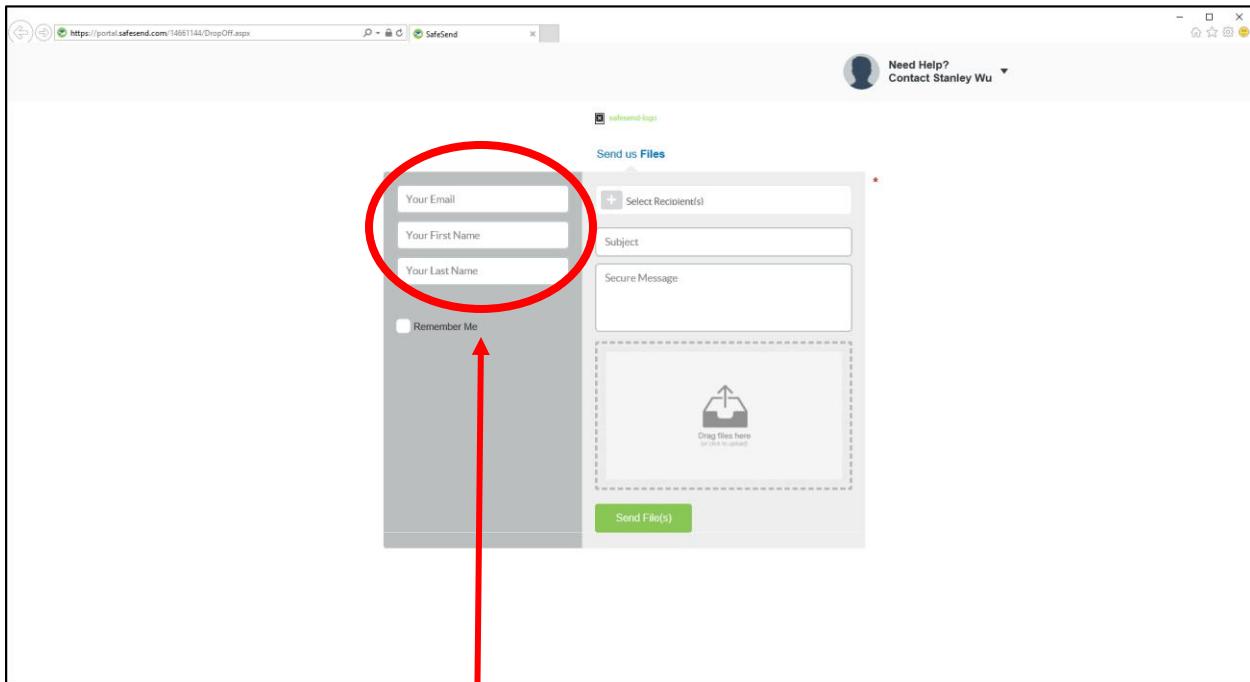


1. Save all files to your Desktop of your computer

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

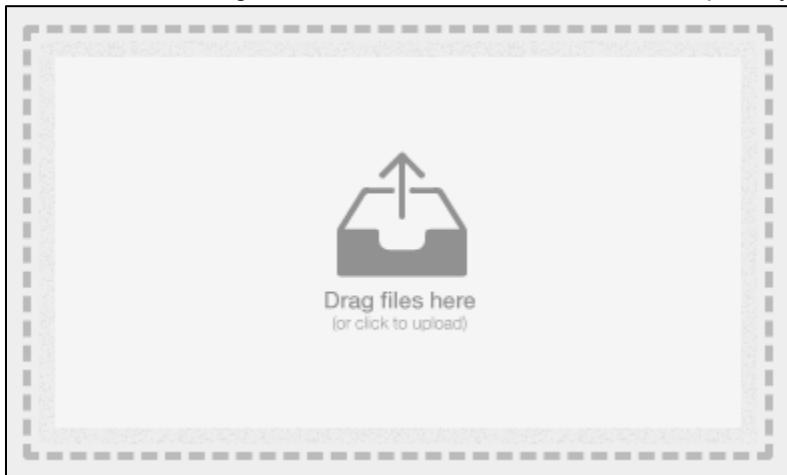
4. Click on the + sign next to Select Recipient(s)



5. Select _AEM _Documents

First Name ▲	Last Name ▲	
_AEM	_1099s	<input type="button" value="Select"/>
_AEM	_Documents	<input type="button" value="Select"/>
Jack	Abdo	<input type="button" value="Select"/>
Darren	Anderson	<input type="button" value="Select"/>
Steven	Anseth	<input type="button" value="Select"/>
Christine	Awich	<input type="button" value="Select"/>
Derek	Barlage	<input type="button" value="Select"/>
Cynthia	Barta	<input type="button" value="Select"/>
Brittany	Bauer	<input type="button" value="Select"/>
Brock	Baumgartner	<input type="button" value="Select"/>

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



6.Click Send File(s)

