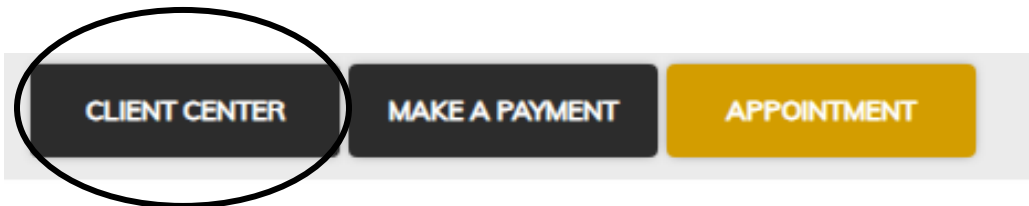


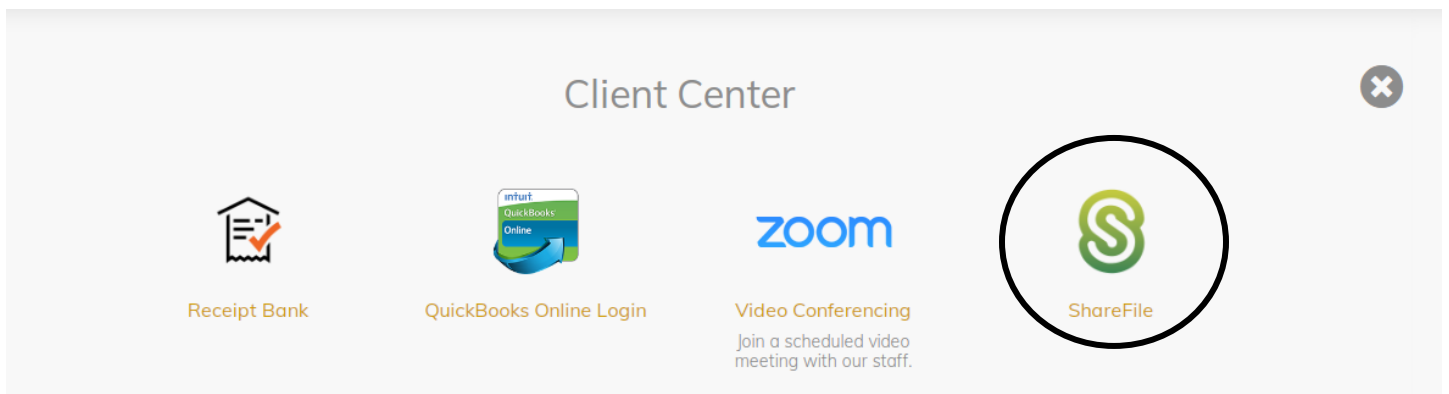
6 Simple Steps to Securely Upload Documents to Baker Milligan using ShareFile

1. Go to www.bakermilligan.com

2. Click on Client Center




3. Click on ShareFile



4. Fill in Information

- a. Fill out “Company” only if your uploading information for your business
- b. You do not need to click “Remember Me”

Email

 This field is required.

First Name

Last Name

Company

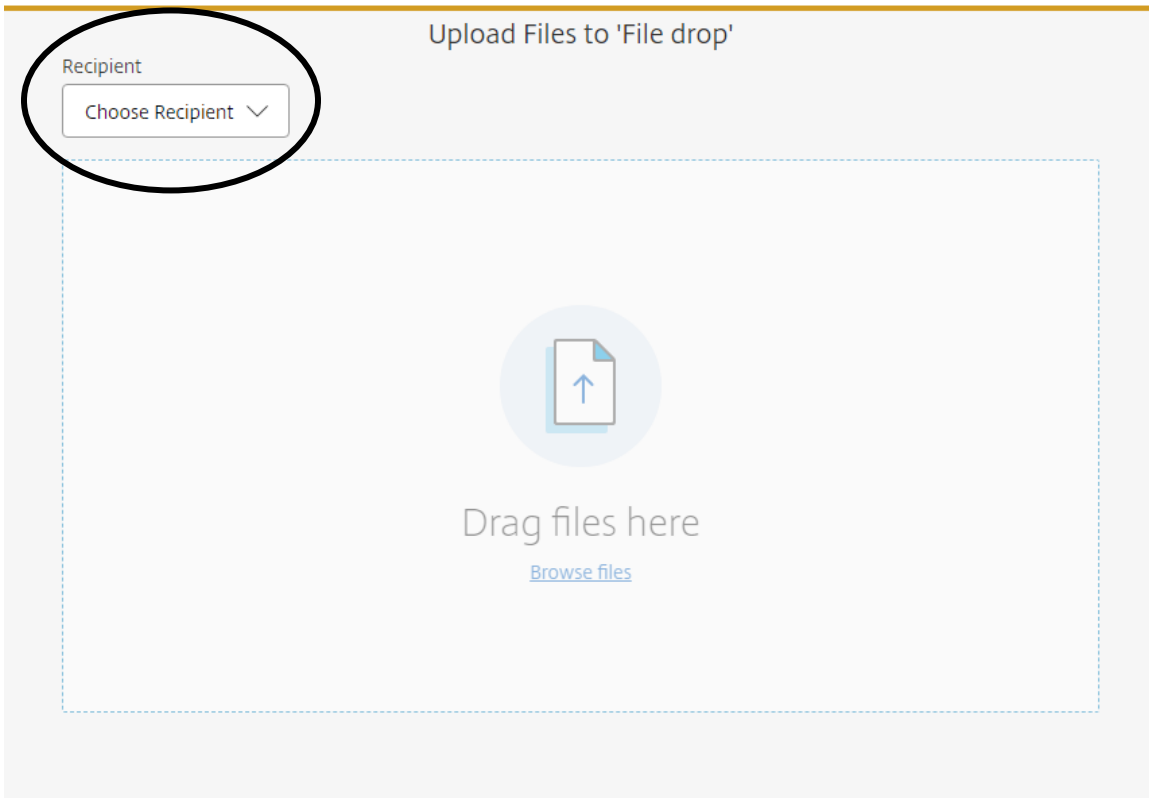
Continue

Remember Me

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

5. Select the Staff Member that you are Sending the Information to and insert the file(s) you want to send.

- a) PDFs
- b) QuickBooks Backup (QBB) Files
- c) Microsoft Documents
- d) Most other electronic files



Upload Files to 'File drop'

Recipient
Choose Recipient ▾

Drag files here
[Browse files](#)

6. Click Upload at the Bottom to submit file(s)

The Staff Member you selected will receive an email notification letting us know that your document(s) has been uploaded.