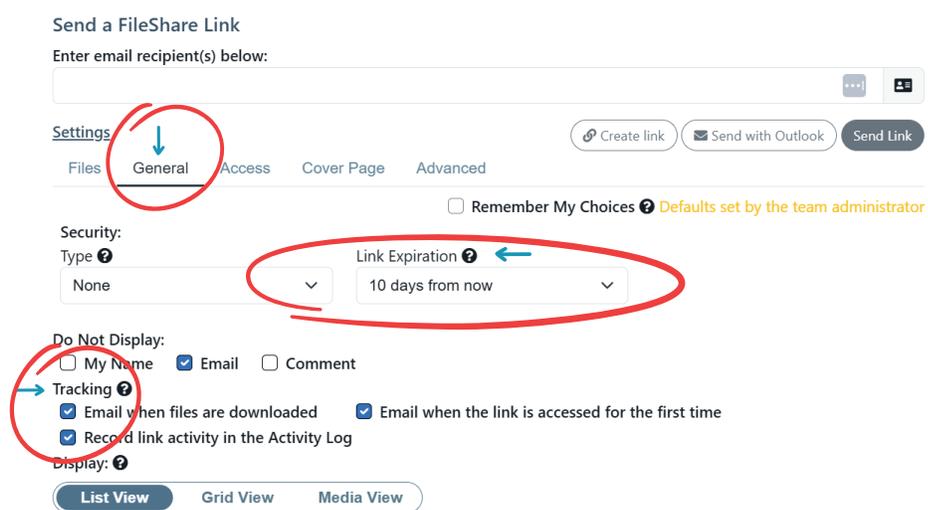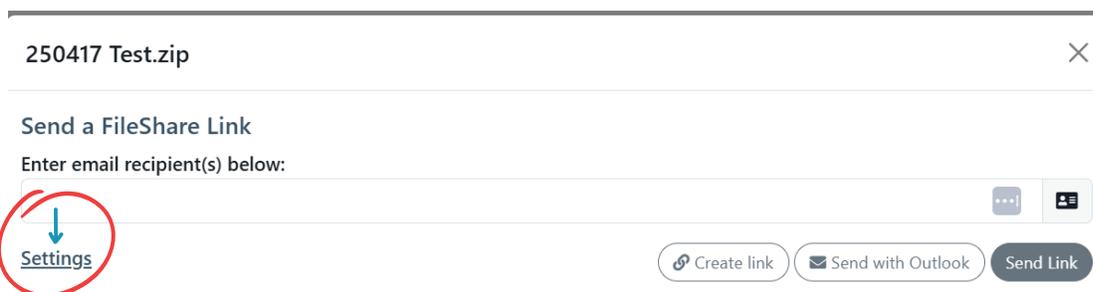- ☐ **Enter** the recipient's email address and **click** Send Link to share the file.
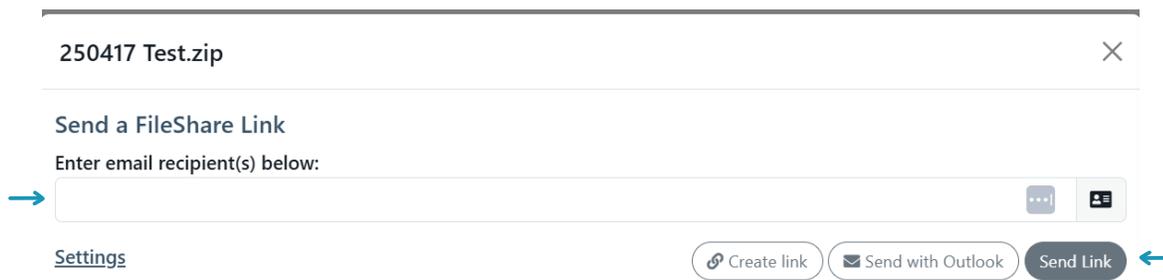
Share

File Settings

☐ Click the **Settings** button to customize your sharing preferences.

☐ **General:** Choose when the secure file link will expire.

☐ **Tracking:** Select whether you'd like to receive an email notification when the file is downloaded or when the link is accessed for the first time.

Share

Settings

☐ **Access:** Set how many times the file can be downloaded by the recipient.

☐ **Advanced:** A personalized email containing the SDFI Send File Download Link will be sent from **sdfi@filesanywhere.com.**

☐ *If the recipient does not see the email, have them check their Spam or Junk folder and confirm that they are not using a restricted email address.*

☐ ⚠️ If the recipient does not open the email within the allocated time and it expires, you will need to repeat the process and resend the file link.