

Attachment 1 – End User Guidance: Shared File Link

STEP 1:

Click the URL link to the ShareFile folder.

Enter the required information and Click “Continue” button.

ShareFile works with Firefox, Internet Explorer, and Chrome web browsers. **ShareFile does not work with Microsoft Edge.**

NEBRASKA

To continue, please enter your information below.

Email

page.barningham@nebraska.gov

First Name

Page

Last Name

Barningham

Company

DHHS

Continue

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

STEP 2:

Upload or drag files to upload them.

Applicants should clearly identify the uploaded response files. To assist in identification please use the following naming convention: **RFA XXXX ABC Company**

If multiple files are submitted for one funding opportunity, add number of files to file names: **RFA XXXX ABC Company File 1 of 2**

NEBRASKA

File Request from Page Barningham at Nebraska State Government



Drag files here

[Browse files](#)

Upload

STEP 3:

Verify and submit loaded documents.



Click the "Upload" button to submit.



File Request from Page Barningham at Nebraska State Government

1 item [Clear All](#) [+ Add more](#)

× RFA XXXX ABC Company.pdf	57.4 KB
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An uploaded document will show up as "Uploaded" in green highlight on the screen.



File Request from Page Barningham at Nebraska State Government

RFA XXXX ABC Company.pdf	Uploaded	57.4 KB
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Drag files here
[Browse files](#)



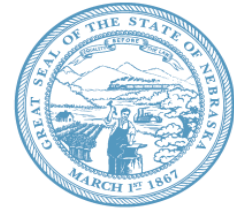
STEP 4:

Verify the file has Uploaded successfully.

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES



Jim Pillen, Governor

The system will generate a confirmation of the upload to be sent to the email address that was entered in STEP 1.

If you do not receive this confirmation, your file may not have been received.

You Have Uploaded a File To ShareFile



mail@sf-notifications.com
To: Barmingham, Page

EXTERNAL SENDER - This email originated from outside of the State of Nebraska Enterprise Email System. Even if you recognize the sender, DO NOT open ATTACHMENTS or LINKS unless you know the content is safe. If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

A screenshot of an email confirmation message. The message is addressed to "Page," and states: "This message is confirmation that you have uploaded the following file at 12/15/22 5:57P:". Below this, there is a "File Box" section with the following details: "Name: RFA XXXX ABC Company.pdf", "Size: 57.40 KB", "Date: 12/15/22 5:57p", and "User: Page Barmingham [Page.Barmingham@nebraska.gov] (Nebraska Department of Health and Human Services)". At the bottom of the screenshot, there is a link: "Click here to change how often ShareFile sends emails" and a footer: "Powered By Citrix ShareFile 2022".

Assistance with technical issues can be found at <https://www.sharefile.com/support>