

## **Quick Upload Form**

### **Uploading files (No Sharefile account is necessary)**

1. Go to [www.farntaxpro.com](http://www.farntaxpro.com)
  - a. Select the Sharefile page
2. Use the “Quick Upload Form”
3. You must enter information into all fields. (If you do not have a company name, enter “NA”)
4. Add a message if needed
5. “Browse” to select file from your computer
6. Click on the "Upload Files" button
7. You will receive a notification of success or error & be re-directed to our website

## **FMSI Web Portal Instructions**

<https://farmtaxpro.sharefile.com/> (Please save to your favorites for easy log-in access)

Log-in name: your e-mail address

Password: \_\_\_\_\_

### **Uploading files**

2. Click inside the folder you wish to upload to:
  - a. Click on the appropriate folder (and subfolders if applicable)
3. Select the "Upload Files" button
4. Click on the "Browse" OR "Choose Files" button
5. Select your file and click open.
6. Add a message if needed.
7. Checkmark the box to "Send email notifications when this upload finishes"  
*This will notify fmsi staff a file has been uploaded for viewing*
8. Click on the "Upload Files" button

### **Downloading files**

- An e-mail will be sent to you when there is an item available to download.
  - Documents will be available up to 60 days.
1. Click inside the folder you wish to download from:
    - a. Click on the appropriate folder (and subfolders if applicable)
  2. Click the box to the left of the document Title
  3. With the box checked click "Download"
  4. Save the document to your computer