ShareFile Upload Link and Request for Documentation Example

- Below is an example of the upload link email your institutional officers will receive: (institutional officers will also receive an upload link email for Deficiency & Final Report Responses)

Compliance Review - ShareFile Link

ComplianceTeam
To Lisa Newham
Cc ⊞ ComplianceTeam

↩ Reply   ↩ Reply All   → Forward   ···

Fri 1/22/2021 3:02 PM

Below is your institution's link to ShareFile.

Click here to upload files.

Thank you,

GSFC
Georgia Student
Finance Commission

Compliance Team
Legal/Compliance
Georgia Student Finance Commission
Office: 770.724.9136
Fax: 770.724-9096
Toll Free: 800.505.GSFC

GAfutures.org

- Once you click the link you will fill in the required fields and click continue:

To continue, please enter your
information below.
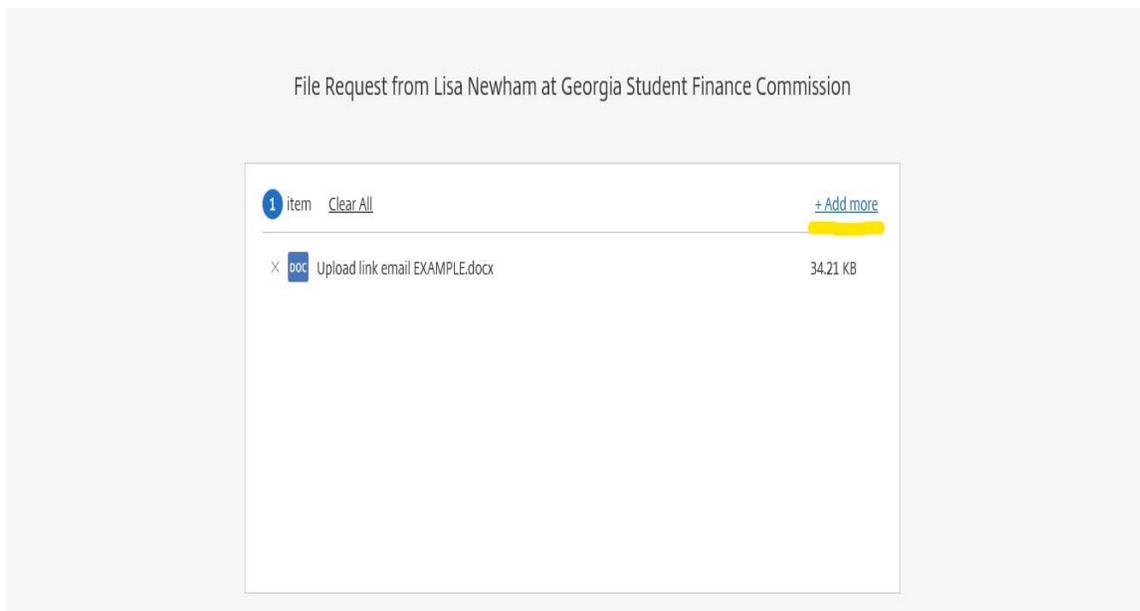
Email

First Name

Last Name

Company

Continue   ☐ Remember Me

- Once logged in you will drag and drop your files or click browse files to select files from a specific location.
- Once you have selected the desired files, click the upload button in the lower left corner:

File Request from Lisa Newham at Georgia Student Finance Commission

Drag files here

Browse files
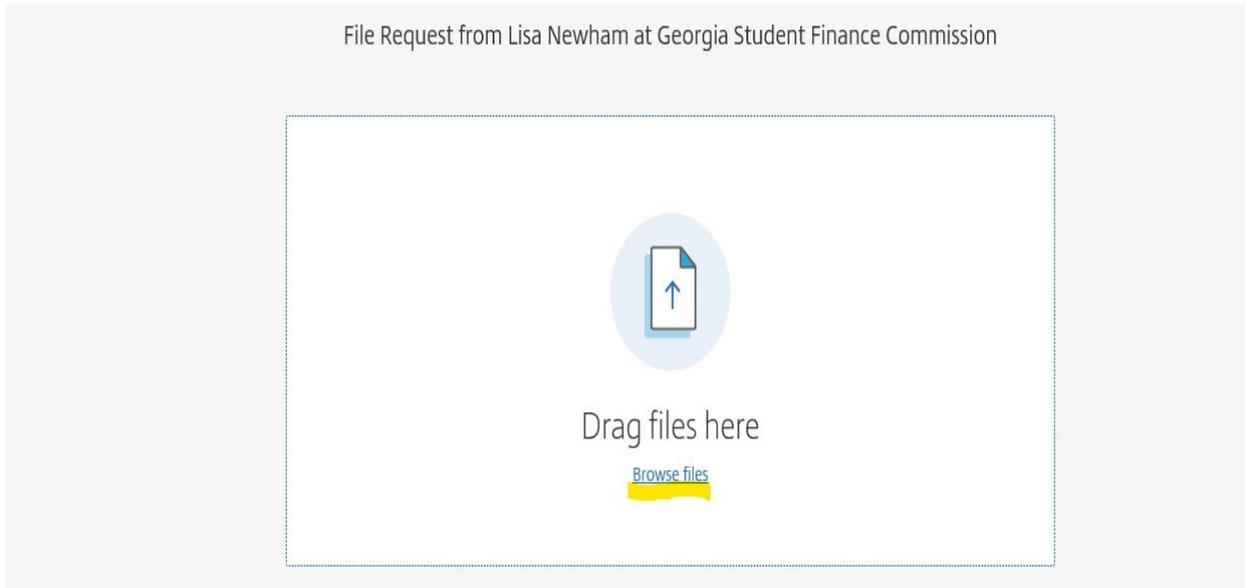
Upload

- You can continue to upload additional files by clicking add more in the top right corner, or you can exit ShareFile.

File Request from Lisa Newham at Georgia Student Finance Commission

1 item   Clear All   + Add more

X DOC Upload link email EXAMPLE.docx   34.21 KB

Upload

Example for organizing files to be uploaded to ShareFile:

Please group the information by program and then type of document, in alphabetical order by last name. For example:

File #1 - HOPE Scholarship: Admission Apps, last name alpha order
File #2 - HOPE Scholarship: Disbursement Records
File #3 - HOPE Scholarship: ISIRs, last name alpha order
File #4 - HOPE Scholarship: Prior/Transfer Transcripts and please include transcript keys for prior/transfer transcripts
File #5 - HOPE Scholarship: Institution Transcripts and please include transcript keys for prior/transfer transcripts
 Etc.

File Upload Structure Example

Institution Name

📁 HOPE Scholarship

    📁 Admission Apps
    📁 Disbursement Records
    📁 ISIRs
    📁 Prior Transcripts
    📁 Transcripts