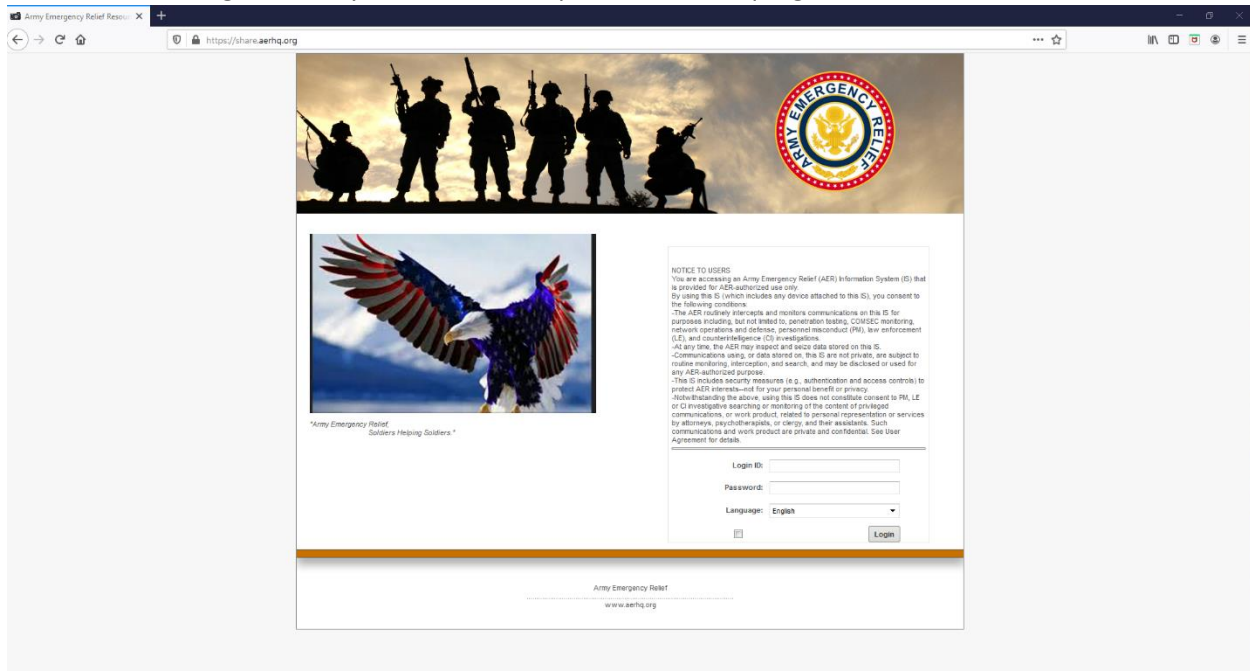
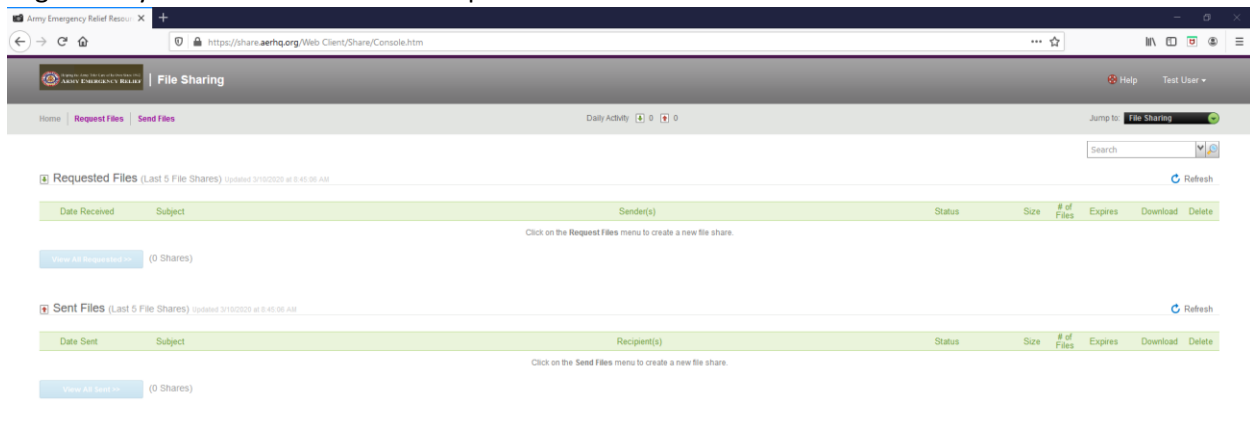


Instructions for using SERV-U secure portal

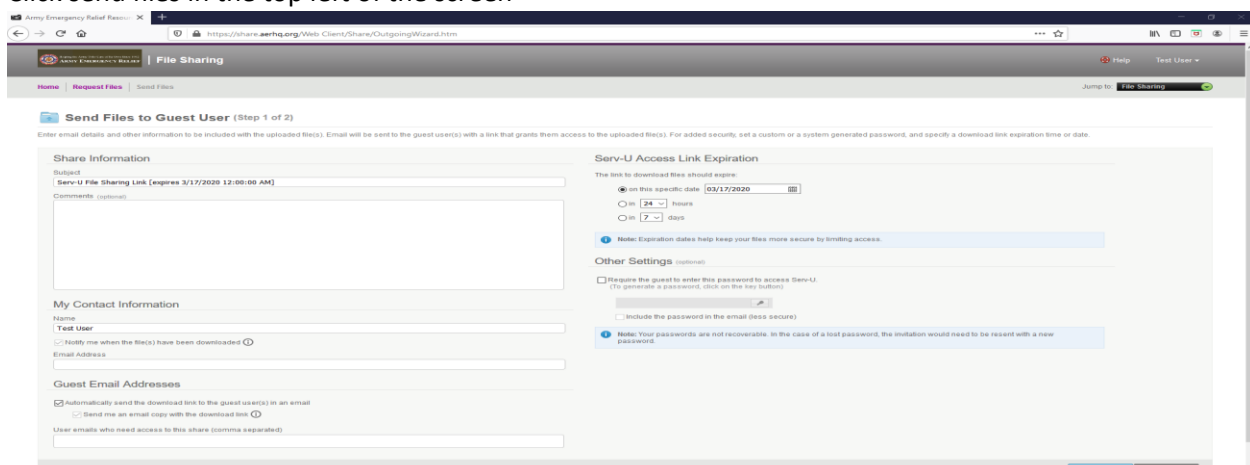
1. Enter the following URL into your browser: <https://share.aerhq.org>



2. Login with your netForum User ID and password

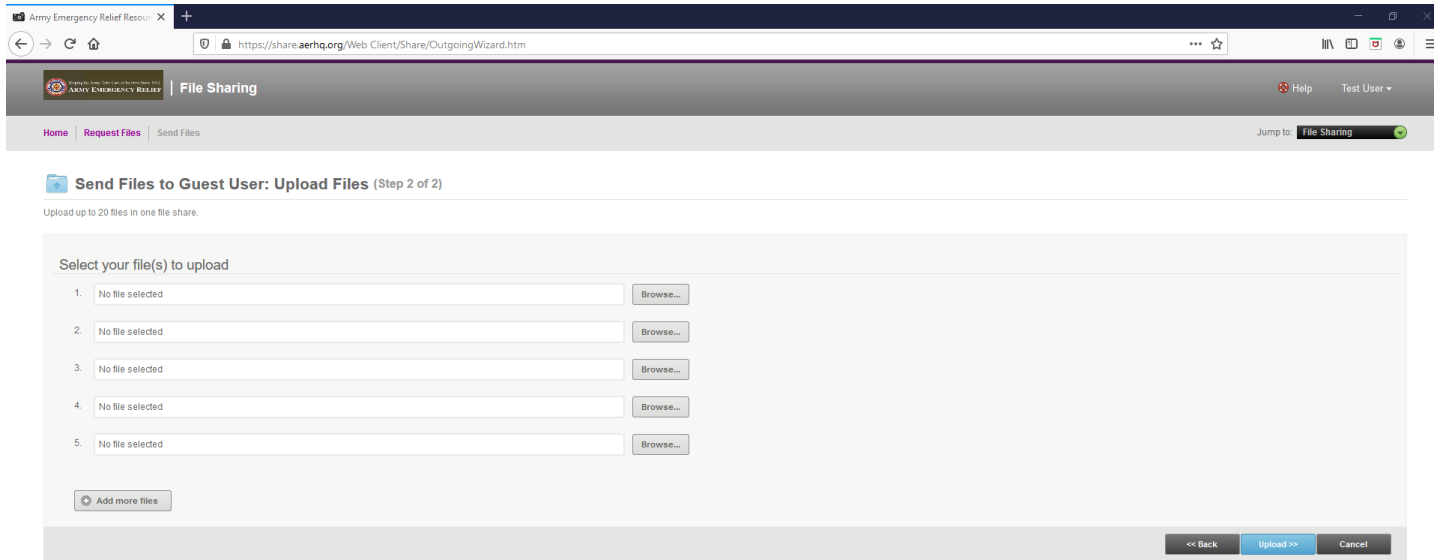


3. Click send files in the top left of the screen



4. Type your email address in the Email Address field
5. Type recipients email address in Guest Email Address field

6. Click Next button



7. Use the Browse button to navigate to the file you want to send (repeat as needed)

8. Click the Upload button

9. File Upload is confirmed and email is sent to recipient to download the files from the portal

10. Click Done

