



**MKM**  
architecture + design

for living.

Dodd M. Kattman AIA, LEED AP, *Principal*  
Jerome T. Nix AIA, *Principal*  
Zachary R. Benedict AIA, LEED AP, *Principal*  
Matthew D. Sparling AIA, LEED AP, *Principal*  
Andrew J. Mitchell AIA, ACHA, *Associate Principal*

## Citrix ShareFile Guidelines for External Users Last Updated September 2020

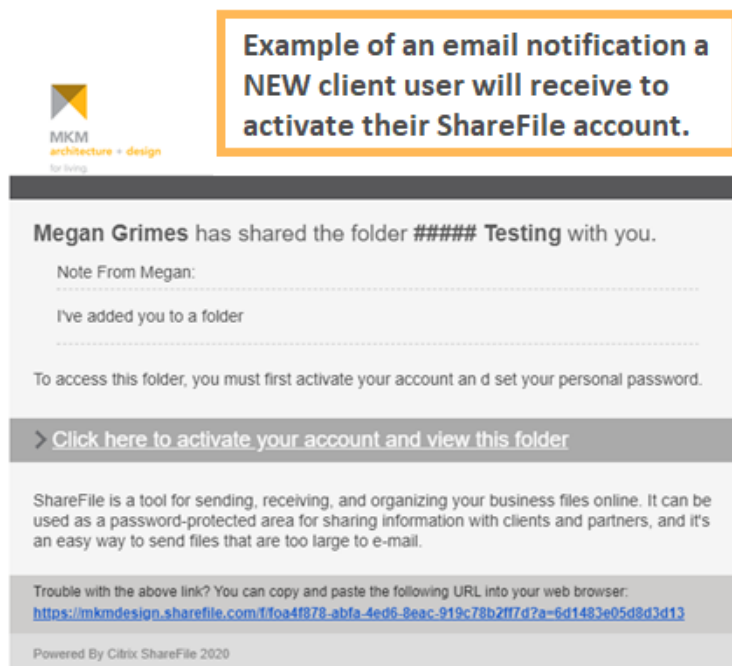
ShareFile is a cloud-based system MKM architecture + design uses to share files and important project documents with clients and consultants. Below is a brief guide on how to create and use your ShareFile account to access MKM shared files. If you have any additional questions on how to use ShareFile, please contact MKM at 260.422.0783 or by email at [info@MKMdesign.com](mailto:info@MKMdesign.com). ShareFile can be accessed online at <https://mkmdesign.sharefile.com/>.

### Client Users

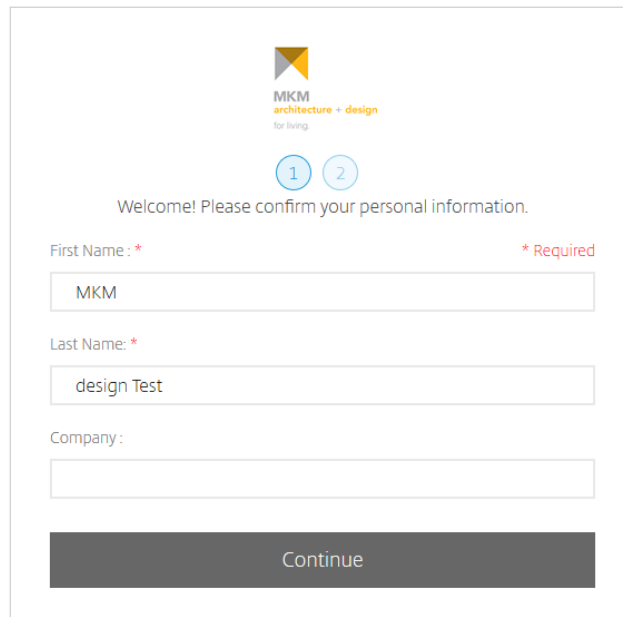
- All users outside of MKM are considered **Client Users** in ShareFile.
- ShareFile users outside of MKM will sign-in to access files/folders that are shared with them.
- New Client Users will need to confirm their personal information and setup a password once prompted by email to activate their account. This will allow Client Users to view all shared files and folders that they have been added to at any time.

### To activate your account:

1. You will receive an email from ShareFile. Select **Click here to activate your account and view this folder.**

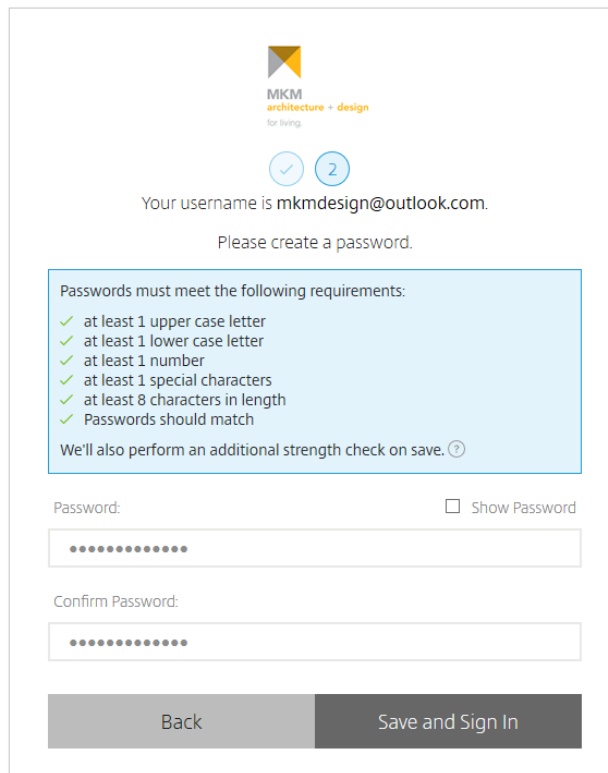


2. You will be prompted to enter your **First and Last Name**.



The screenshot shows the MKM registration interface. At the top is the MKM logo with the tagline 'architecture + design for living'. Below the logo are two numbered steps in circles, with '1' highlighted. The text reads 'Welcome! Please confirm your personal information.' The form includes three input fields: 'First Name: \*' with the value 'MKM', 'Last Name: \*' with the value 'design Test', and 'Company:' which is empty. A red asterisk and the word 'Required' are next to the first two fields. At the bottom is a dark grey 'Continue' button.

3. You will then need to enter and confirm a **Password** for your ShareFile account.



The screenshot shows the MKM registration interface for password creation. At the top is the MKM logo. Below it are two numbered steps in circles, with '2' highlighted. The text reads 'Your username is mkmdesign@outlook.com. Please create a password.' A light blue box contains the password requirements: 'Passwords must meet the following requirements:' followed by a list of five items, each with a green checkmark: 'at least 1 upper case letter', 'at least 1 lower case letter', 'at least 1 number', 'at least 1 special characters', and 'at least 8 characters in length'. Below this is the text 'We'll also perform an additional strength check on save. (?)'. The form includes two input fields: 'Password:' and 'Confirm Password:', both filled with dots. To the right of the 'Password:' field is a 'Show Password' checkbox. At the bottom are two buttons: 'Back' and 'Save and Sign In'.

4. Login to ShareFile with your new user information at <https://mkmdesign.sharefile.com/>.