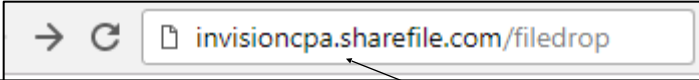


## HOW TO SEND LARGE FILES TO US

If you have an email from us, in our email signature is a link to send files securely. However, if you do not have a previous email to refer to, you can send using our Sharefile file drop webpage.

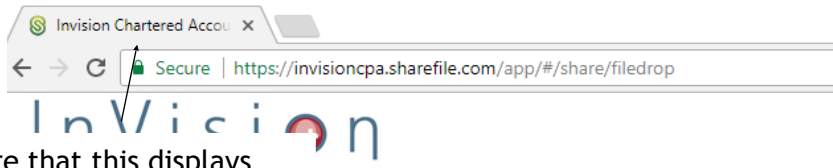
Any files larger than 10Mb, including year-end data files **must** be sent via ShareFile instead email.



→ ↻ [invisioncpa.sharefile.com/filedrop](https://invisioncpa.sharefile.com/filedrop)

Type this address in as it appears here. You will then be taken to the webpage where you will see our logo confirming you are at the correct file drop location.






Ensure that this displays  
InVision Chartered  
Professional Accountants

To continue, please enter your information below.

Email\*

 This field is required.

First Name\*

Last Name\*

Company

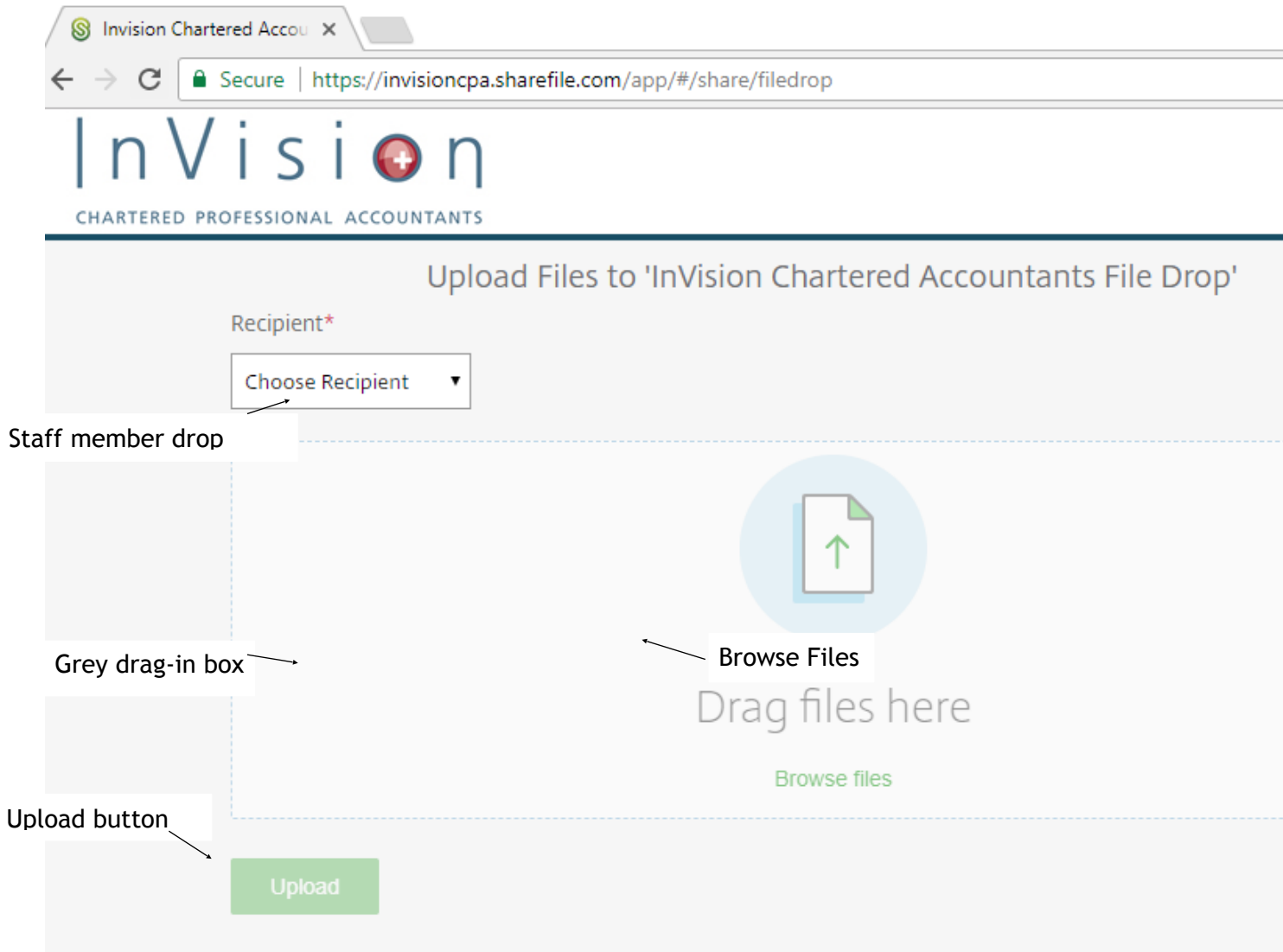
Remember Me

Fill in these three  
boxes

Enter in the information requested in the boxes above including: Email, First Name, Last Name, and optionally the company name. You may click the “Remember me” check box if you wish to save the entered information.

Once all necessary information has been entered, click “Continue”.

# HOW TO SEND LARGE FILES TO US



Click on the drop down menu and select the staff member you wish to send the file to.

Then click "Browse files" to select the file(s) you wish to upload (alternatively, you can drag and drop your file into the grey drag in box).

You will then see your file(s) listed in the grey box.

Click "Upload" to complete the process.