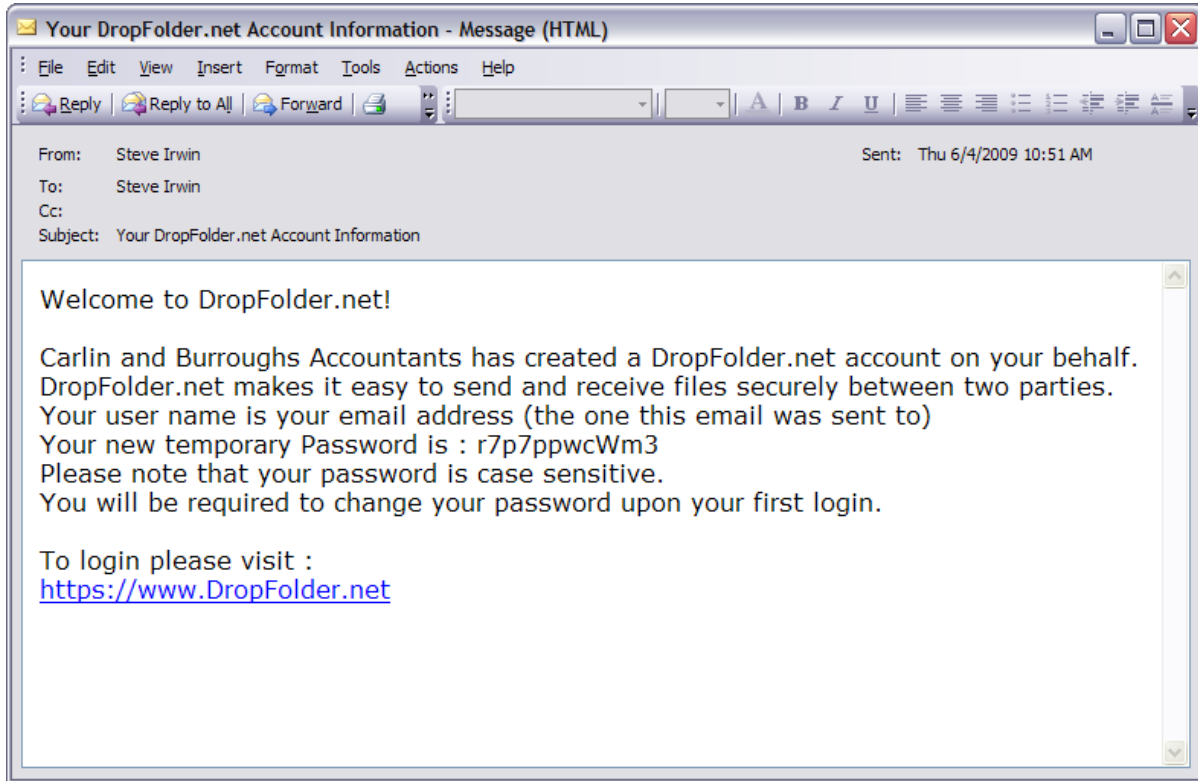


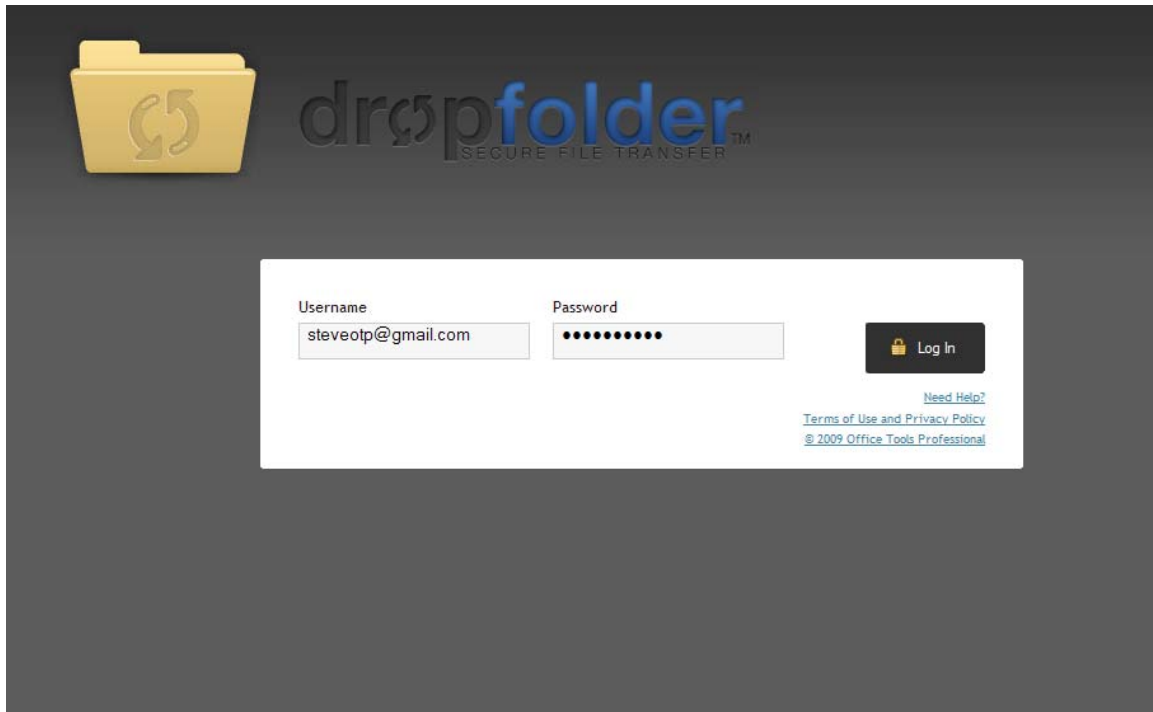


CLIENT USER GUIDE

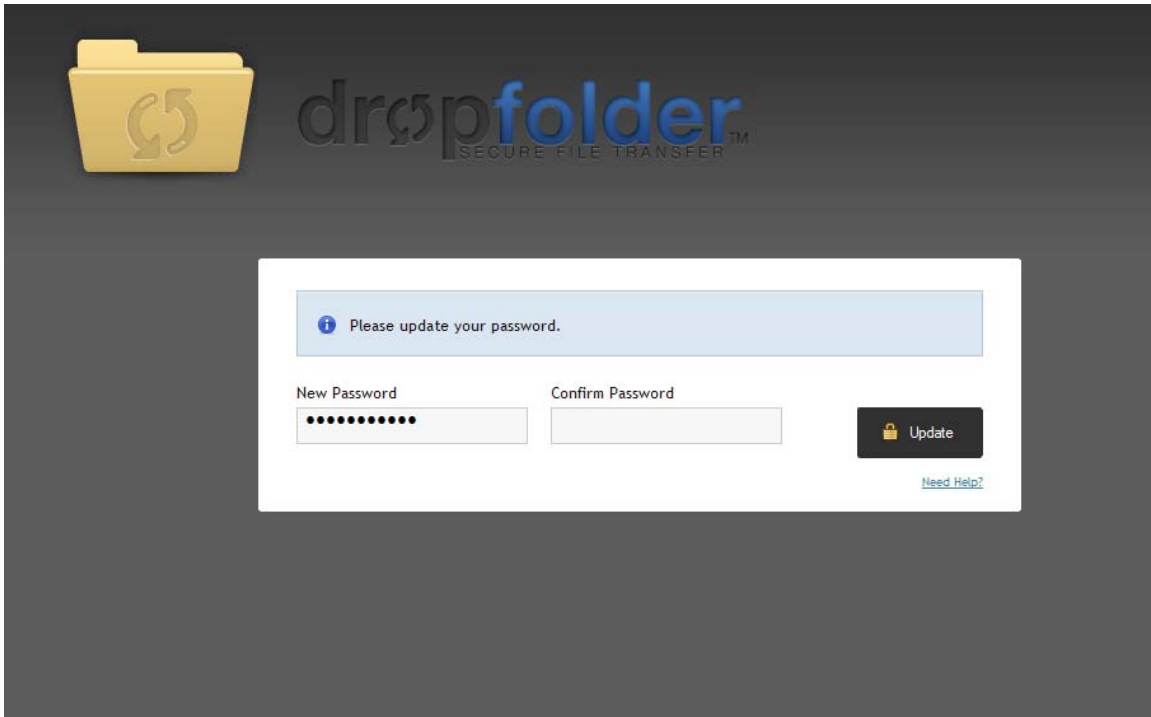
Before you will be able to send and receive documents, you must request a temporary password from your Dropfolder provider (i.e. accountant, lawyer, bookkeeper, or architect). You will receive your temporary password in an email that looks like this.



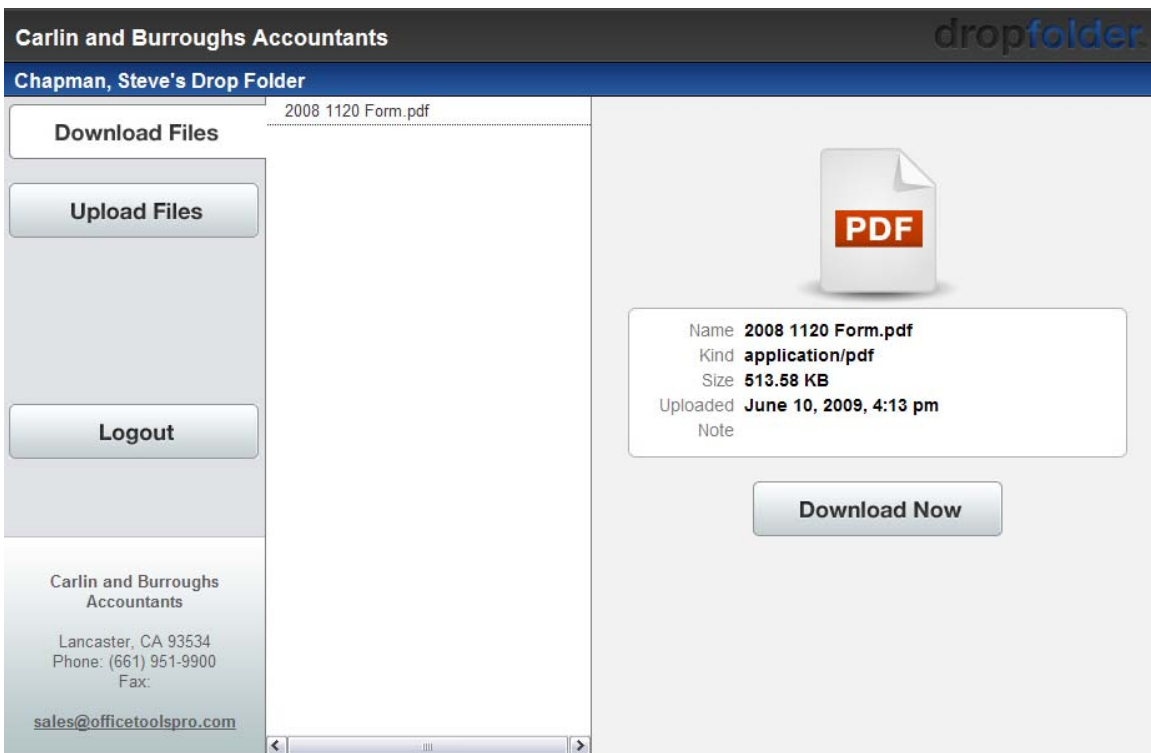
The first time that you log into the website on Dropfolder.net you will log in using your temporary password. Your user name will be the same email address where you received your temporary password.



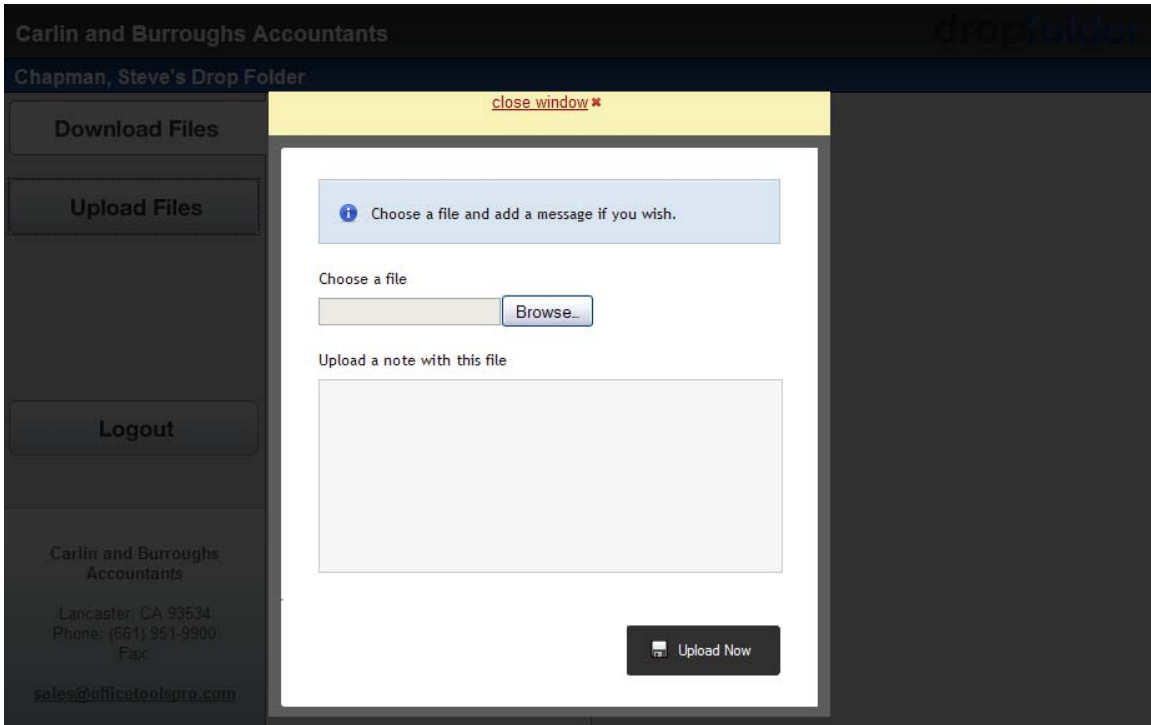
Once you have entered your temporary password, you will be prompted to change the temporary password to a new password of your choosing. Your Dropfolder provider has no record of this password. If you forget your personal password, you request a new temporary password.



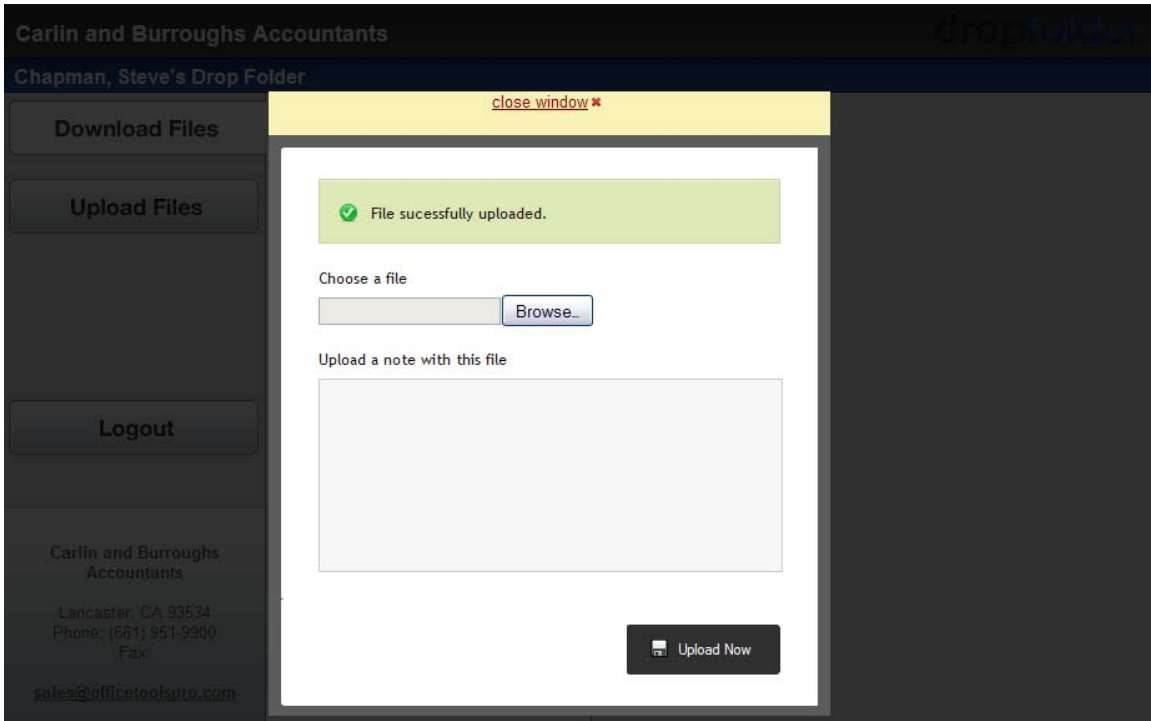
After you have logged in you will be able to see the files that your Dropfolder Provider uploaded to your account. If you would like to securely send files to them, you can upload a file by clicking on the Upload Files button on the left.



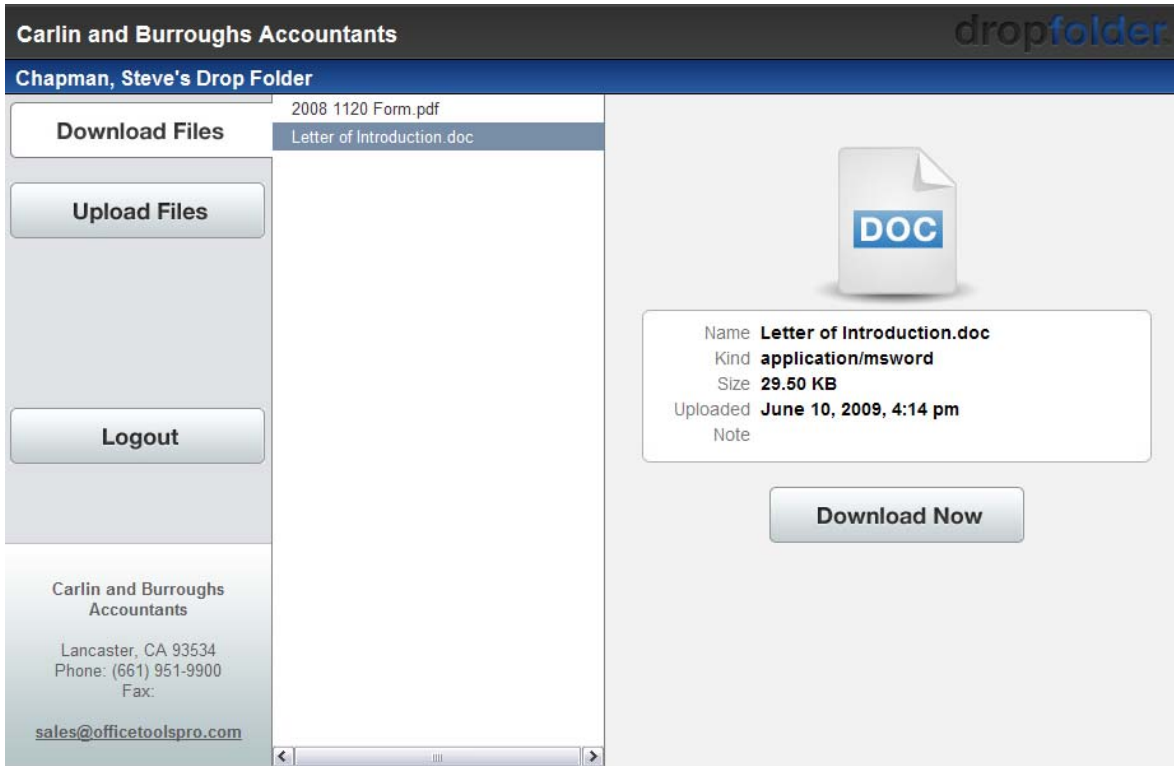
This will activate the upload files dialogue from here you can browse for a file and add any additional notes. Once you have selected the path to the file and added their notes, click the “Upload Now” button.



Once the file has been uploaded you can close the upload dialogue by clicking the “close window” link at the top of the screen.



The Dropfolder.net will display all files uploaded in the downloaded files dialogue.



When you upload new files to your Dropfolder.net account, an automated email will be sent to your provider notifying them of the new document.