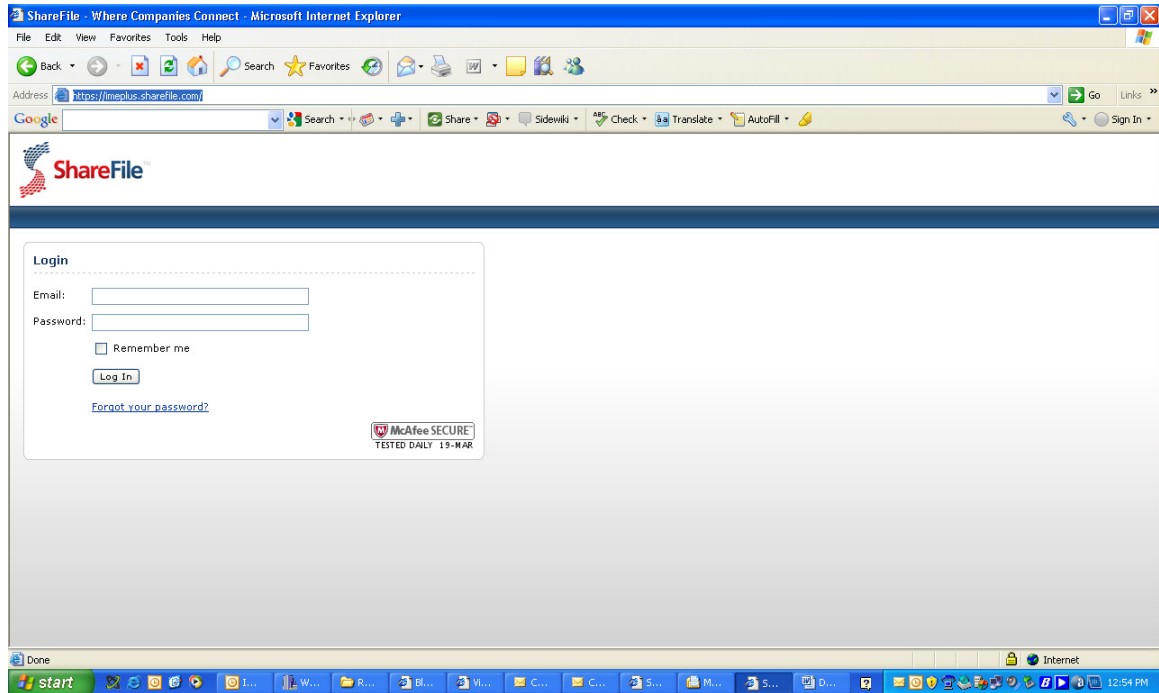


Instructions for Secure File Transfer

To access the system you can go to www.imeplus.ca and click on the button “Login for Secure Documents Exchange” or <https://imeplus.sharefile.com/>

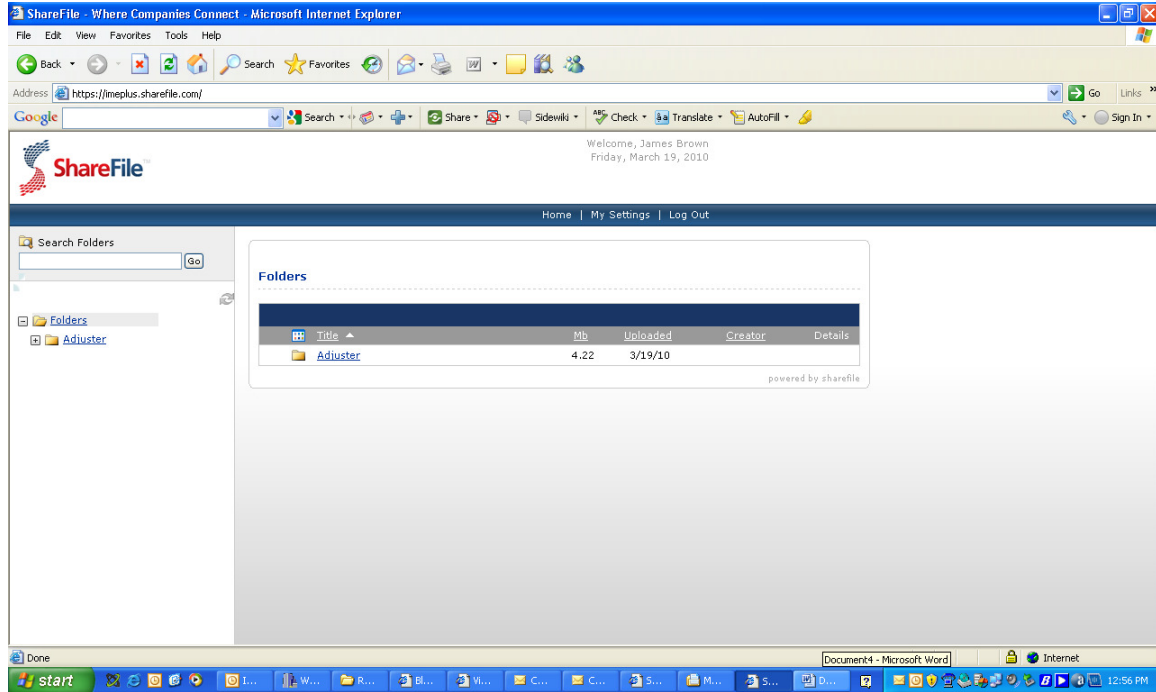
You will then be prompted for your email address and password (to be provided to you).



You will next be asked to confirm your user information ie. Name, company name, time zone and desired date settings.

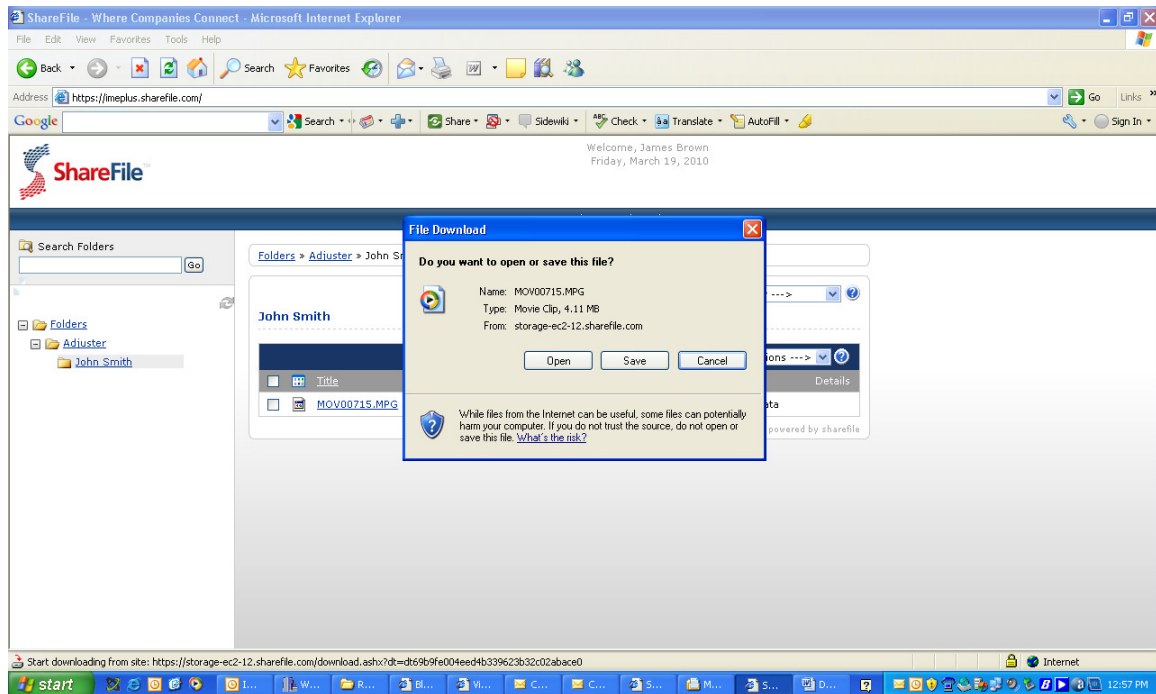
Click Save

The next screen will display the available folders and files that are available to you.



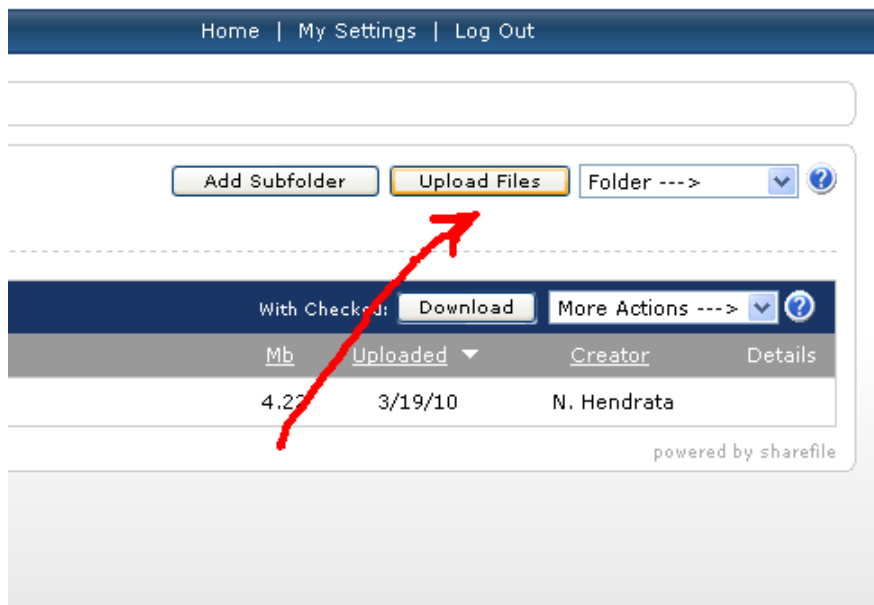
Click on the folder to open it.

To download a file simply click on that file and you will be prompted to download it to your computer. Click on Save and select a location to save the file on your computer.



To Upload Files to IME Plus

Open the desired claimant folder ie. John Smith by clicking on the folder.
Click on the Upload Files button in the upper left of the window



Click on Choose Files button to select the files you wish to upload to IME Plus.
Browse to where the file is located click on it once and click open.
Click Upload Files at the bottom of the window.

When complete you will now see the file you uploaded displayed in the list on the screen.

When finished you can now Logout of the system by clicking the Logout button in the upper left corner of the screen.