

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



Fri 1/22/2021 3:02 PM

Below is your institution's link to ShareFile.

[Click here](#) to upload files.

Thank you,



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

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

To continue, please enter your information below.

Email

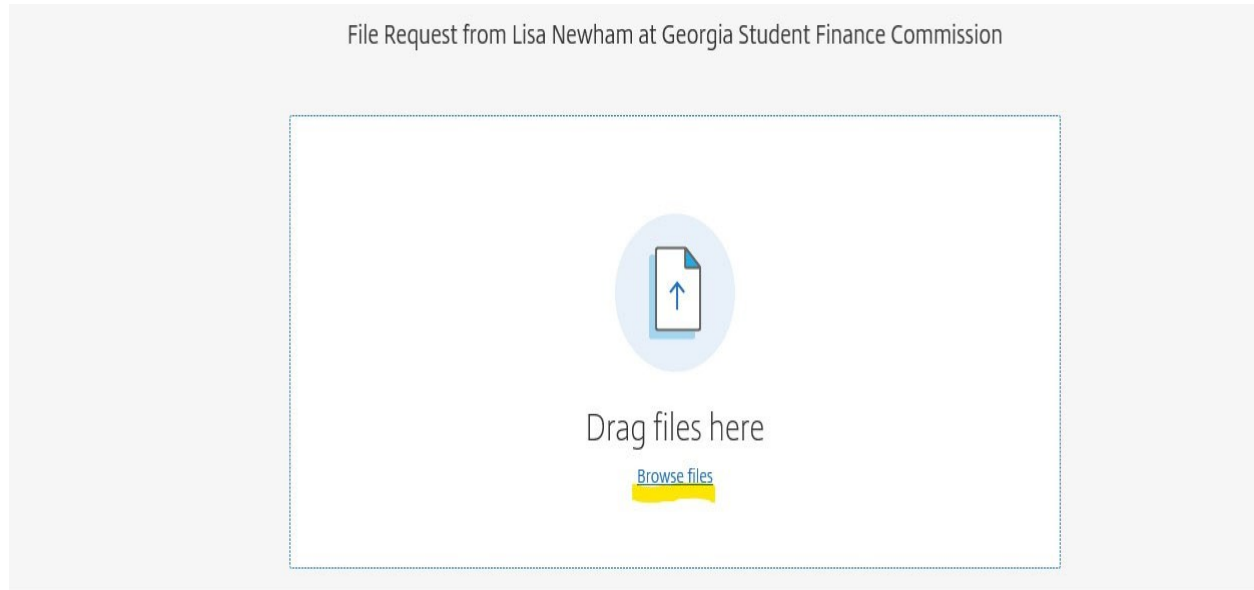
First Name

Last Name

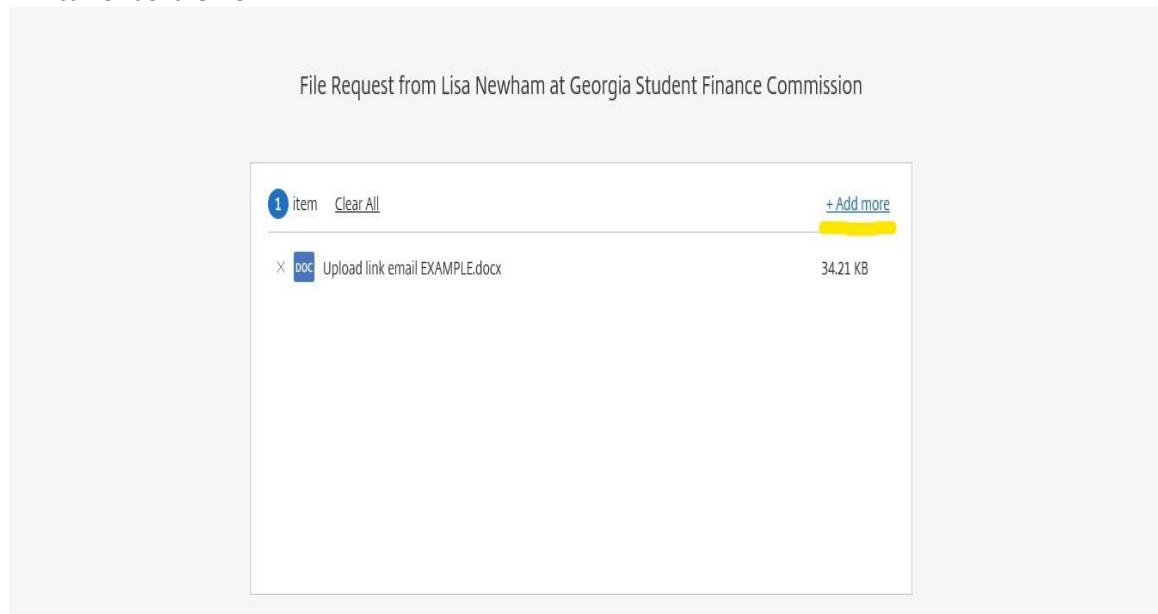
Company

☐ 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:



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



Examples 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.

ADOBE PDF Method:

Once the student files have been gathered according to program type (example: HOPE Sch), document type (example: ISIRS), & placed in alphabetical order by last name; the individual student documents can be combined to create one PDF file. Paper documents can be scanned into a single PDF file or multiple PDF files can be combined into a single PDF file in ADOBE.

For Example:

PDF. #1 - HOPE Sch-admission apps (in alphabetical order by last name)

PDF. #2 - HOPE Sch-disbursement records (in alphabetical order by last name)

PDF. #3 - HOPE Sch-ISIRS (in alphabetical order by last name)

PDF. #4 - HOPE Sch-transfer transcripts (please include transcript keys for transfer transcripts, in alphabetical order by last name)

PDF. #5 - HOPE Sch-institution transcripts (in alphabetical order by last name)

PDF. #6 - HOPE Sch-citizenship documents (in alphabetical order by last name)

Etc.

Examples for combining individual student files into one PDF file



HOPE
Sch-admission apps



HOPE
Sch-disbursement re



HOPE Sch-ISIRS.pdf

Documents can be opened via ADOBE and documents can also be combined & saved as a PDF in ADOBE.

- SHAREFILE will not accept folders

