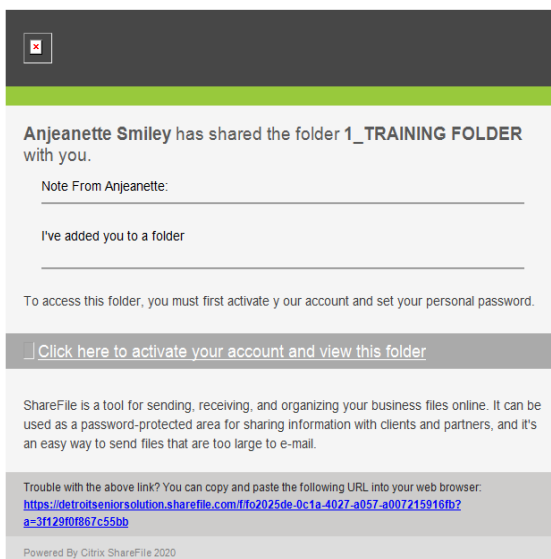


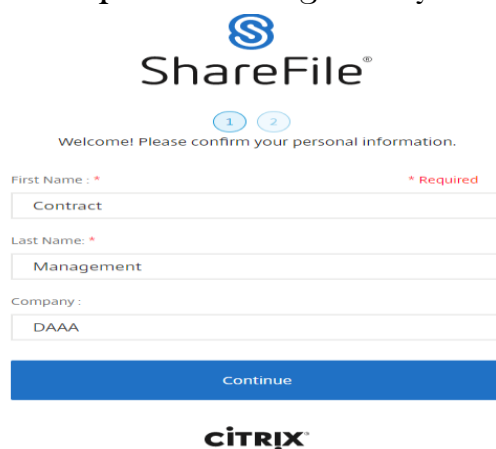
Submitting through ShareFile

Accessing the secure ShareFile portal.

1. Email contractmgt@daaa1a.org to receive access
2. Include the name and email address of everyone in your organization that will need access
3. Allow one business for response
4. You will receive an email from Sharefile (Citrix) inviting you to the shared folder



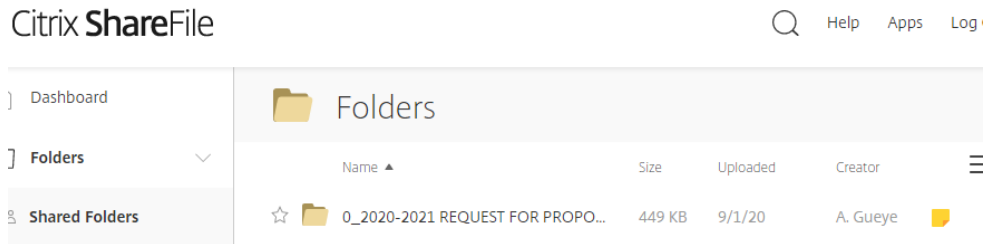
5. Create a profile or log in to your folder.

The ShareFile logo is at the top, consisting of a blue 'S' icon and the text "ShareFile®". Below the logo are two small blue circles containing the numbers "1" and "2". The text "Welcome! Please confirm your personal information." is centered. The form has three input fields: "First Name : *" with a red asterisk and "* Required" to its right, containing the text "Contract"; "Last Name: *" with a red asterisk and "* Required" to its right, containing the text "Management"; and "Company :" containing the text "DAAA". Below the input fields is a blue button with the text "Continue". At the bottom of the form is the Citrix logo.

Submitting through ShareFile

Create a folder

1. Open the Request For Proposal folder

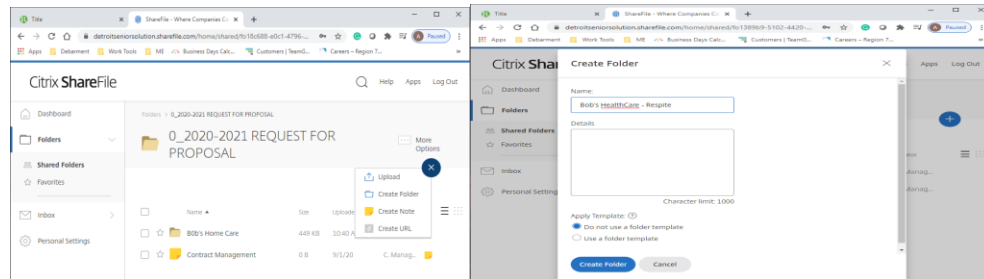


2. Click the blue plus sign to the right of the page

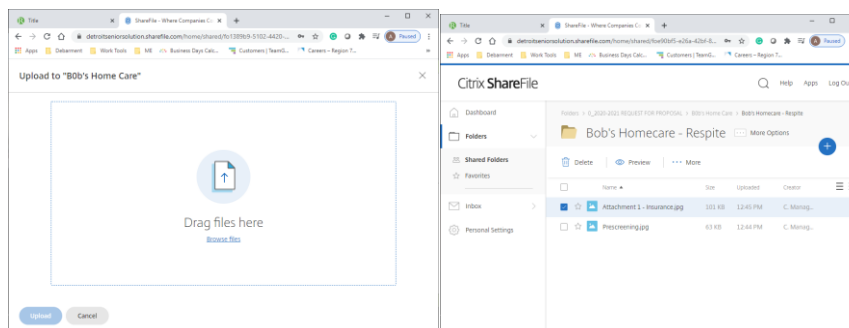


3. Create a folder

Folder name - Company Name



4. Upload or Drag Application documents to the folder

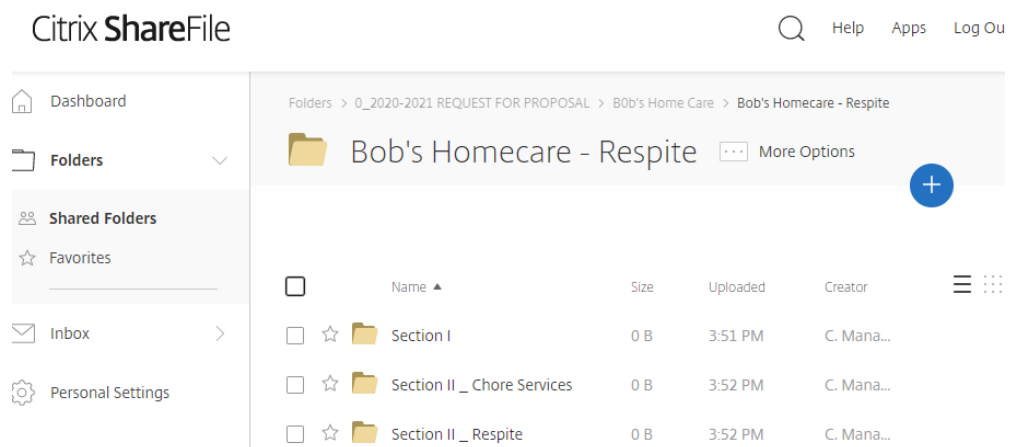


- Document name - name of application requirement
(Attachment 7 - Insurance)

Submitting through ShareFile

Additional Information

- You may delete documents but not folders
- If applying for more than one service:
 - Create one folder for your business
 - Create one folder for Section 1
 - Pre-screening and Attachments A-M etc.
 - Create a folder for each submission for Sections II
 - Attachments 1-5, Budget and additional information



The screenshot displays the Citrix ShareFile interface. The top navigation bar includes the Citrix ShareFile logo, a search icon, and links for Help, Apps, and Log Out. The left sidebar contains navigation options: Dashboard, Folders (expanded), Shared Folders, Favorites, Inbox, and Personal Settings. The main content area shows a breadcrumb trail: Folders > 0_2020-2021 REQUEST FOR PROPOSAL > Bob's Home Care > Bob's Homecare - Respite. Below this, a folder named 'Bob's Homecare - Respite' is highlighted, with a 'More Options' menu and a blue plus icon. A table lists the contents of this folder:

<input type="checkbox"/>	Name ▲	Size	Uploaded	Creator	⋮
<input type="checkbox"/>	☆ Section I	0 B	3:51 PM	C. Mana...	
<input type="checkbox"/>	☆ Section II _ Chore Services	0 B	3:52 PM	C. Mana...	
<input type="checkbox"/>	☆ Section II _ Respite	0 B	3:52 PM	C. Mana...	