

Quick Upload Form

Uploading files (No Sharefile account is necessary)

1. Go to www.ksfmsi.com
 - a. Select the Web Portal option
 2. Use the “Quick Upload Form”
 3. You must enter First Name, Last Name & email address
 4. Add a message if needed
 5. “Browse” to select file from your computer
 6. Click on the "Upload Files" button
 7. You will receive a notification of success or error & be re-directed to our website
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You must contact our office to gain access to a Sharefile account

Sharefile Login

Log-in name: your e-mail address

Password: _____ (if unknown, please contact our office to reset) ph:(785) 243-1854

Downloading files

- An e-mail may be sent to you when there is an item available to download.
 - Documents will be available up to 60 days.
1. Click inside the folder you wish to download from:
 - a. Click on the appropriate folder (and subfolders if applicable)
 2. Click the box to the left of the document Title
 3. With the box checked click “Download”
 4. Save the document to your computer