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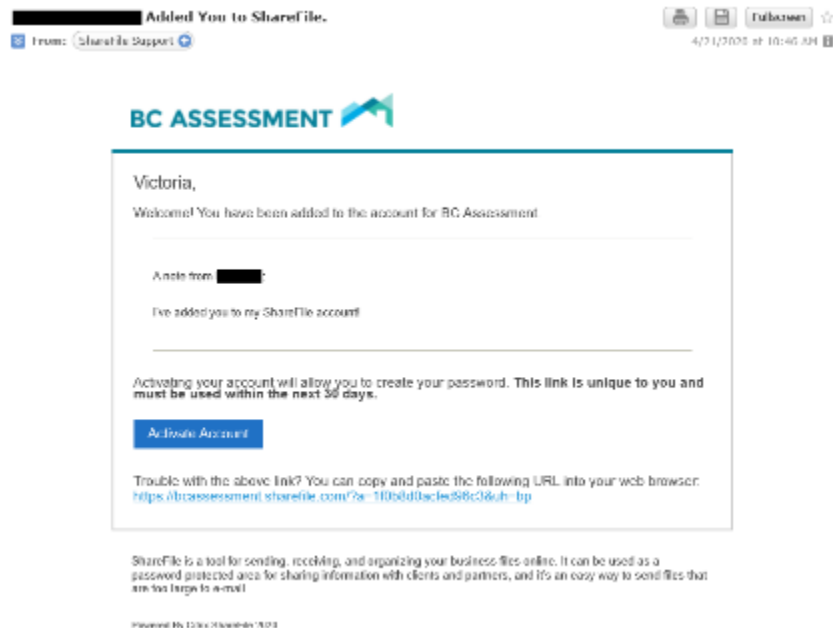
   NOTE: To request addition of Users to your jurisdiction's ShareFile account, email Property Information at propertyinfo@bcassessment.ca.

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
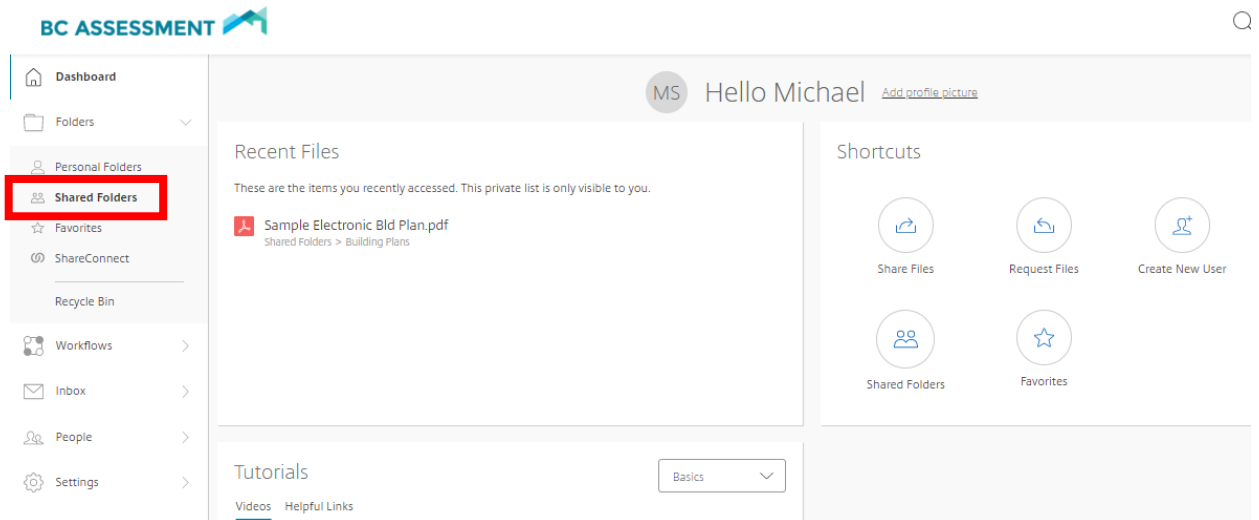**Folder** & account **Settings** in the left menu & **Tutorials** on the bottom left:
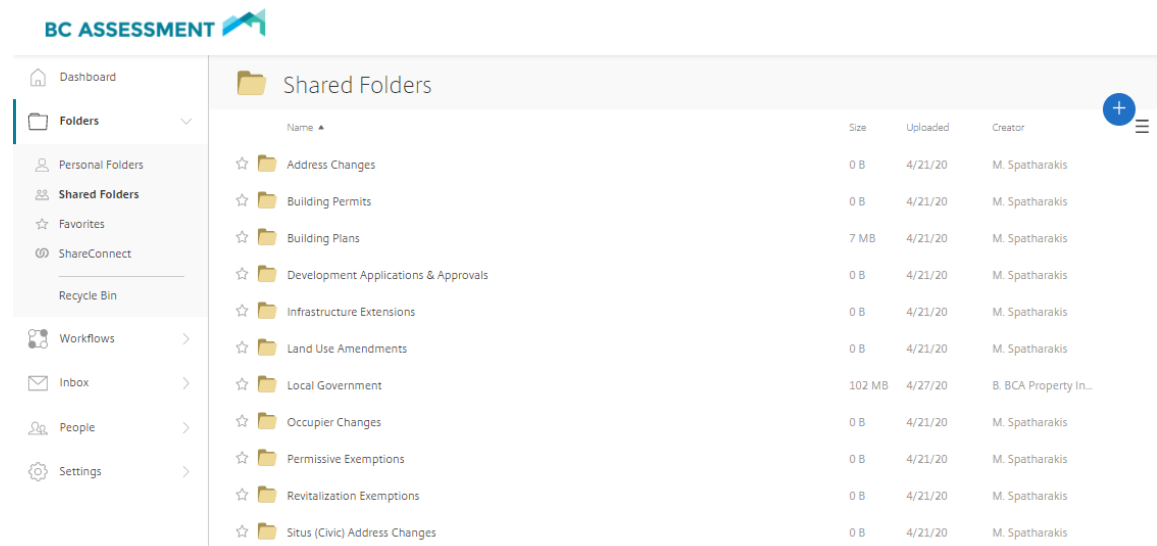
Uploading a File/Document for BC Assessment

1. Login to Citrix ShareFile at https://bcassessment.sharefile.com/:
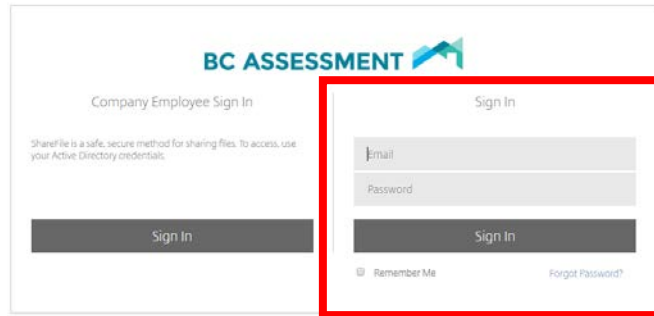
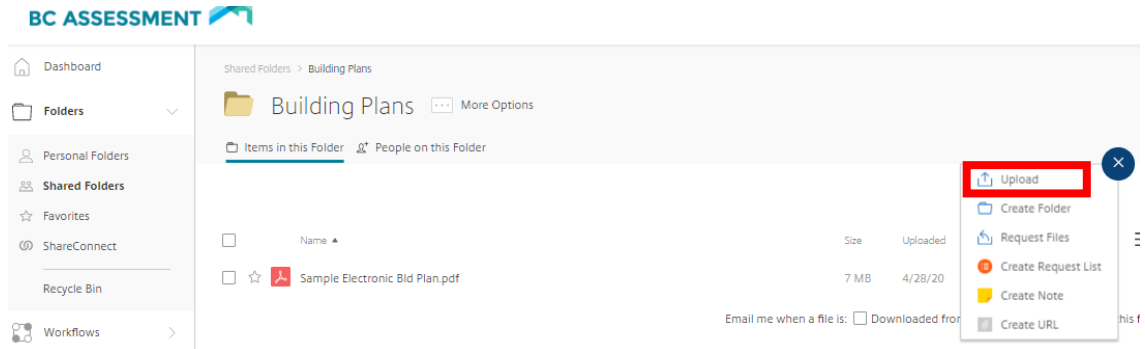Users are presented with their dashboard:

2. Click the **Shared Folders** menu on the left hand side to see you shared folders:
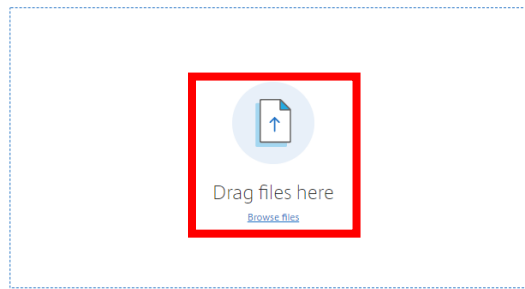
3. Select the document type **sub-folder**, i.e. Building Plans, then, click the ⊕ on the right & click **Upload**:
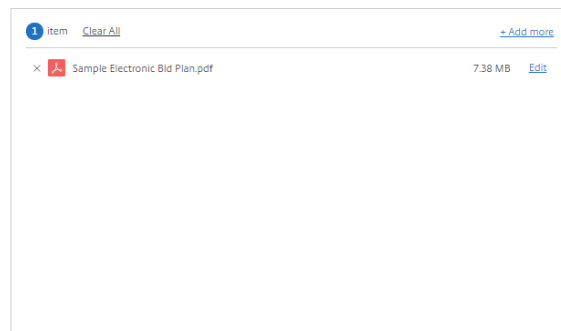

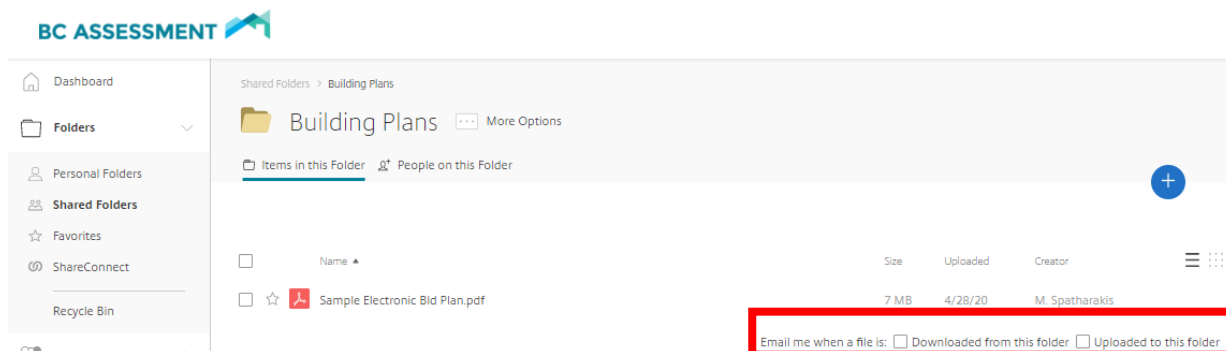Users can (a) **Drag files here**, or (b) **Browse files** to select file(s) to upload:

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

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:
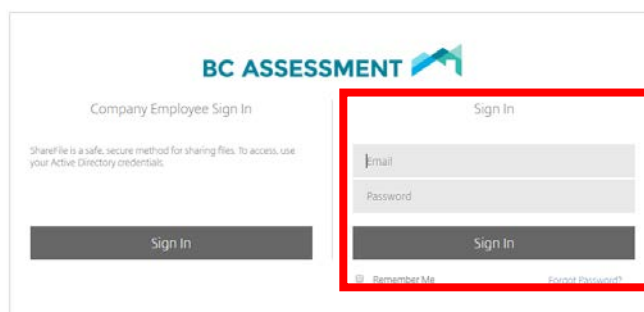

Responding to BC Assessment Email Request to Upload a File/Document

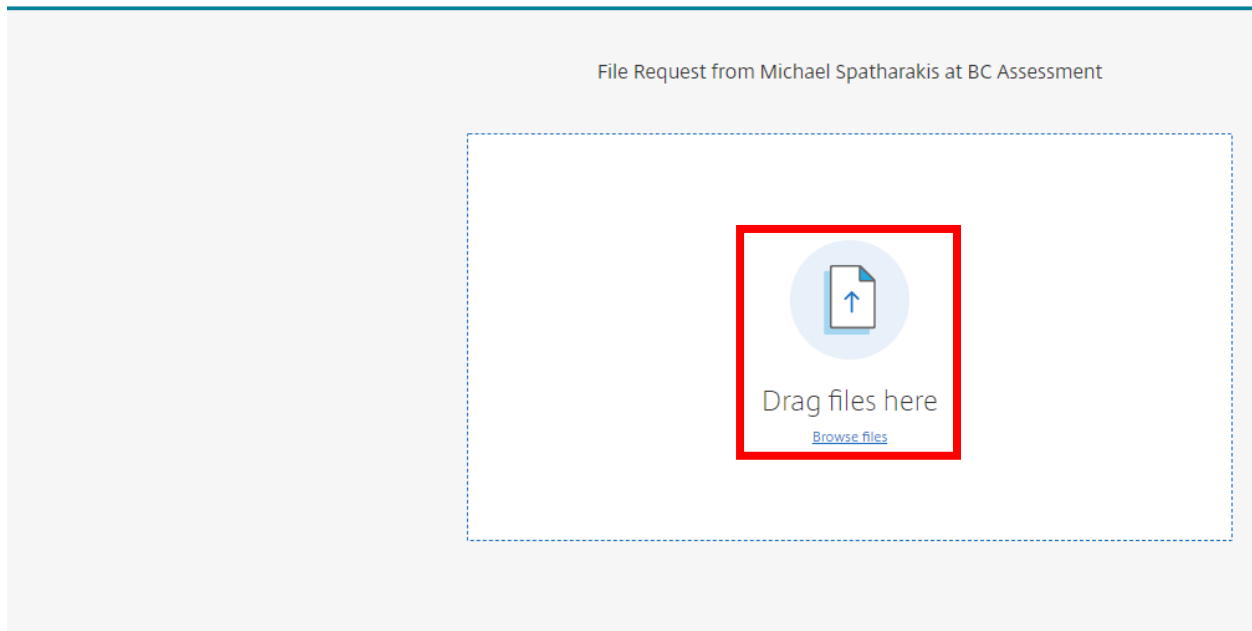Users may also receive an email request from BC Assessment to upload a file:
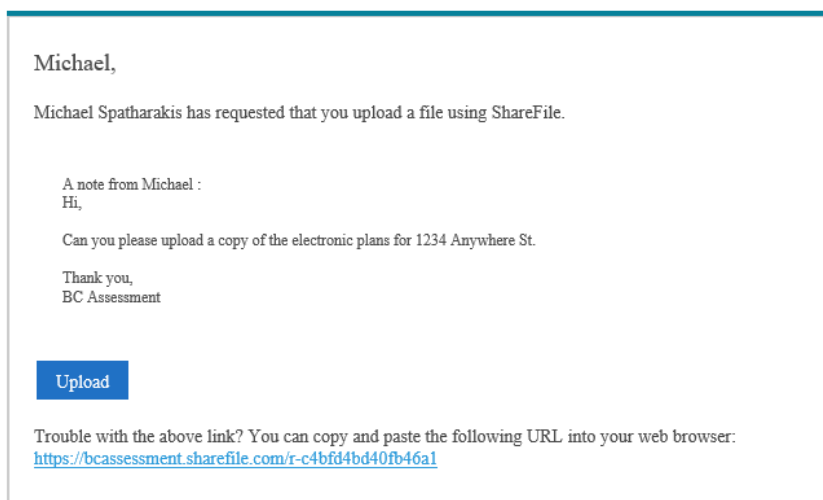
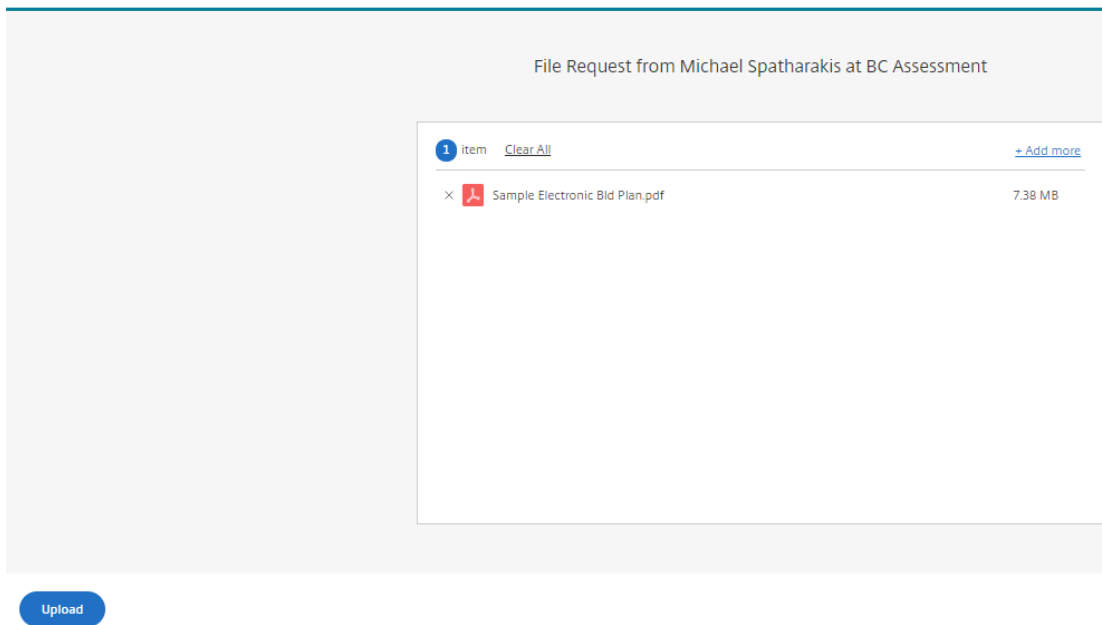1. Click **Upload** & log in with your credentials:

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:

Update Email Notification preferences

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