



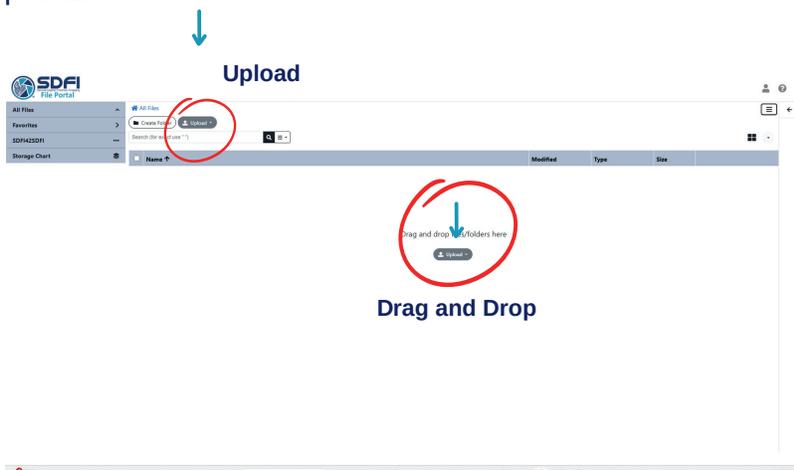
## Share

### Upload Files to the SDFI File Portal

- Log in to the SDFI File Portal at [fileportal.sdfi.com](https://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.



[Upload More](#) [Hide](#)



## Share

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

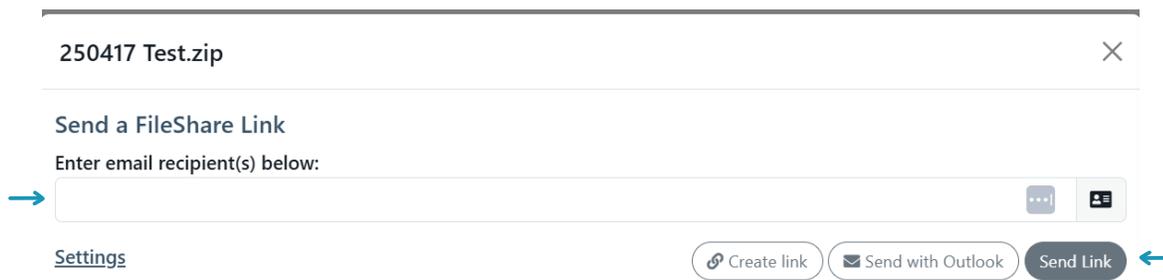
- Within the **File Portal**, locate the uploaded file(s) you want to share.
- Select** the checkbox to the left of each file you want to share.
- At the top of the file list, click **Actions**.
- From the dropdown menu, select **File Share**.
- Click the **File Share** button to proceed.

### 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.



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

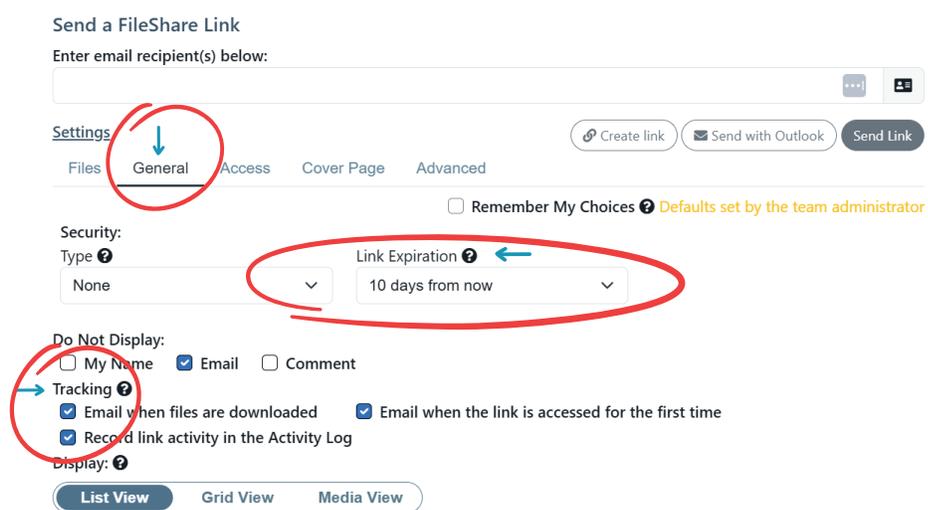
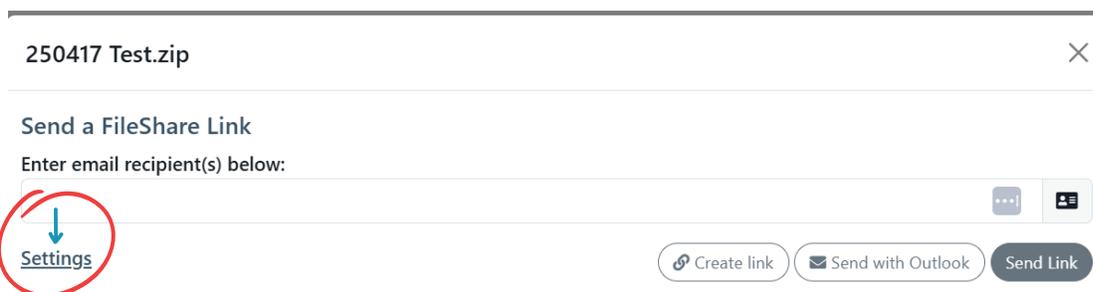




## Share

### 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.

Send a FileShare Link

Enter email recipient(s) below:

Settings

Files General **Access** Cover Page Advanced

Remember My Choices Defaults set by the team administrator

Download & view

File Download Limit: 10

No Watermark Custom Watermark

- 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.

Enter email recipient(s) below:

Settings

Files General Access Cover Page **Advanced**

Remember My Choices Defaults set by the team administrator

Contacts:

Save recipient(s) to Contacts List

Sent From address

sdfi@filesanywhere.com

Personalize Email (Optional via Send Link):

Subject

SDFI Send File Shared with You – Access Within 10 Days

Enter a message

→ SDFI Send File Download Instructions

1. Click the link provided in your email.
2. Download and Save the file(s) securely.
3. Call the sender directly to obtain the passphrase. You will need this "One-Time Only Passphrase" to open the SDFI Send File as it has been encrypted. It is important to note that even SDFI cannot access the Send File without this passphrase.

Important Information About File Access:

Download Attempts: You have up to 10 download attempts within 10 days of this email's timestamp.

Expiration: Refer to the "Link Expiration" details above for the exact date and time the link will expire.