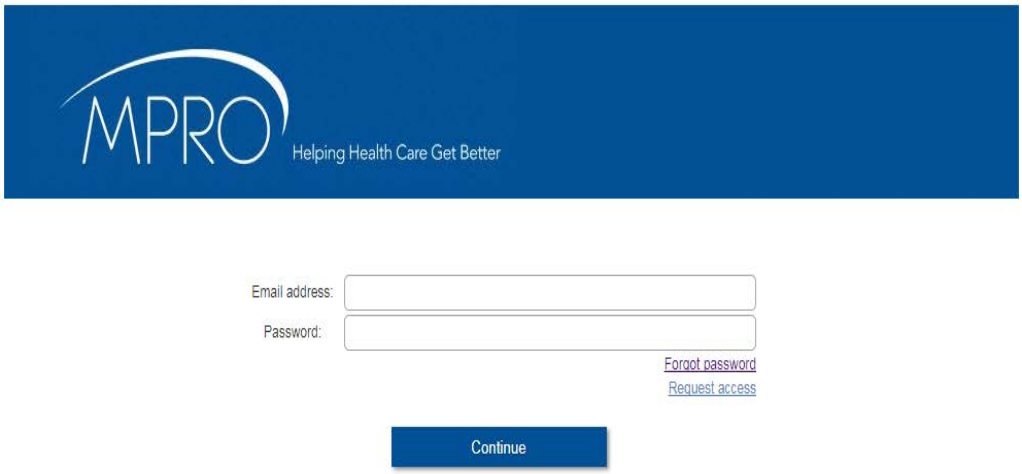
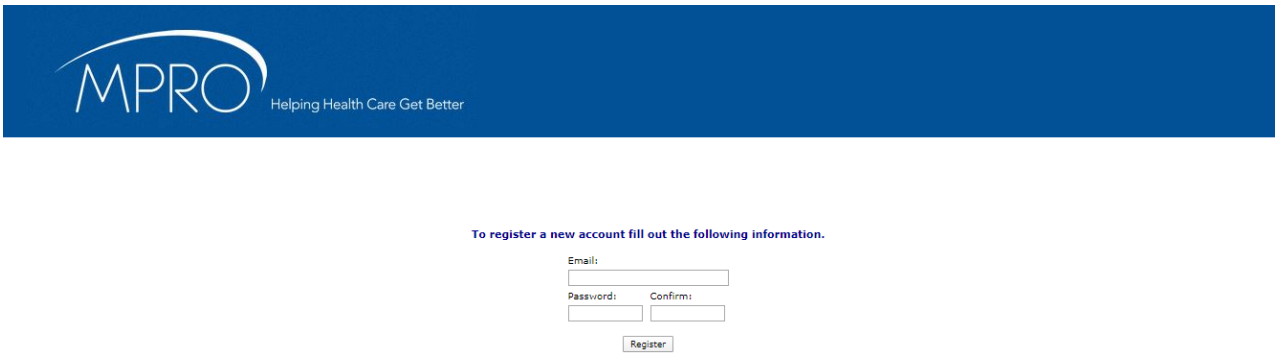
Instructions for MPRO's Secure File Exchange

Go to http://www.sendthisfile.com/mpro for secure file access to upload all documents. After clicking on the link above or entering the web address, you will see the screen pictured below.

If you already set up an account, on this screen enter your **Email address** and **Password** to access the system and go to Step 5. If you are new user, click **Request access** and follow Steps 1-4 to set up an account. Note: You only need to request access once.



1. On the screen below, enter your **Email address**, **Password**, **Confirm** the password, and then click **Register.**



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2. After you click Register, the system sends you an Account Verification email. Check your email for a message similar to the one pictured below.

From: no-reply@sendthisfile.com <no-reply@sendthisfile.com>
Sent: Tuesday, May 26, 2020 3:03 PM
To:
Subject: Account Verification

[EXTERNAL EMAIL]

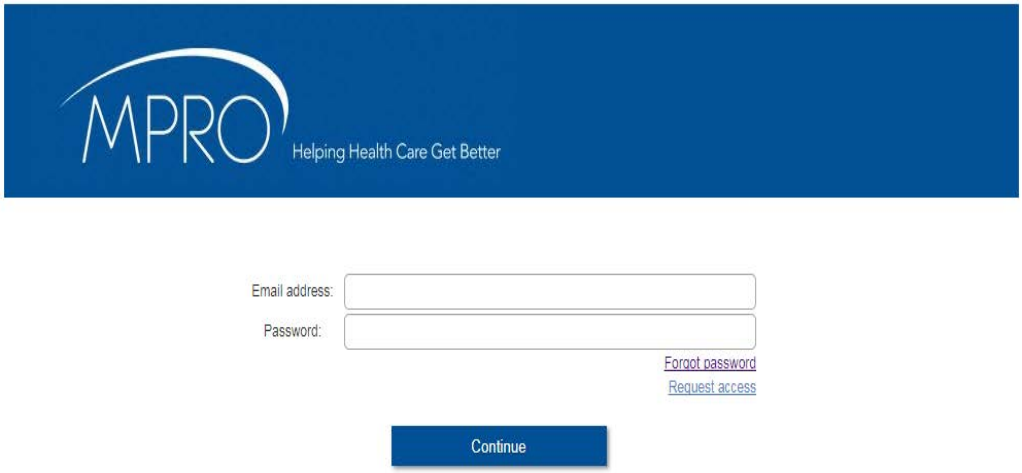
MPRO Helping Health Care Get Better

Your registration was received on 26-may-2020. Please click the following link to verify your registration.

https://www5.sendthisfile.com/enterprise/verify.jsp?lid=NbeeDKxIkyTqmQQJtaICpZRX

Secured by www.SendThisFile.com

3. Click on the https link to verify your registration.
4. Go back to http://www.sendthisfile.com/mpro and enter your **Email address** and **Password** to access the system and proceed to Step 5.



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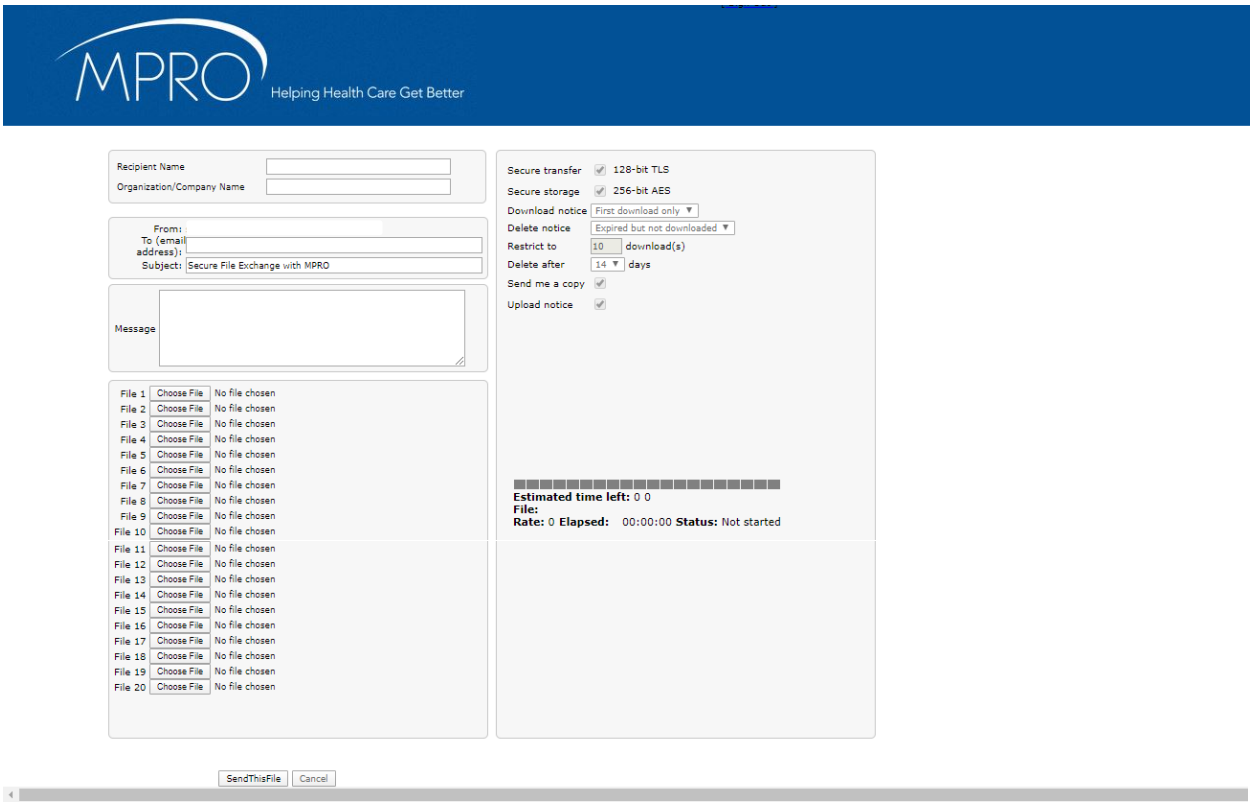
5. Type the following information in the screen below:
   Recipient Name: PACER
   Organization/Company Name: MPRO
   From: Your email address (already populated)
   Recipient: PACER@mpro.org

   SECURITY ALERT: Do not put any PHI in the message area.



6. Select **Choose File**, locate the file(s) you want to upload, and then click **SendThisFile**. The system gives you the option to upload 20 or more files at one time.