

Welcome to the File Sharing system for Ledger Rutledge and Walker. With this system you can easily and securely upload and receive large accounting files (ie MYOB or Quickbooks files) without bogging down your email with large attachments. Please find the simple steps below for uploading and receiving your accounting files from us.

## UPLOAD A LARGE ACCOUNTING FILE TO LRW FROM YOUR COMPUTER.

**1.** After chatting with you by phone, Charles or Matthew will email you an address that contains a link to the secure page on your browser to upload your file to:



From: Matthew Walker  
To: Client  
Subject: Please upload your year end Accounting File

Dear Client (your real name will go here)

Per our phone conversation, please click on the link below to be taken to a secure area to upload your accounting file to us:

<https://lrw.sharefile.com/r/r38b2fa3879f4b4ba>

Feel free to ring if you have any questions regarding this procedure.

Kind regards,  
Matthew Walker  
Ledger Rutledge & Walker  
Chartered Accountants

**2.** After you have clicked on the email link your web browser will open to a secure area that looks like this.>



**Upload Files**

To upload, click the 'Choose Files...' button and select files from the dialog window that pops up, or simply drag files from your computer into the list. To upload multiple files at once, hold down the Shift or Control key while selecting files.

Note: Folders cannot be uploaded with this tool. If you need to upload folders, switch to the [Java Uploader](#).

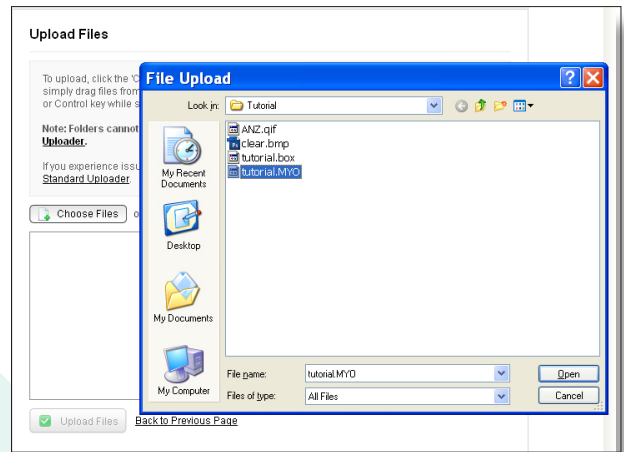
If you experience issues with this upload, you can also try our [Flash uploader](#) or [Standard Uploader](#).

or drag and drop files

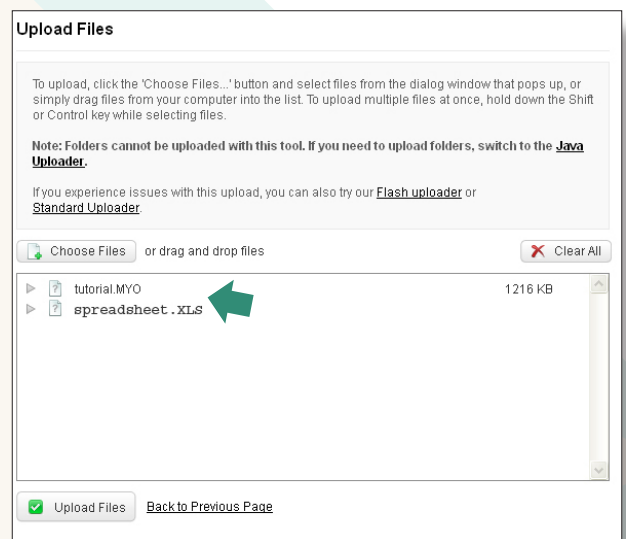
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**3.** Click on the CHOOSE FILES tab to browse and select the file (ie MYOB, QUICKBOOKS, PDF etc) from your computer.

You may select more than one file by holding down your CTRL key and selecting the files at the same time.

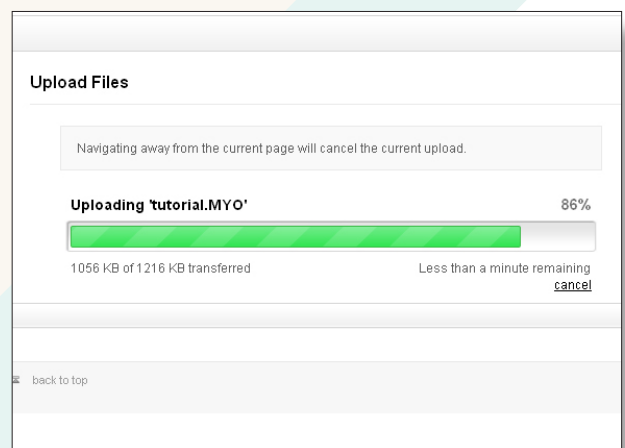


**4.** You will now see your file(s) in the window.

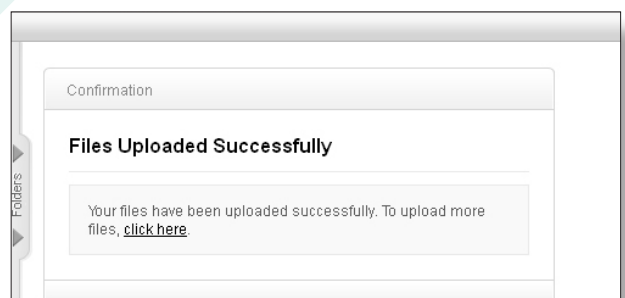


**5.** Click on the UPLOAD FILES button to upload the files. You will next see an uploading screen with a green bar indicating the upload progress. This may take awhile depending on the size of the file.

You may *minimize* your browser window and do other things. However the upload will cancel if you actually *close* the browser.



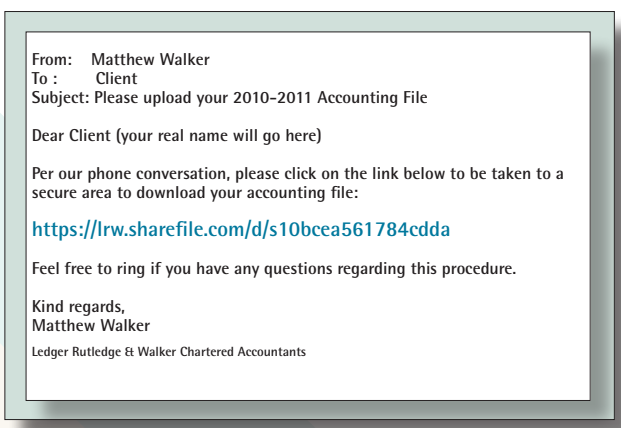
**6.** Wait for the SUCCESSFUL UPLOAD window before your close your browser.



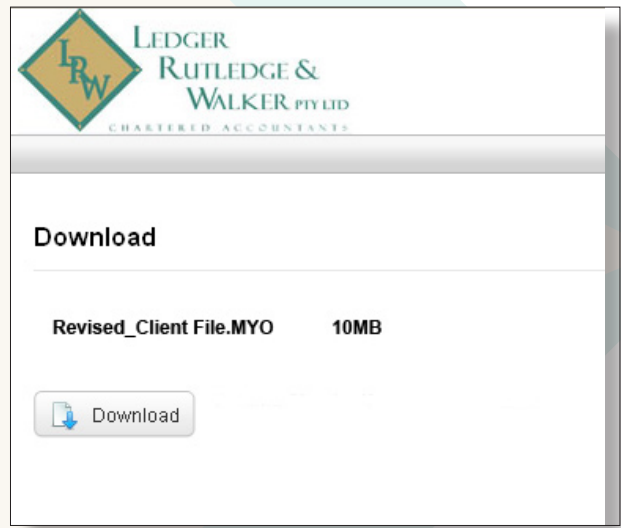
# DOWNLOAD A LARGE ACCOUNTING FILE FROM LRW.

You may have an instance where we will send you a revised accounting file. With this system you can receive large files from us through a secure page on your browser instead of bogging down your email with large attachments

**1.** After a chat with us, Charles or Matthew will send you an email containing the link to a secure area to download your file from. The email will look something like this:

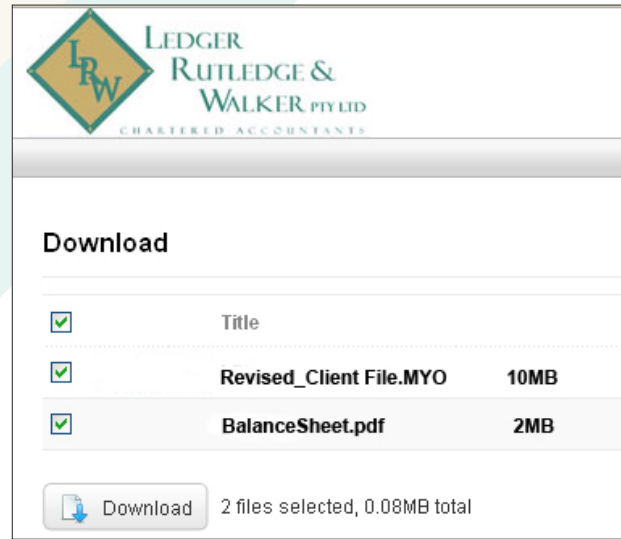


**2.** Click on the link and your browser will open to a secure download page:



**3.** Click on the DOWNLOAD button to download and save your file to your computer.

**4.** There might be a case where you will have two files to download. If so, then tick the files and then click on the DOWNLOAD button. Or you can click on one file and download each separately.



**5.** After the file download has finished you may close your browser window.