

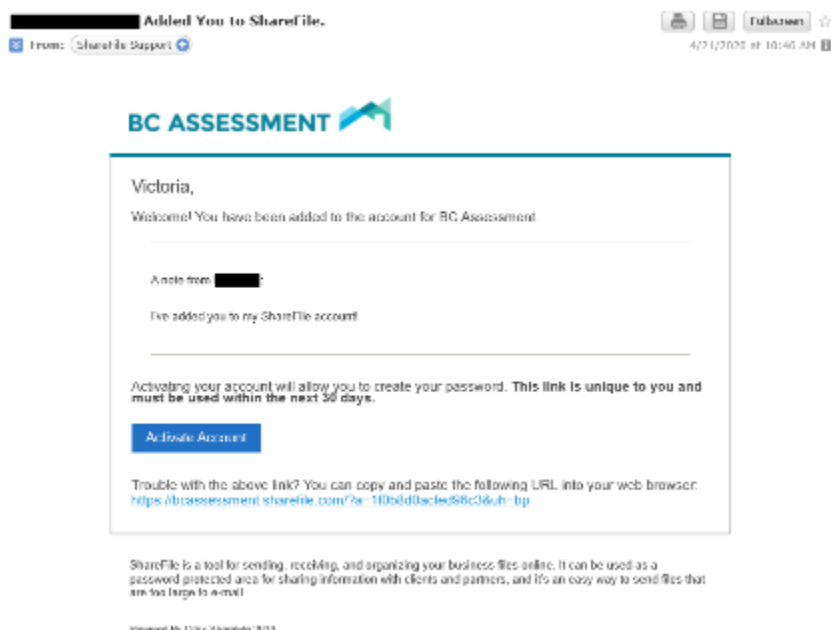


USING CITRIX SHAREFILE

Citrix ShareFile is *FOIPPA* compliant cloud-based service that enables taxing authorities to share electronic documents with BCA via Canadian-based servers. The process for using Citrix ShareFile to upload documents is as follows:

New User Account Activation

1. BC Assessment will create your ShareFile account & send you a welcome email (see below) that includes a link to activate your account:



NOTE: To request addition of Users to your jurisdiction's ShareFile account, email Property Information at bcacustomer.services@bcassessment.ca.

2. Click **Activate Account**, confirm your personal information, then, click **Continue** to create a password:



3. Once your password has been created & confirmed, click **Save and Sign In**:

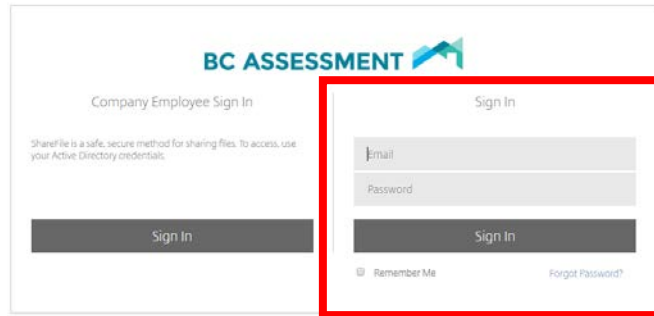
4. You will be redirected to the Citrix ShareFile home page <https://bcassessment.sharefile.com/>, enter your credentials & click **Sign In**:

Users are then presented with their ShareFile dashboard, which includes **Folder & account Settings** in the left menu & **Tutorials** on the bottom left:

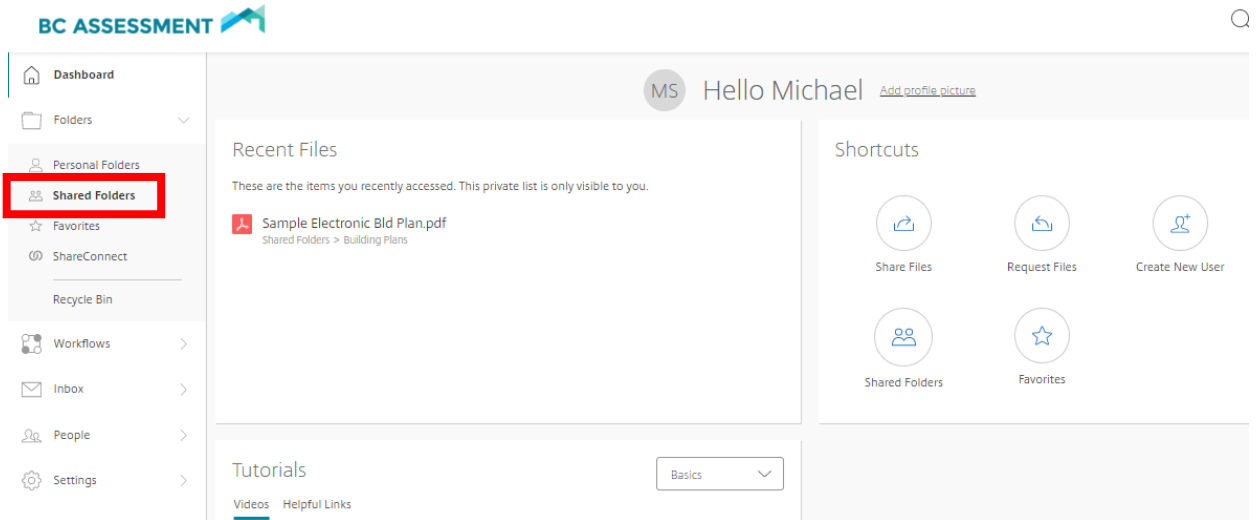


Uploading a File/Document for BC Assessment

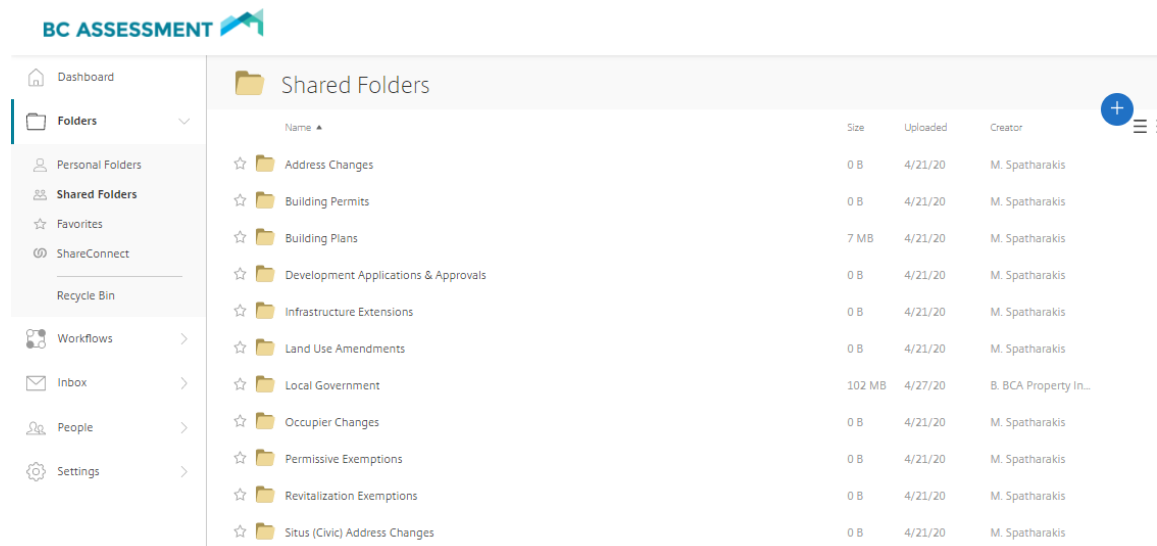
1. Login to Citrix ShareFile at <https://bcassessment.sharefile.com/>:



Users are presented with their dashboard:

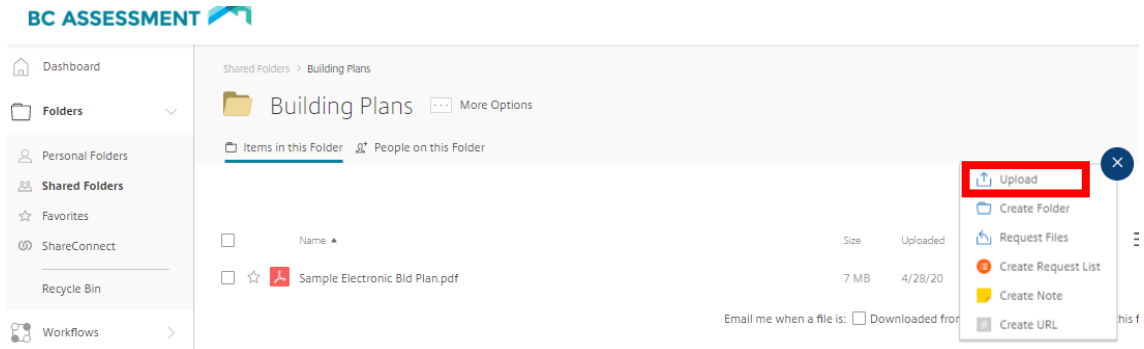


2. Click the **Shared Folders** menu on the left hand side to see you shared folders:



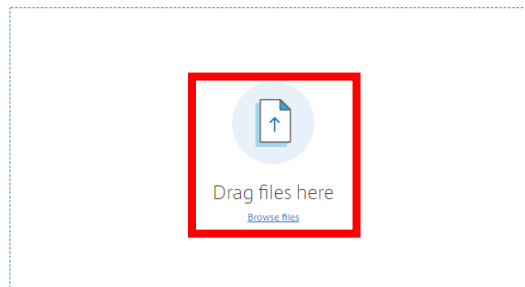


3. Select the document type **sub-folder**, i.e. Building Plans, then, click the  on the right & click **Upload**:



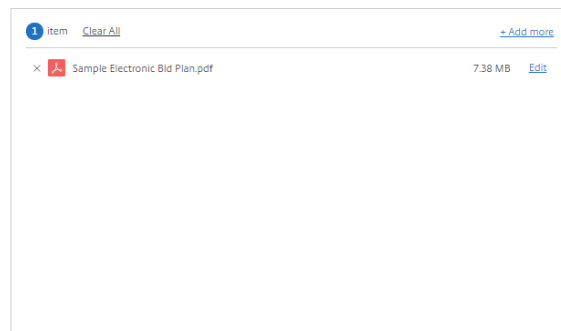
Users can (a) **Drag files here**, or (b) **Browse files** to select file(s) to upload:

Upload to "Building Plans"



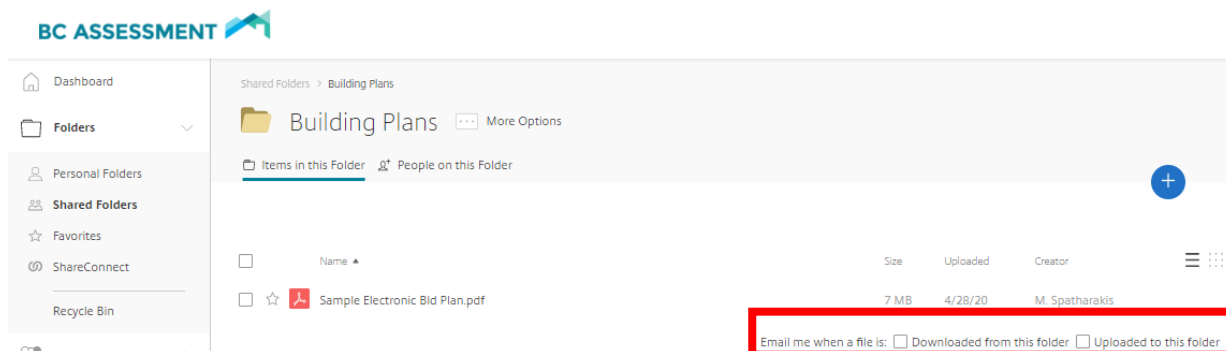
4. Once the file(s) is selected, click **Upload**:

Upload to "Building Plans"



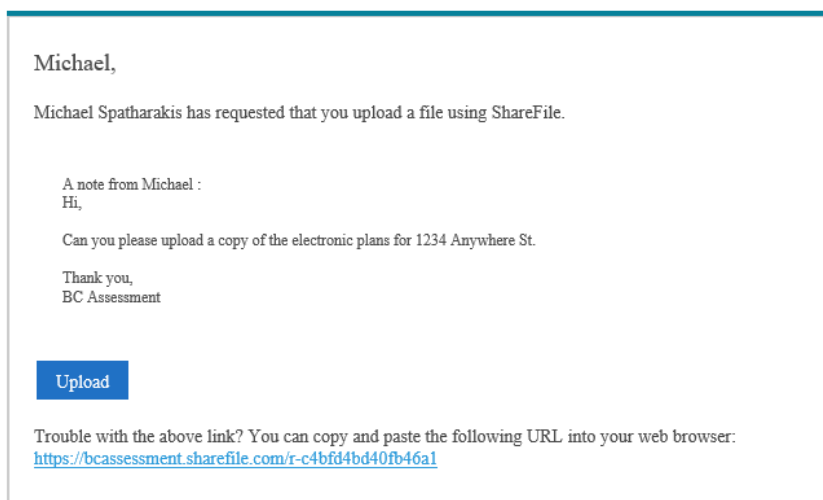


The uploaded file(s) then appear within the relevant sub-folder. Users can request an email alert (sent to your company email & ShareFile Inbox) when a file is downloaded or uploaded from a folder:



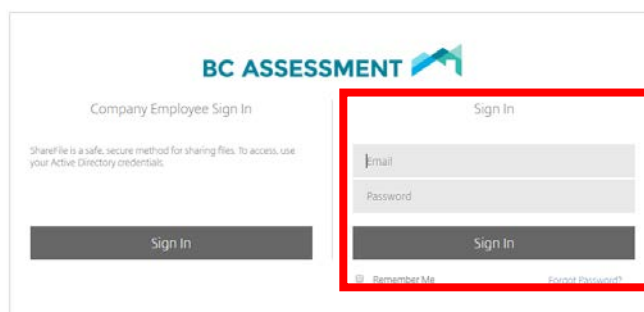
Responding to BC Assessment Email Request to Upload a File/Document

Users may also receive an email request from BC Assessment to upload a file:



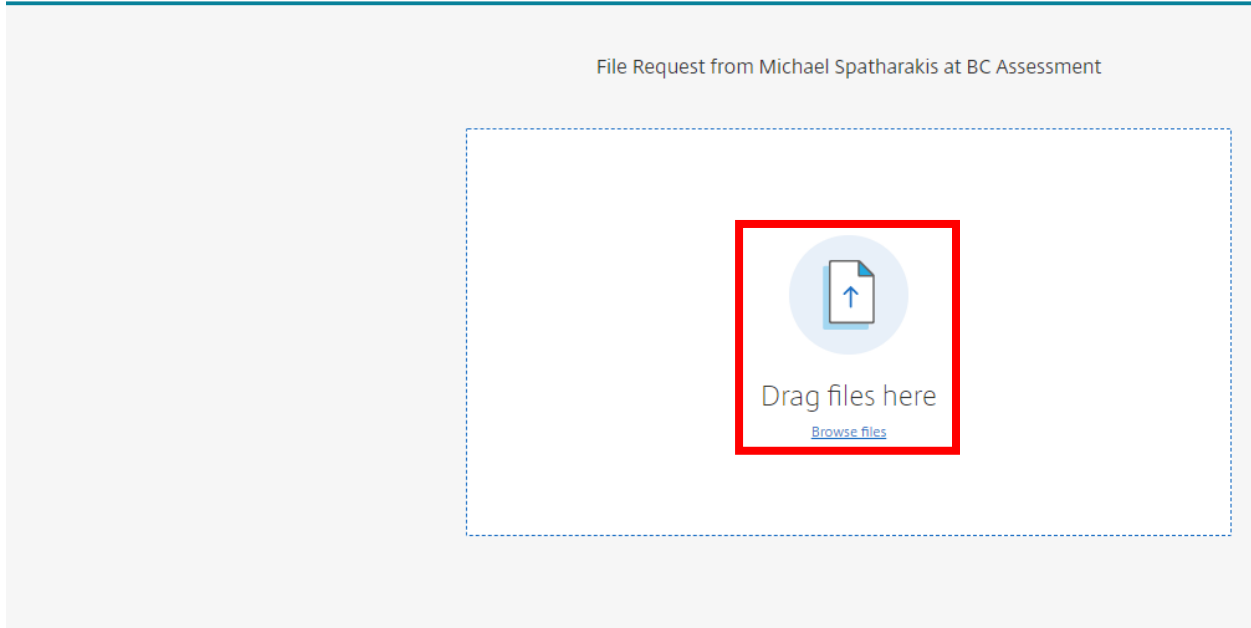
ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

1. Click Upload & log in with your credentials:

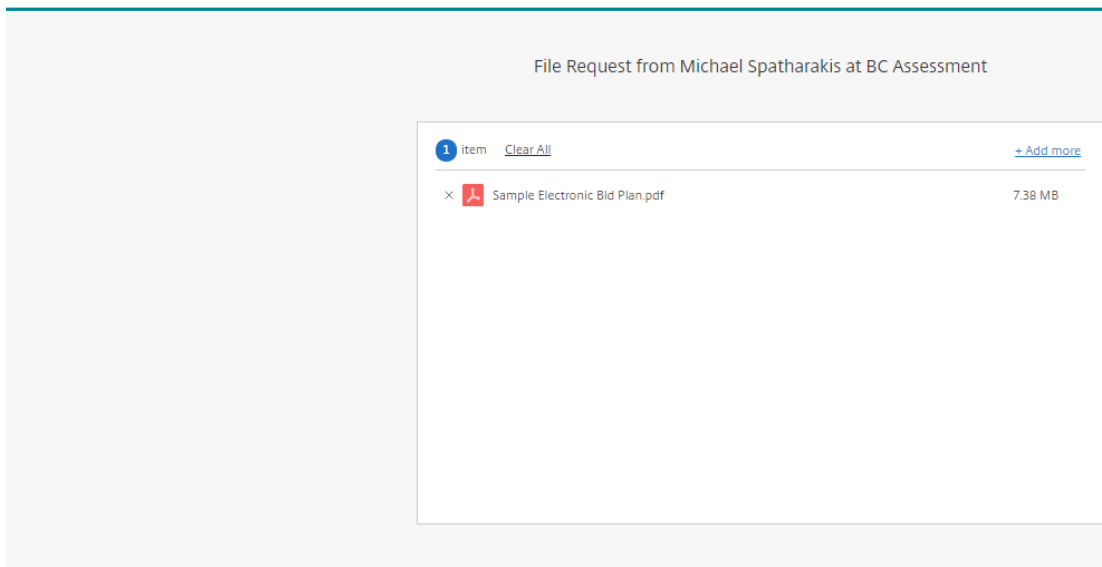




2. Drag or browse files you are being requested to upload:



3. Select the files, then click on **Upload**:



You then see the files uploaded & can use the link in the email you received again (as long as the link does not expire) to upload additional files.




Personal Settings

Edit Profile

Users can update their profile & change their password:

Edit Profile

Name and Company Details

First Name: <input type="text" value="Victoria"/>	Profile Picture: 
Last Name: <input type="text" value="Smith"/>	<input type="button" value="Upload"/>
Company: <input type="text" value="GMX Dev"/>	

Change Password

Old Password: <input type="password"/>	Passwords must meet the following requirements: <ul style="list-style-type: none">× include at least 1 upper case letter× include at least 1 lower case letter× include at least 1 number× include at least 1 special character× be at least 8 characters in length We'll also perform an additional strength check on save. ⓘ
New Password: <input type="password"/>	
Confirm Password: <input type="password"/>	

Update Email Notification preferences

Email Notifications

Email notifications are controlled on a folder by folder basis. Using the below dropdown list, you can select whether you would like to receive upload/download notifications in real-time or whether you would like them consolidated and sent to you at a time interval you specify.

Email Frequency:

Bounce Back Emails

Our system can send you an email if we receive a bounce back from any email you send.

Receive bounce back emails

Yes No

NOTE: For technical assistance in using Citrix ShareFile, or to request addition of Users to a jurisdiction's account, please email Property Information at bcacustomer.services@bcassessment.ca.