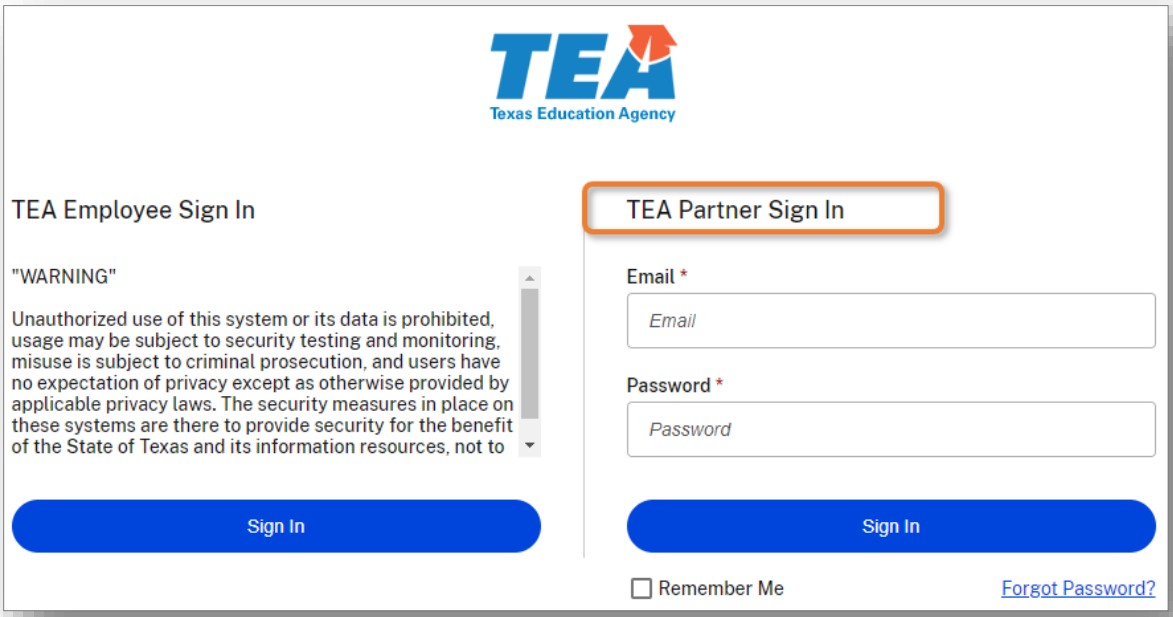
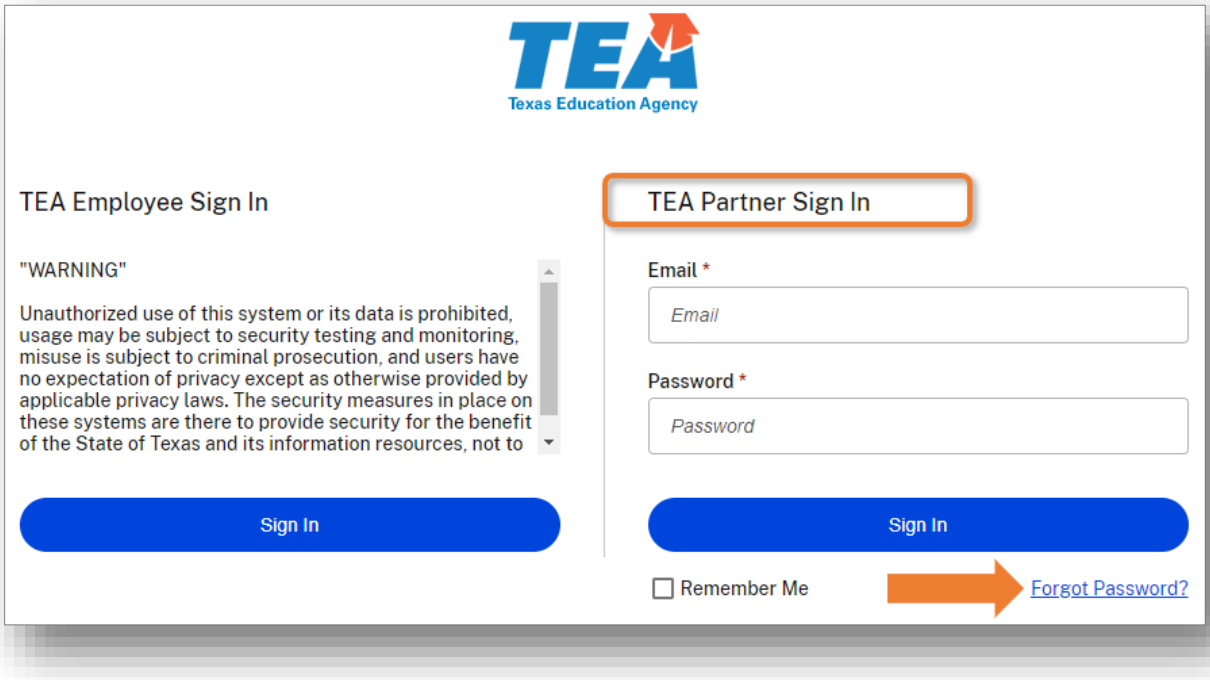
ShareFile Access Instructions

Please follow the below steps to Login/Reset Password of Citrix ShareFile for TEA Partner:

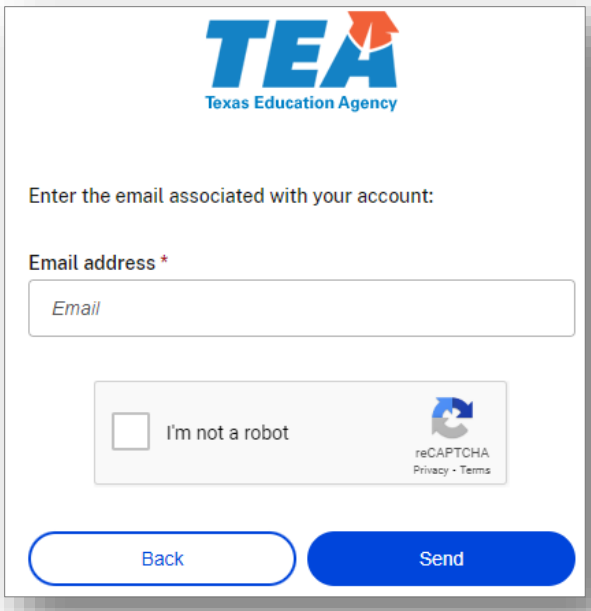
1. To log into Citrix ShareFile as a TEA Partner, go to TEA.Sharefile.com.
2. Enter your Email and Password under the "TEA Partner Sign In" section, then click on **Sign In**. Your email must match the email address to which you received the notice from EPP_data@tea.texas.gov.



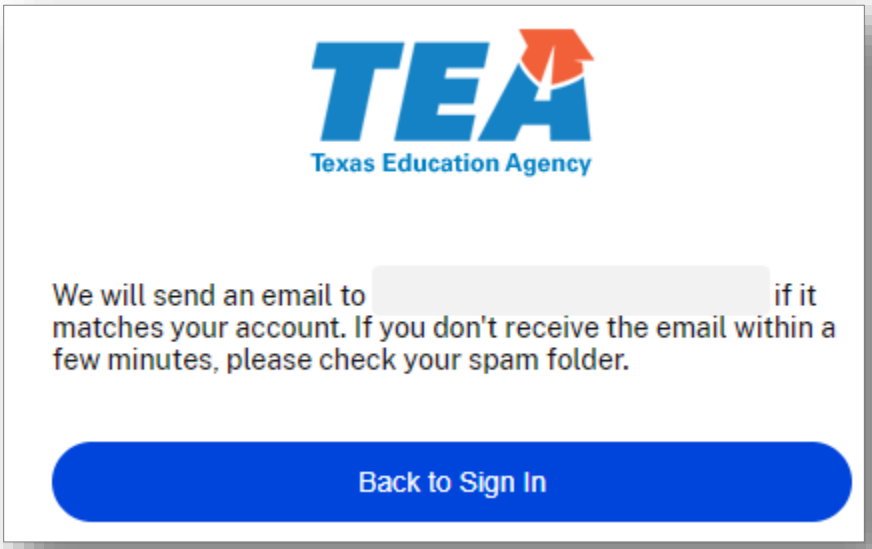
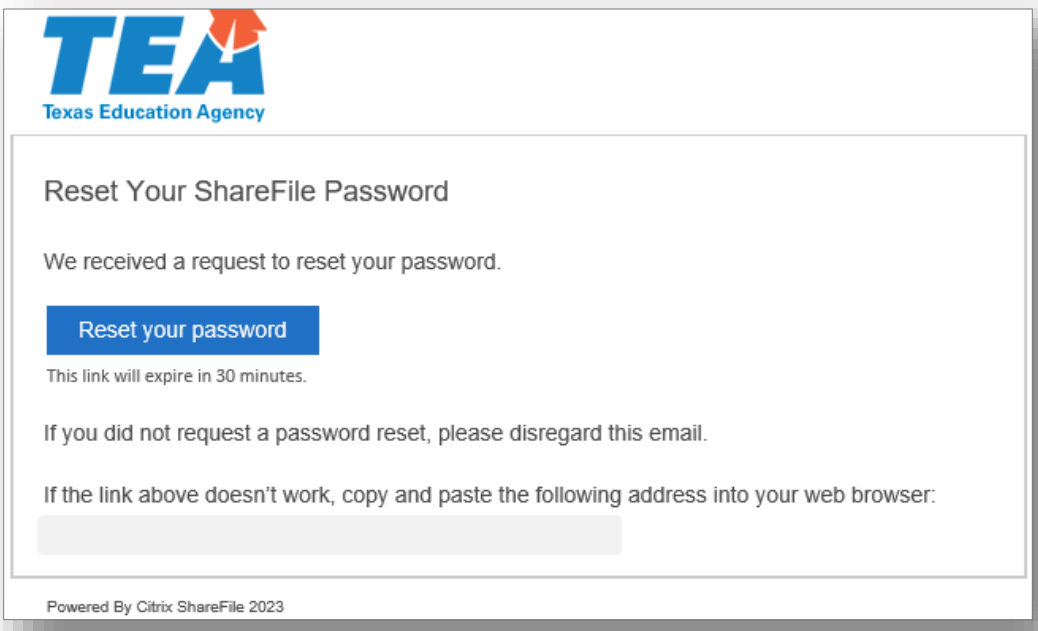
3. If you forgot your Password, please click on the 'Forgot Password?' link under the "TEA Partner Sign In" section.



4. Enter your email address. Your email must match the email address to which you received the notice from EPP_data@tea.texas.gov. Click on the "I'm not a robot" checkbox to proceed with the verification. Then click on **Send**.



5. The below notification will be displayed on your screen, notifying you that an email has been sent to your provided email address:



6. Please check your inbox/spam folder for a notice from ShareFile mail@sf-notifications.com. Click on "Reset your password" or copy and paste the provided link into your web browser to proceed.