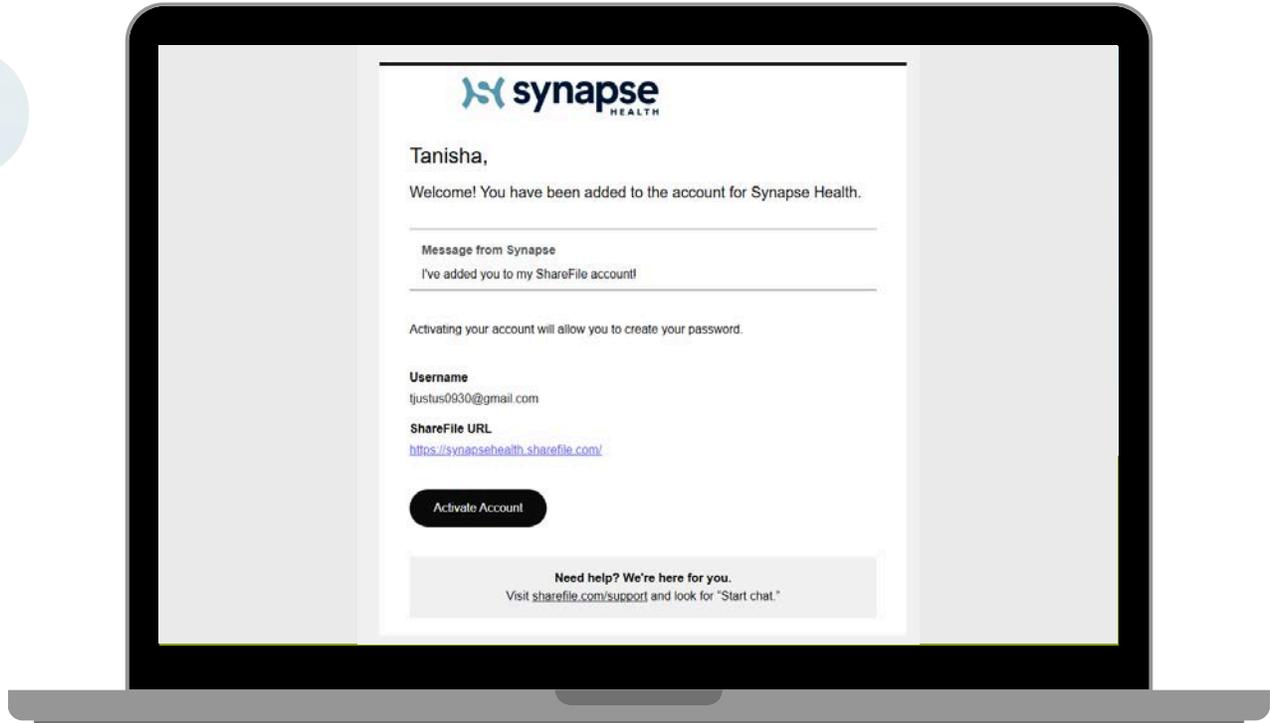


DME Provider ShareFile User Guide

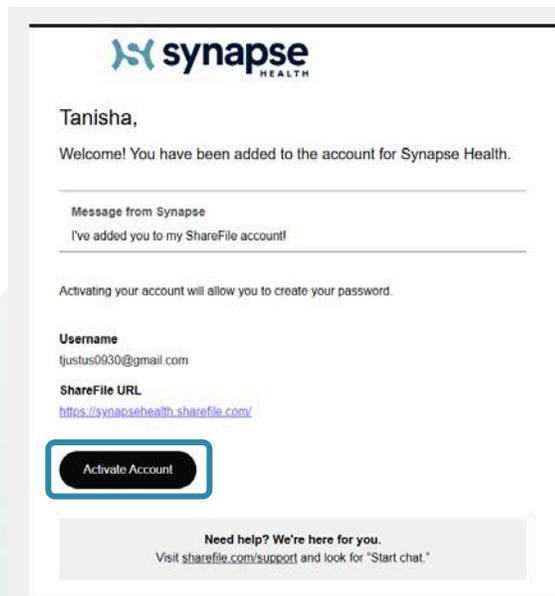
Learn how to access Synapse Health's ShareFile account to store and download documents.



- First, you'll receive an email from mail@sf-notifications.com (If you don't see it, check your spam/junk folder).



- Click "Activate Account."



For DME provider support: dmeprovidersupport@synapsehealth.com | 888.801.9449

- ✓ Confirm or update the information and click “Continue.”

Welcome!

Confirm your details to setup your account.

Email
tjustus0930@gmail.com

* First name
Tanisha

* Last name
Hopkins

Company
Test Company

Continue

- ✓ Create your password (see password requirements).

Create a ShareFile password

Passwords must meet the following requirements

- include at least 1 upper case letter
- include at least 1 lower case letter
- include at least 1 number
- include at least 1 special characters
- be at least 8 characters long
- Passwords should match

We'll also perform an additional strength check on save. ⓘ

* Password
.....

* Confirm password
.....

Create password

Back

- ✓ Set up 2-factor authentication.

- ✓ Enter code to verify phone number.

Set up 2-factor authentication

We'll send a code to the number you provide. This helps keep your account secure.

* Country * Phone number

How would you like to receive your code?

Text (SMS) Message and data rates may apply

Voice call

[Continue](#)

Verify your phone number

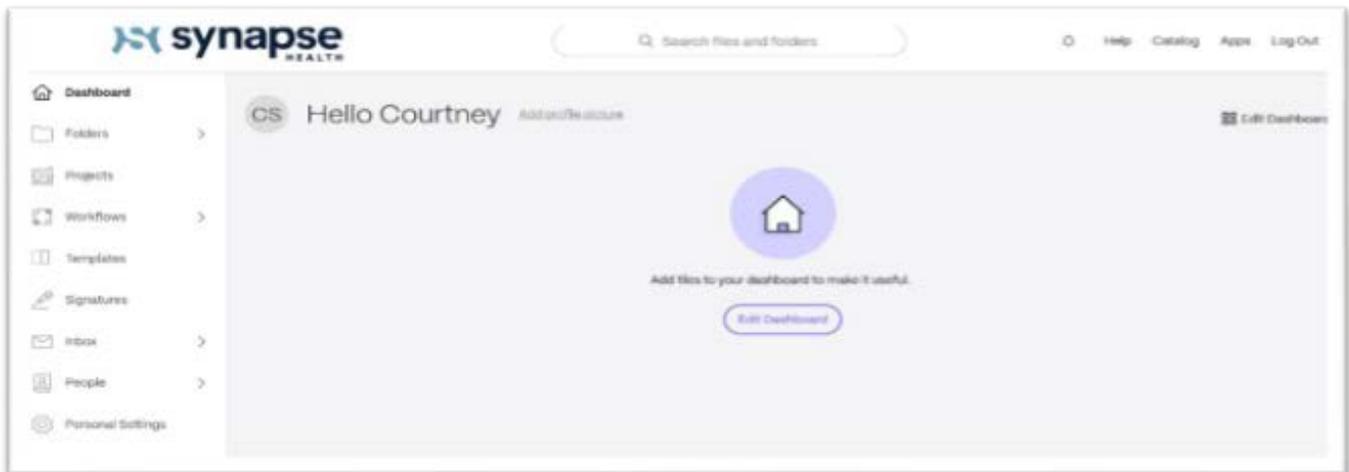
Enter the code we sent you. [Send a new code](#)

* Code

[Continue](#)

[Back](#)

- ✓ Log in and view homepage.



- ☑ On the left sidebar, choose “Folders” > “Shared Folders.”



- ☑ Select your designated folder (-AR or -Patient Transitions) and proceed to upload or download relevant documents.

