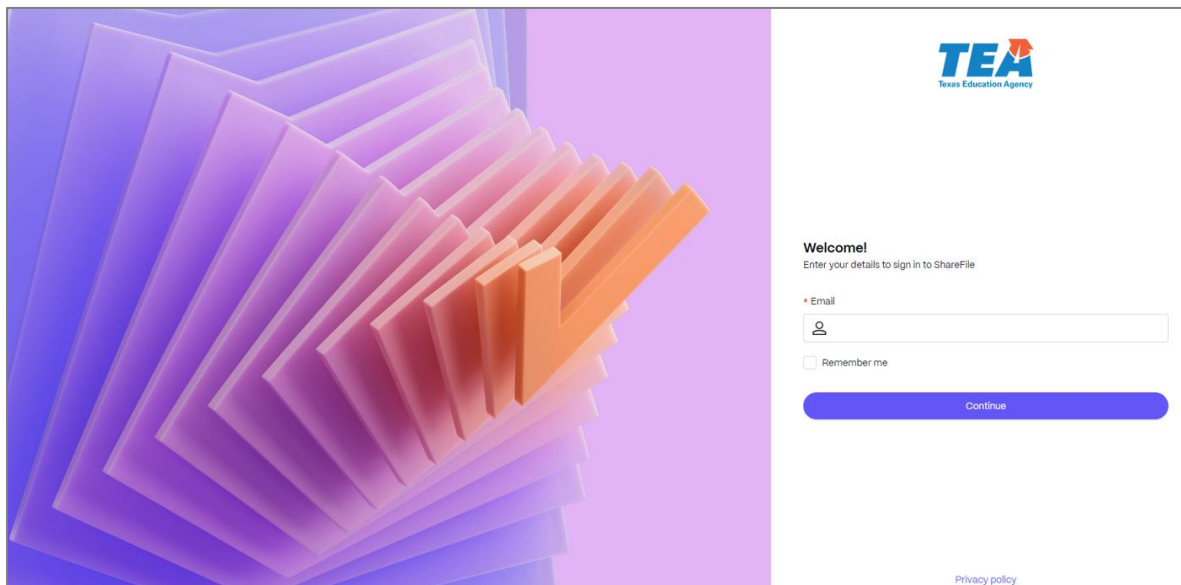




ShareFile Access Instructions

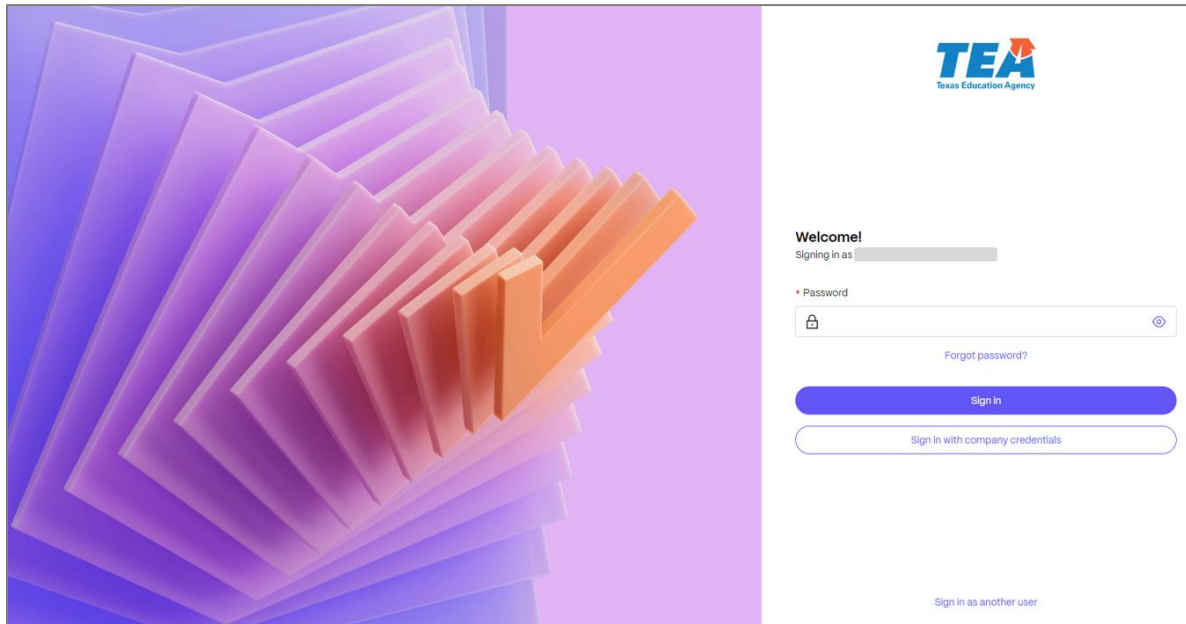
Please follow the below steps to Login/Reset Password of Citrix ShareFile for TEA Partner:

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

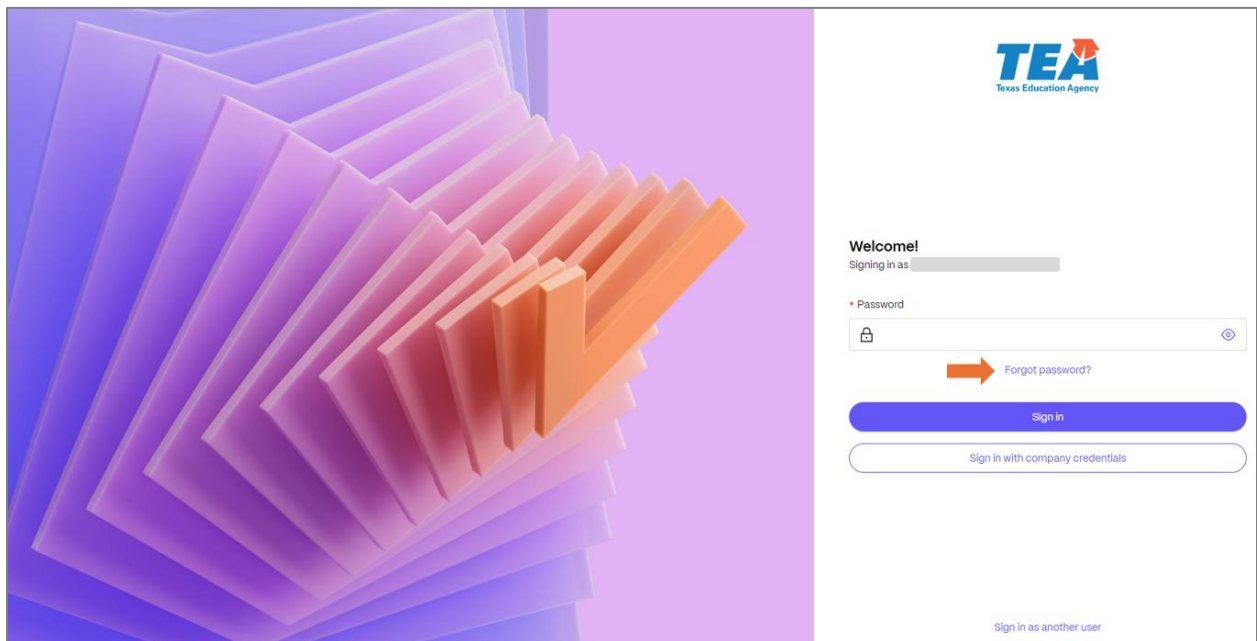




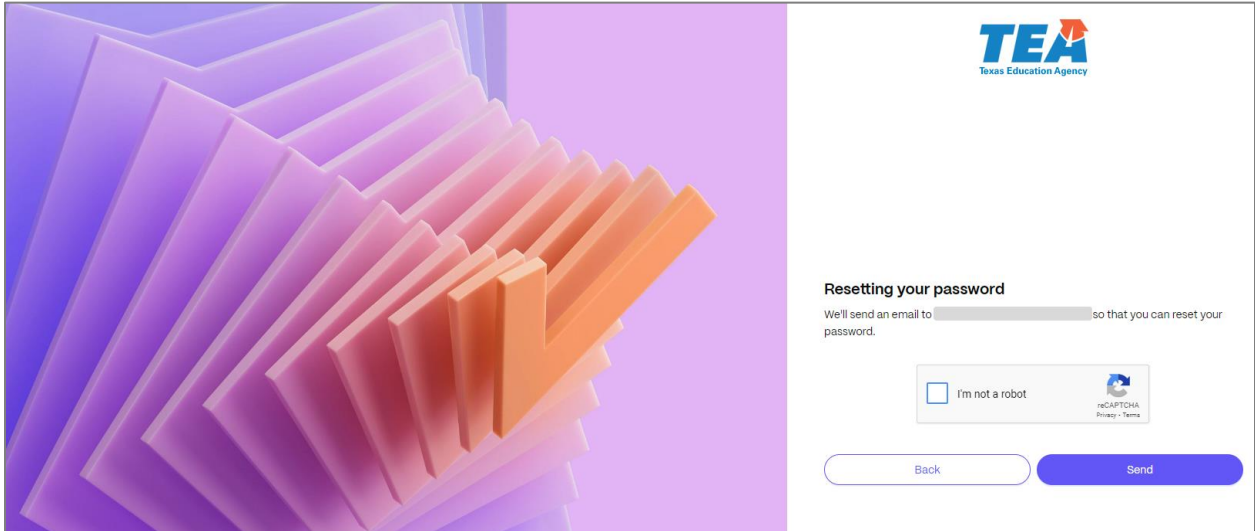
3. Enter your Password, then click on **Sign in**.



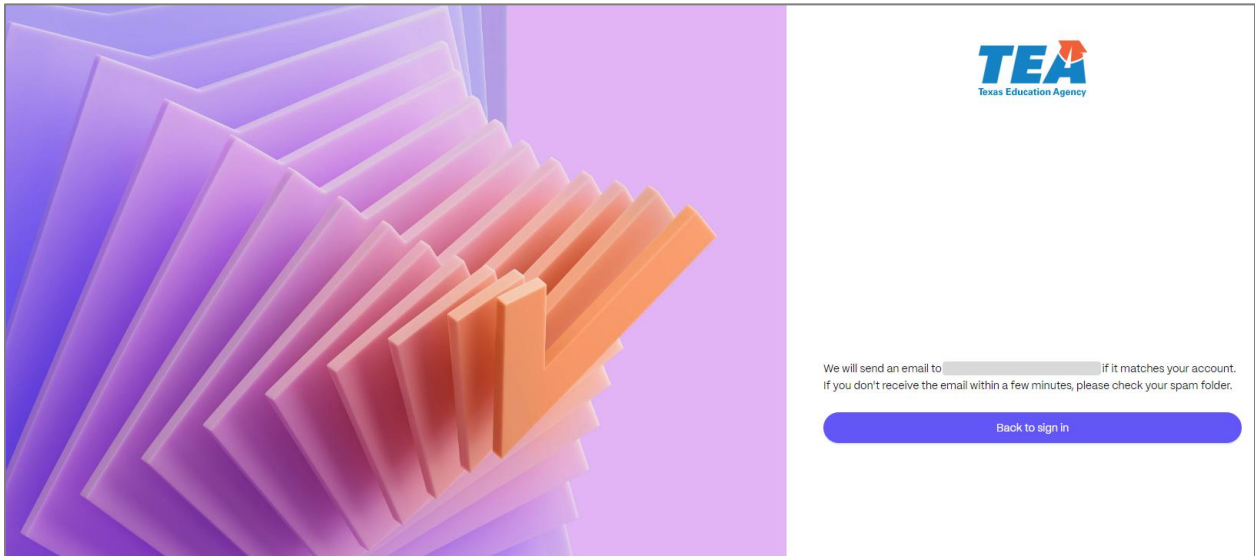
4. If you forgot your password, please click on the “Forgot password?” link.



5. Check the “I’m not a robot” checkbox to proceed with the verification. Then click on **Send**.




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





7. Please check your inbox/spam folder for a notice from ShareFile mail@sf-notifications.com. Click on "Reset your password" and you will be redirected to the ShareFile webpage to enter your new password.



Reset Your ShareFile Password

We received a request to reset your password.

[Reset your password](#)

This link will be valid for 30 minutes. If you didn't make this request, please disregard this email.

Need help? We're here for you.
Visit sharefile.com/support and look for "Start chat."