



ShareFile Access Instructions

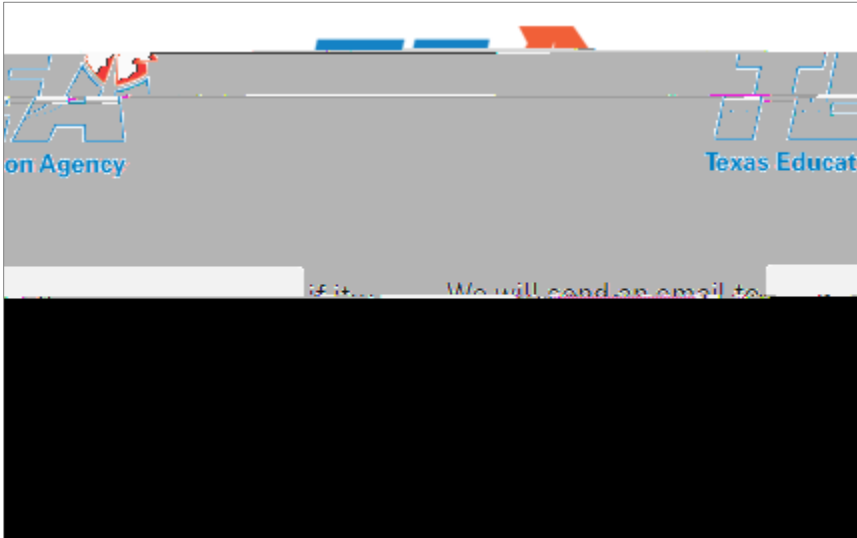
Please follow the below steps to login/Reset Password of Citrix ShareFile for TEA Partner:

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 EPPdata@tea.texas.gov





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@sfnotifications.com. Click on "Reset your password" or copy and paste the provided link into your web browser to proceed.

