1. You're probably here because you received an email like this.

From: mail@sf-notifications.com <mail@sf-notifications.com>
Sent: Friday, January 27, 2023 10:18 AM
To: Lastname, Firstname <firstname.lastname@nebraska.gov>
Subject: Brent Long has shared the folder 'CNXXXXX Project Name' with you.

NEBRASKA

Brent Long has shared the folder **CNXXXXX Project Name** with you.

Note From Brent:

I've added you to a folder

To access this folder, you must first activate your account and set your personal password.

> Click here to activate your account and view this folder

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

Trouble with the above link? You can copy and paste the following URL into your web browser:
https://nebraska.sharefile.com/f/foae11c5-afb3-4dcc-9eb2-61cf47376219?a=a5521081e0cc11fe

Powered By Citrix ShareFile 2023

2. Click on this link in the email

> Click here to activate your account and view this folder

3. Your default web browser will open to this website displaying the following

NEBRASKA

Enter the email associated with your account:

Email address

I'm not a robot
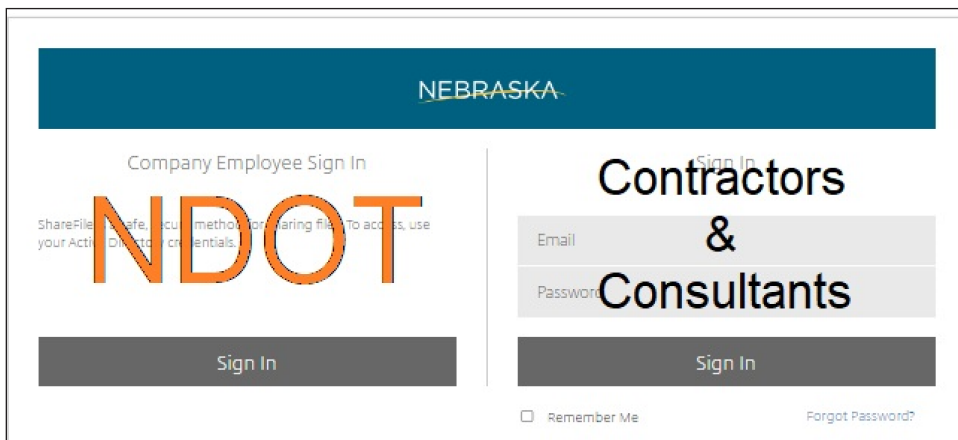reCAPTCHA
Privacy - Terms

Send

4. You will then set your password

5. After setting your password you will arrive at your ShareFile Dashboard. At this time click Log Out (upper right corner). ***Start at step 6 for using ShareFile in the future.**
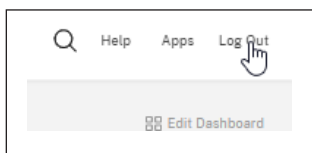
6. Open a web browser and go to https://nebraska.sharefile.com

7. NDOT Employees use the left Sign In. This will use your windows sign in credentials. Outside users such as Contractors and Consultants will use the right side. Signing in will take you to the SharFile Dashboard.
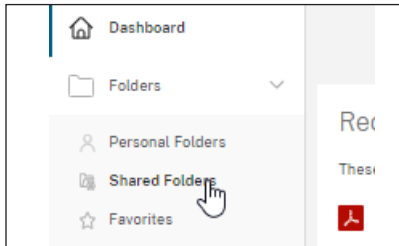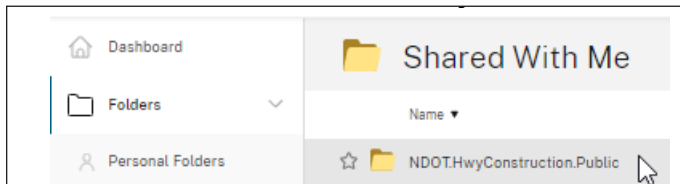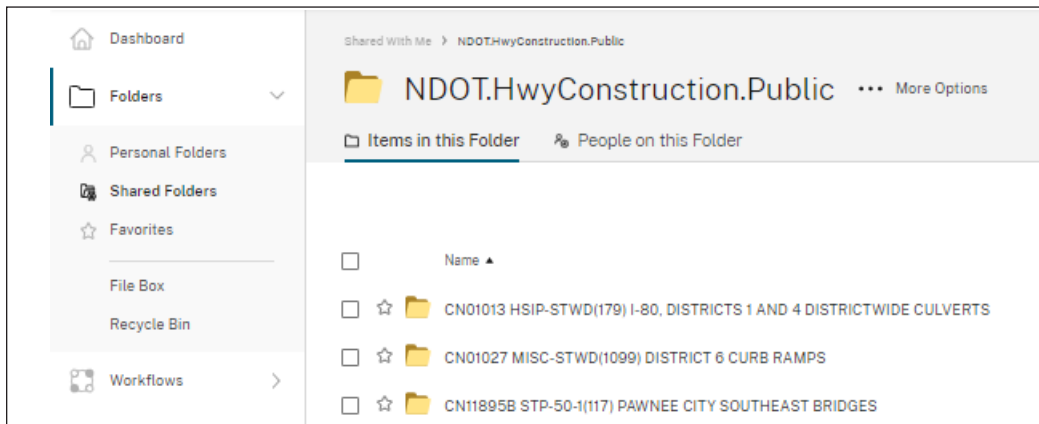
8. Click on Folders, then click on Shared Folders, to view the project folders you have access to.!
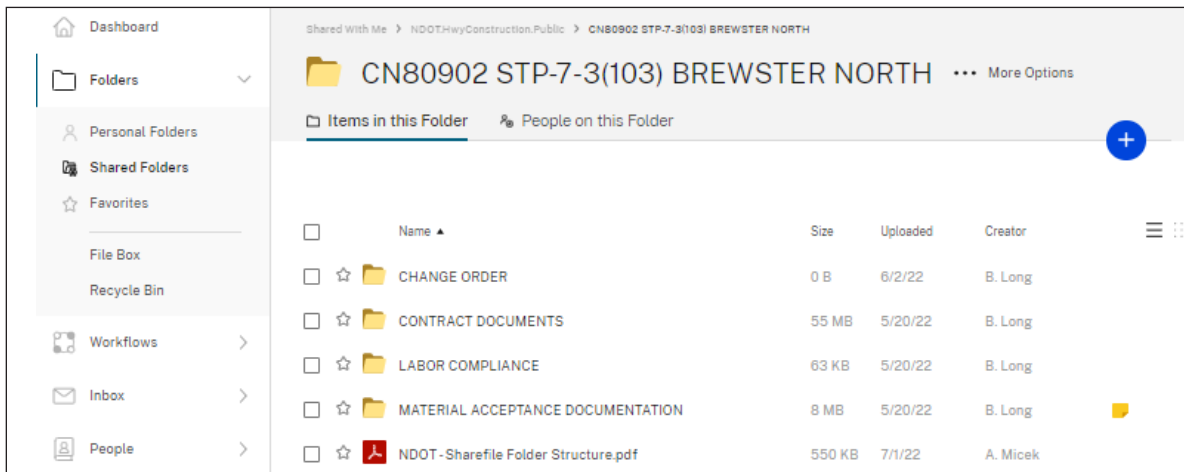

9. Click on the folder NDOT.HwyConstruction.Public to view your project folders.

10. Click on the desired project folder.

11. Project Folder Structure.

12. Review the PDF inside the Project Folder (NDOT – Sharefile Folder Structure.pdf)

☐ ☆ 📕 NDOT-Sharefile Folder Structure.pdf

Provides information about project folder structure and recommended file naming convention.
If you require any technical support, please contract us at ndot.awprojectsupport@nebraska.gov
Or call 402-479-4760