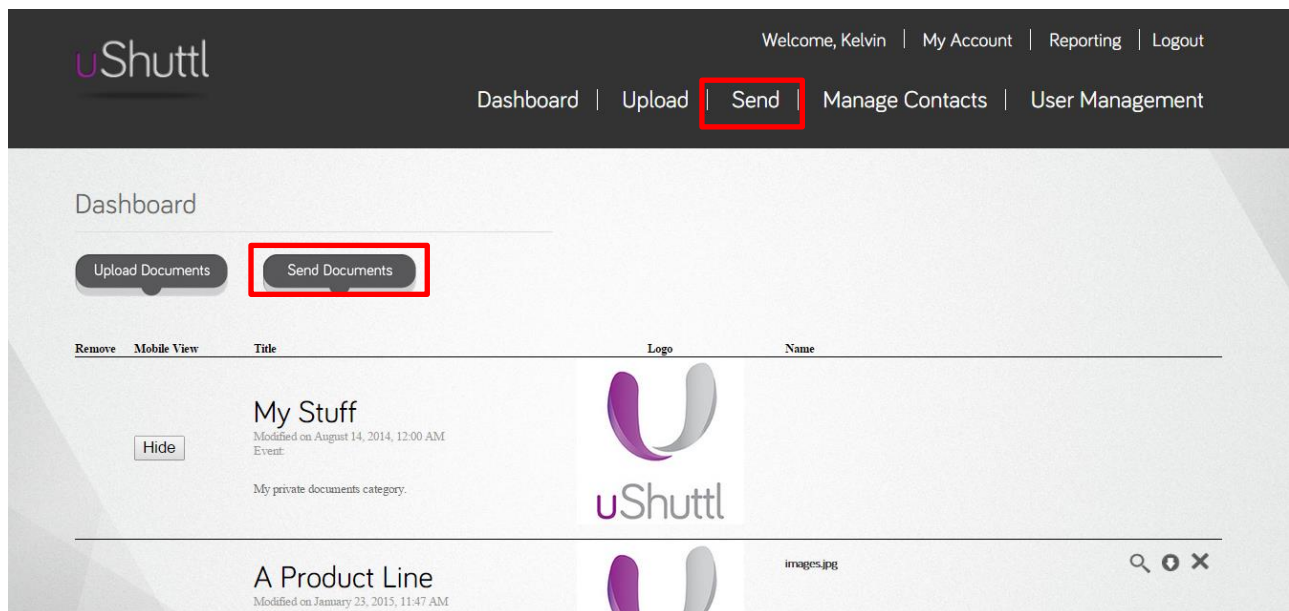


HOW TO SEND A FILE

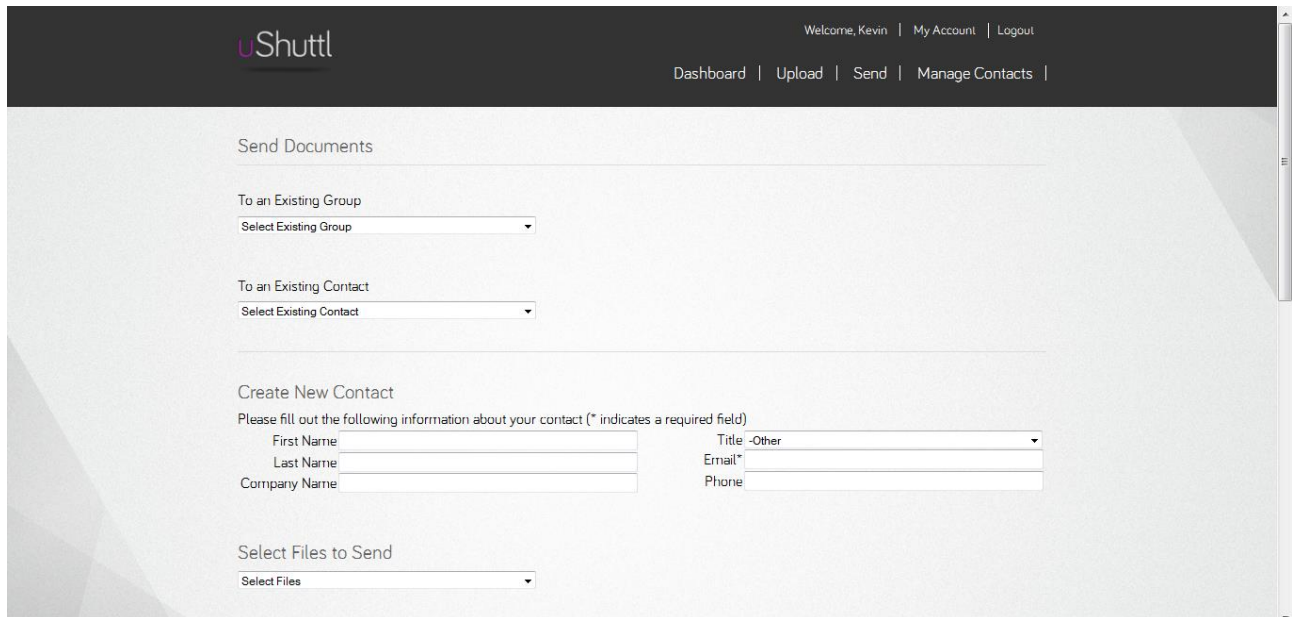
Upon logging into uShuttl, user will be directed to the main dashboard page. This is where your files are stored on uShuttl's secure database.

1)



Click on 'Send Documents'

2)



Send Documents

To an Existing Group

Select Existing Group ▼

To an Existing Contact

Select Existing Contact ▼

Select from the dropdown menu which contact or group you would like to send files to. (If this is a new contact, proceed to step 2a)

2a)

Create New Contact

Please fill out the following information about your contact (* indicates a required field)

First Name	<input type="text"/>	Title	-Other <input type="text"/>
Last Name	<input type="text"/>	Email*	<input type="text"/>
Company Name	<input type="text"/>	Phone	<input type="text"/>

Select Files to Send

Select Files

Custom Message

Preview Email

For a new contact, please fill out all necessary information for your contact in the boxes provided. (Only email address is required)

3)

Select Files to Send

Select Files

Select the category of files you want to send.

Select Files to Send

Sample uShuttl

Custom Message

Hi,
It was nice talking to you. I wanted to give you some more information on our products we talked about.
Thank you.]

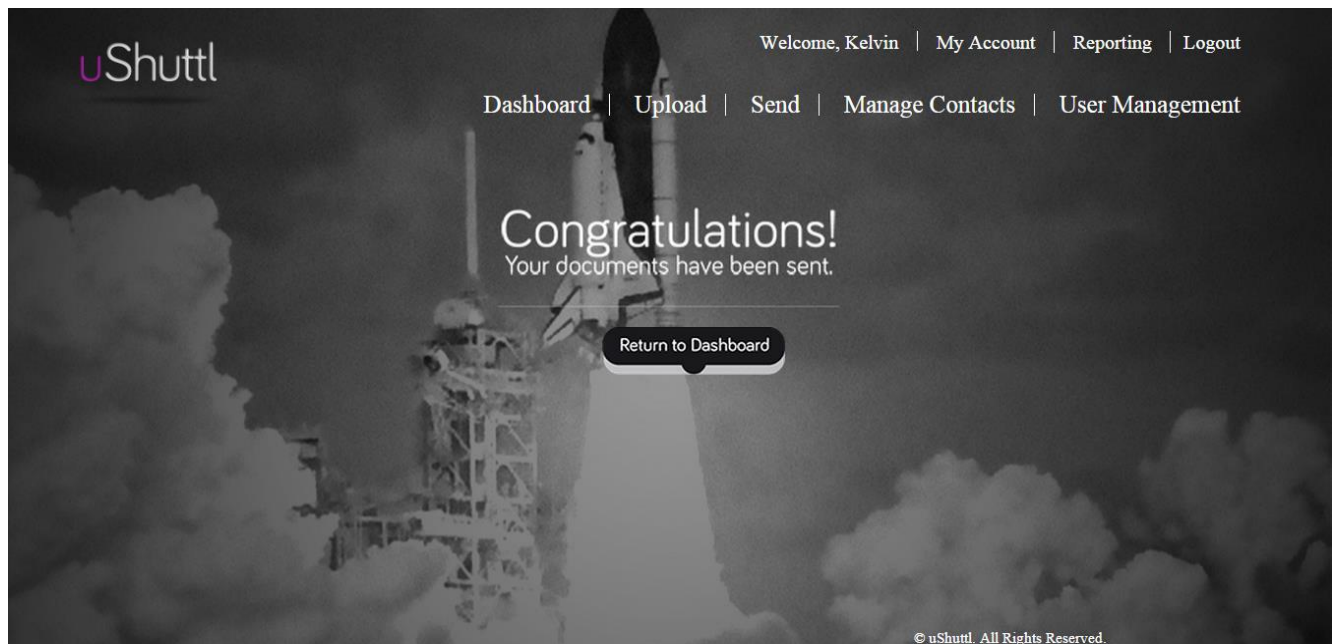
- uShuttl_How_it_Works_Video.mp4
- uShuttl_Key_Benefits.pdf
- uShuttl_One_Sheet.pdf

Preview Email

Send

Write in a custom message, pick the files and send.

4)



Files are sent once you see the confirmation screen. Congratulations!