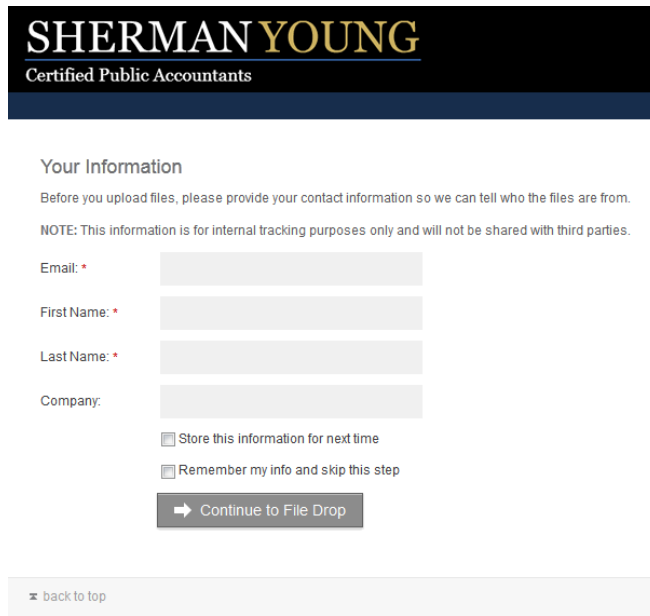


## INSTRUCTIONS FOR UPLOADING FILES VIA FILE DROP

STEP 1 --> Click the FILE DROP button a new browser window will appear.

STEP 2 --> Enter your email and name.

Note: These are required fields as they help us identify who sent the files and route them appropriately once we have received them.



**SHERMAN YOUNG**  
Certified Public Accountants

### Your Information

Before you upload files, please provide your contact information so we can tell who the files are from.

NOTE: This information is for internal tracking purposes only and will not be shared with third parties.

Email: \*

First Name: \*

Last Name: \*

Company:

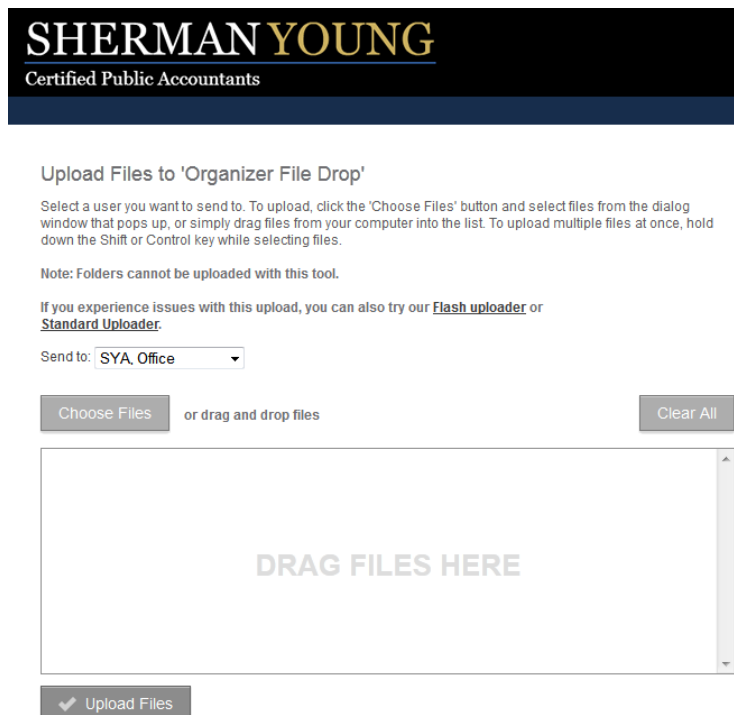
Store this information for next time

Remember my info and skip this step

[back to top](#)

STEP 3 --> Select the files to be uploaded.

You can now drag files to the drop window or click the Choose Files button to select the files for upload.



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Certified Public Accountants

### Upload Files to 'Organizer File Drop'

Select a user you want to send to. To upload, click the 'Choose Files' button and select files from the dialog window that pops up, or simply drag files from your computer into the list. To upload multiple files at once, hold down the Shift or Control key while selecting files.

Note: Folders cannot be uploaded with this tool.

If you experience issues with this upload, you can also try our [Flash uploader](#) or [Standard Uploader](#).

Send to:

or drag and drop files

DRAG FILES HERE

STEP 4 --> Select the Recipient.

Using the "Send to:" drop down menu please select SYA, Office as the recipient.

STEP 5 --> Upload the files.

Once you have selected all of the files you wish to upload, click the Upload Files button.

After clicking the Upload Files button you will see a progress bar followed by a message indicating that your files have uploaded successfully. You can follow the link to upload more files or close the window when you are finished.