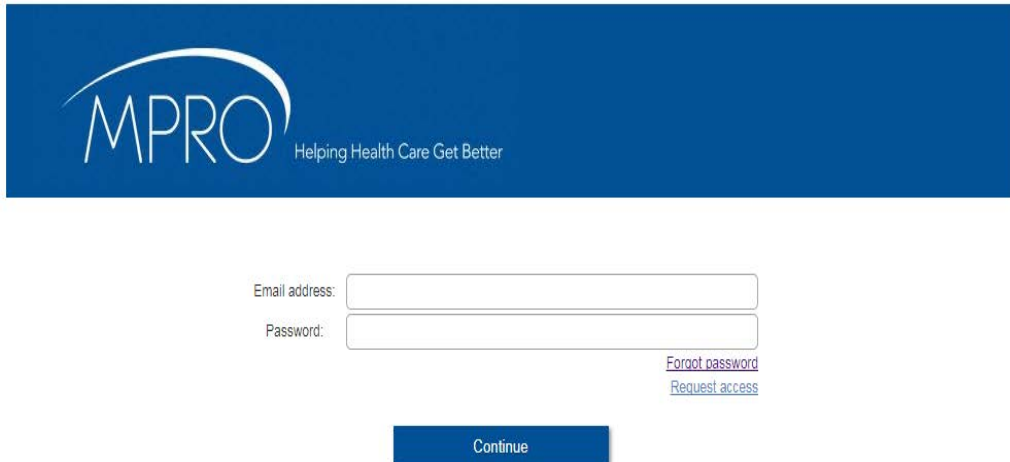


## Instructions for MPRO's Secure File Exchange

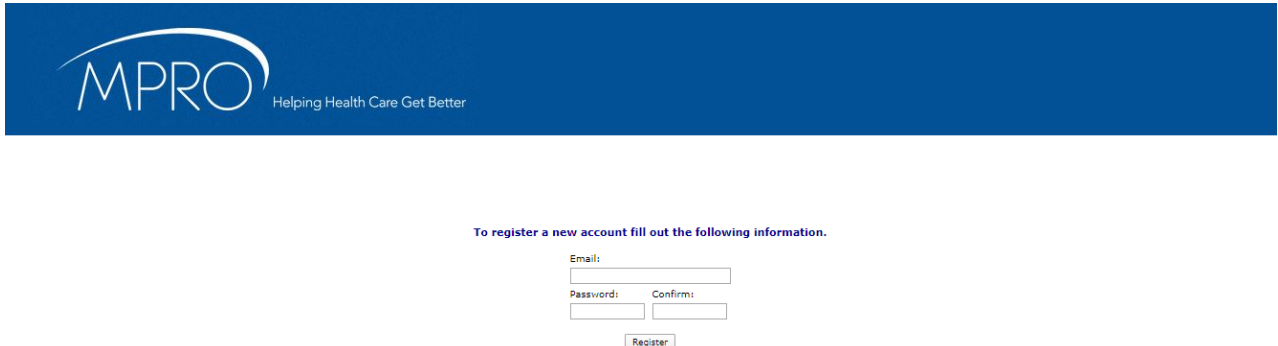
Go to <http://www.sendthisfile.com/mpro> for secure file access to upload all documents. After clicking on the link above or entering the web address, you will see the screen pictured below.

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.



The image shows the MPRO login interface. At the top is a blue header with the MPRO logo and the tagline "Helping Health Care Get Better". Below the header, there are two input fields: "Email address:" and "Password:". To the right of the password field are two links: "Forgot password" and "Request access". Below these fields is a blue "Continue" button.

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



The image shows the MPRO registration interface. At the top is a blue header with the MPRO logo and the tagline "Helping Health Care Get Better". Below the header, there is a heading: "To register a new account fill out the following information." Below this heading are three input fields: "Email:", "Password:", and "Confirm:". Below these fields is a "Register" button.

## Instructions for MPRO's Secure File Exchange

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.

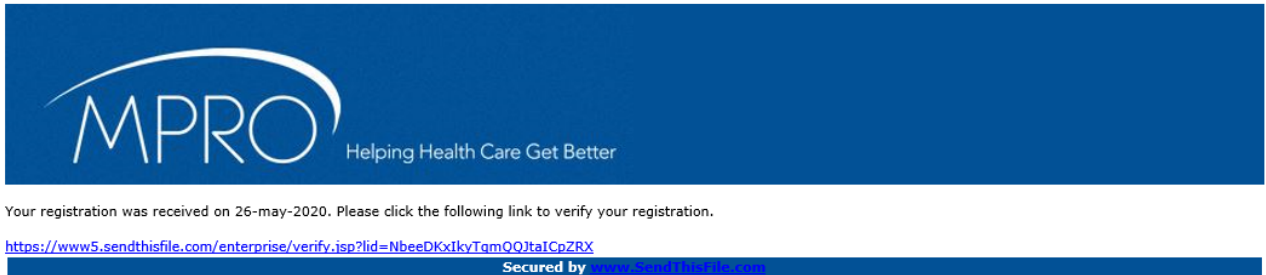
**From:** no-reply@sendthisfile.com <no-reply@sendthisfile.com>

**Sent:** Tuesday, May 26, 2020 3:03 PM

**To:**

**Subject:** Account Verification

[EXTERNAL EMAIL]



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.

The image shows the MPRO login page. It has a blue header with the MPRO logo and tagline. Below the header, there are two input fields: 'Email address:' and 'Password:'. To the right of the password field are two links: 'Forgot password' and 'Request access'. At the bottom center is a blue button labeled 'Continue'.

## Instructions for MPRO's Secure File Exchange

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.

MPRO Helping Health Care Get Better

Recipient Name:   
Organization/Company Name:

From:   
To (email address):   
Subject: Secure File Exchange with MPRO

Message:

File 1	Choose File	No file chosen
File 2	Choose File	No file chosen
File 3	Choose File	No file chosen
File 4	Choose File	No file chosen
File 5	Choose File	No file chosen
File 6	Choose File	No file chosen
File 7	Choose File	No file chosen
File 8	Choose File	No file chosen
File 9	Choose File	No file chosen
File 10	Choose File	No file chosen
File 11	Choose File	No file chosen
File 12	Choose File	No file chosen
File 13	Choose File	No file chosen
File 14	Choose File	No file chosen
File 15	Choose File	No file chosen
File 16	Choose File	No file chosen
File 17	Choose File	No file chosen
File 18	Choose File	No file chosen
File 19	Choose File	No file chosen
File 20	Choose File	No file chosen

Secure transfer ☒ 128-bit TLS  
Secure storage ☒ 256-bit AES  
Download notice  First download only  
Delete notice  Expired but not downloaded  
Restrict to  10 download(s)  
Delete after  14 days  
Send me a copy ☒  
Upload notice ☒

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

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.