


**It's easy to send large data files to Rolfe, Benson LLP using SendThisFile.**

SendThisFile is a secure file transfer service. Your private data is secured with a 128-bit end-to-end encryption. Once the upload is complete, an email is automatically sent to the recipient with instructions for access. Only the assigned recipient holding the access link may download the shared file. Then, upon your file's expiration, the data is securely shredded and removed permanently from the servers.

- No email attachments
- No software to install
- No file size limit
- No limit on number of files sent
- Works for all types of files

**HOW TO SEND AND RECEIVE FILES**

1. Go to our website [www.rolfebenson.com](http://www.rolfebenson.com) and click on the **Client Centre** tab.
2. Select **Secure File Transfer** to access this feature.
3. Enter the recipient's **e-mail address** and additional information (see below).
4. Select your file by clicking the **Browse** button.
5. Click on the **SendThisFile** button to complete the transfer.



**Estimated time left: 0 0**  
**File:**  
**Rate: 0 Elapsed: 00:00:00 Status: Not started**

From:  (email address)  
To:  (email address)  
Subject:

Secure transfer  128-bit SSL  
Secure storage  256-bit AES  
Download notice

Company Name:   
Contact Person:   
Accounting Software:   
User Name:   
Password:

Message:

File 1	K:\Sage\Backup31Dec131.CAB	Browse...
File 2		Browse...
File 3		Browse...
File 4		Browse...
File 5		Browse...

6. Once your file is uploaded, the message below will appear.



File successfully uploaded by: sender@abccompany.com

Filename	Size
Backup31Dec131.CAB	2.67 MBytes

[Click to continue](#)

7. Select **Click to Continue** to send another file or close the browser to exit the webpage.

8. The recipient will then receive a link to retrieve your file via email.

From: files@sendthisfile.com  
To: recipient@rolfebenson.com  
Cc:  
Subject: Incoming File from SendThisFile(sm)

SendThisFile File Notification

[sender@abccompany.com](mailto:sender@abccompany.com) has sent you a file that will EXPIRE in 6.0 DAYS.  
Click the following link to retrieve your file:

<https://www.sendthisfile.com/qakXqIKzyRajbAvpPBkW92qi>

Backup31Dec131.CAB

Company Name ABC Company  
Contact Person John Smith  
Accounting Software Simply Accounting 2010 User Name sysadmin Password 1234

If the above link is not clickable, copy and paste the link into a browser to download your file.

Notice: By downloading this file you are agreeing to the Terms of Service which can be viewed from the [www.SendThisFile.com](http://www.SendThisFile.com) home page.

9. Once your file has been downloaded by the recipient, you will receive an e-mail notification from SendThisFile that the transfer has been completed.

From: SendThisFile Notifications <no-reply@sendthisfile.com>  
To: sender@abccompany.com  
Cc:  
Subject: Your file has been downloaded

Hello,

We thought you might want to know the following file sent to [recipient@rolfebenson.com](mailto:recipient@rolfebenson.com) has been successfully downloaded.

File downloaded:  
Backup31Dec131.CAB

Thank you for using simply secure SendThisFile!

Best regards,  
Your SendThisFile Team