

welcome

to our ShareFile Portal

You have been invited to view, share and sign documents through our ShareFile portal and will be notified by email when documents become available for your review.

The benefits of using this portal include an easier and faster way to send and receive large volumes of documents securely sign and execute documents as well as enhanced security for your personal information.

Accessing the ShareFile Portal

There are four ways to access the portal

1. Follow the link in your welcome email
2. Visit our website <https://www.nexiaem.com.au/> and select 'Client Portal' > 'ShareFile Client Portal'
3. Visit <https://nexiaem.sharefile.com.au/>
4. Search 'Nexia Edwards Marshall' in the Apple App or Google Play Store and download our app.

How to Login to the ShareFile Portal

Please follow the link in your welcome email to 'Activate' your account.

Username: The email address we sent your welcome email to

Password: You will be prompted to set a new password

Authentication: You will be prompted to setup Multifactor Authentication (MFA) for extra security.

Uploading Documents to ShareFile

You can upload documents through Sharefile and these will be sent directly to your Advisor.

Simply click the '+' button on the top right hand side of Sharefile.

Having trouble accessing your ShareFile Portal?

- Ensure that your username is the full email address that you received your welcome email from.
- If you have forgotten your password, click 'Forgot password' on the sign in page, enter your email and click 'Send'. You will receive an email with a link to reset your password.
- If you do not receive an email in your inbox from ShareFile to reset your password, please check your junk or spam folder.
- If you receive an error when trying to log in, please try a different web browser (e.g. Google Chrome, Microsoft Edge).

If you are still experiencing issues, please refer to your Nexia Edwards Marshall Advisor and they will arrange for a support person to contact you in relation to accessing your ShareFile Portal.

