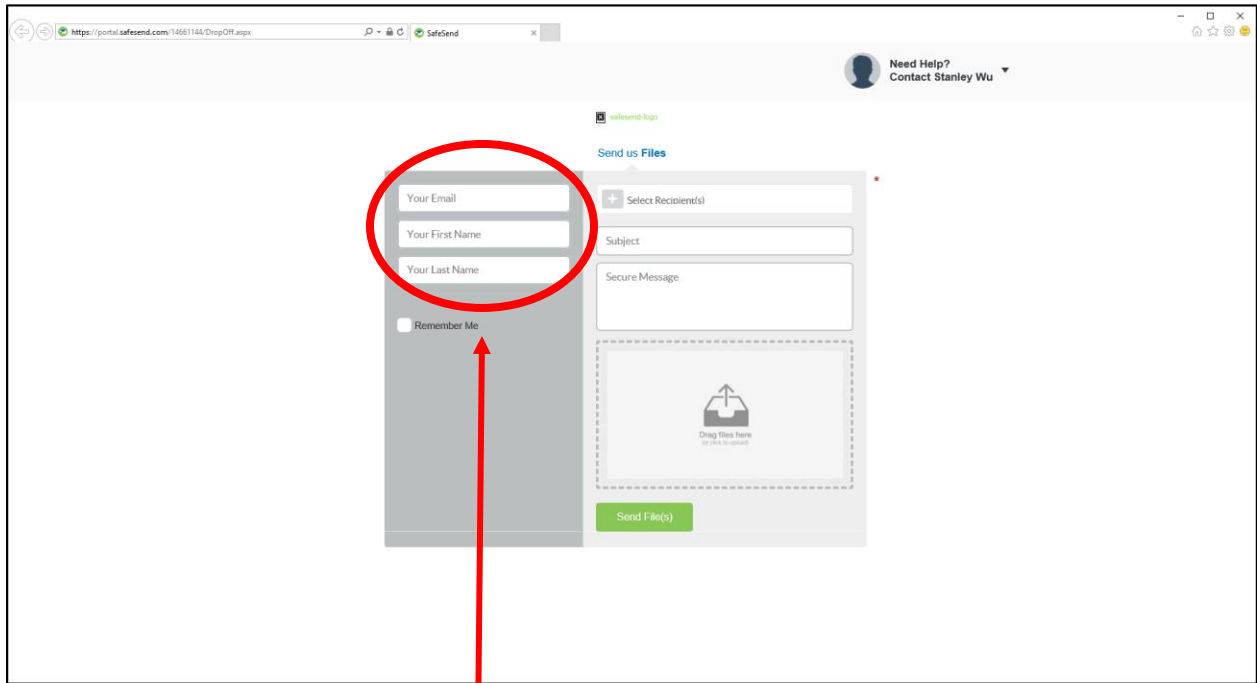


- 1. Save all files to your Desktop of your computer
- 2. Click this link:

<https://portal.safesend.com/14661144/DropOff.aspx>



- 3. Fill out the info on the left hand side
Your Email
Your First Name
Your Last Name

- 4. Click on the + sign next to Select Recipient(s)

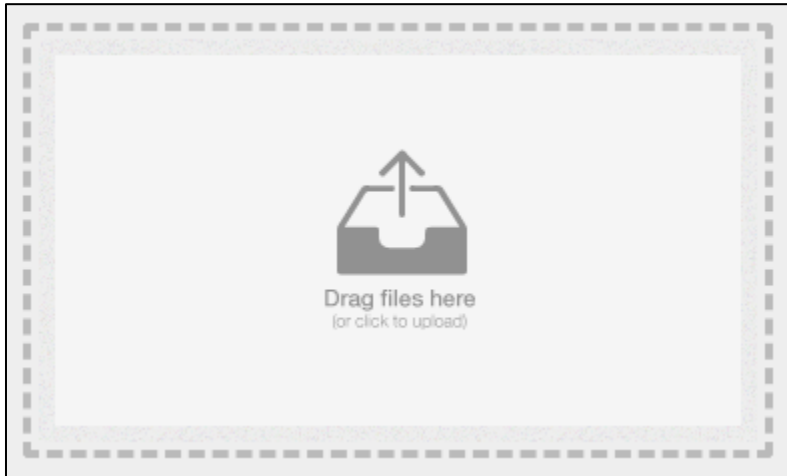


- 5. Select **_AEM_Documents**

First Name	Last Name	
_AEM	_1099s	Select
_AEM	_Documents	Select
Jack	Abdo	Select
Darren	Anderson	Select
Steven	Anseth	Select
Christine	Awich	Select
Derek	Barlage	Select
Cynthia	Barta	Select
Brittany	Bauer	Select
Brock	Baumgartner	Select

Navigation: << 1 2 3 4 >>

5. Drag your files to the “Drag files here” area or click in that box to upload your documents



6. Click Send File(s)

