

## INSTRUCTIONS FOR BSSF FILESHARE

To use FileShare, you must be registered. If you are already registered, skip to the next section.

### Registering to FileShare:

1. Go to [www.bssf.com](http://www.bssf.com).
2. Click on "Resources".
3. Click on "FileShare".
4. Click on "Access FileShare".
5. Click on "New User Registration".
6. Complete the information for "First Name", "Last Name", "Email Address", "Password", and "Confirm Password"

**\*Password Strength:** Passwords must be at least 5 characters long and must contain a combination of either alpha and numeric characters, alpha and special characters, or numeric and special characters. The characters # & + , ( ) / @ and spacebar are not accepted.

7. Place a check mark in the "I have read and accepted the Terms of Service."
8. Click on "Submit".

You will receive an email from [cchsitebuilder@wolterskluwer.com](mailto:cchsitebuilder@wolterskluwer.com) notifying you when your account is activated. \*This e-mail address may need to be added to your company's Spam Filter's Whitelist.

**Upload a File to FileShare:** You first need to verify that the person who will be downloading the file has registered as a user and you will need the email address that they used to register.

1. Login to your account by going to [www.bssf.com](http://www.bssf.com), "Resources", "FileShare", "Access FileShare".
2. Click on "Upload File"s.
3. In the "Assigned To:" Type in the email address of the person you are uploading the file to.
4. Click "Next".
5. Click on the "Add files" button and browse to the file you want to upload.
6. Double click on the file. If you want to add another file, click on the "Add files" button

\* It is suggested, if you are uploading many files, that you place the files in a zip folder and upload the zip folder.

7. Click "Start Upload".
8. Once the files are successfully uploaded you will be sent to a new page that shows all the files you have uploaded.
9. Call or email the person who is expecting the file and tell them it is available for them to download.

### Downloading a File From FileShare:

1. Login to your account by going to [www.bssf.com](http://www.bssf.com), "Resources", "FileShare", "Access FileShare".
2. You will be taken to your "Received Files" page. These are files that have been uploaded to you.
3. Click on the Disk Icon to the left of the filename of the file you wish to download.
4. Click on "Save" to save your file.
5. Verify the file downloaded correctly by opening it.
6. Call or send an email to the person that uploaded the file for you to let them know you got it so the file can be taken off FileShare. Or you can send an email to [helpdesk@bssf.com](mailto:helpdesk@bssf.com).

### Deleting a File From FileShare:

\* Only the person that uploaded a file or the site administrators can delete a file.

7. Login to your account by going to [www.bssf.com](http://www.bssf.com), "Resources", "FileShare", "Access FileShare".
  1. Click on the "Sent" section.
  2. Click on the Red X icon beside the file you want to delete.
  3. You will be asked "Are you sure you want to delete" the file.
  4. Click "Continue".