

Dear CAHEC Partner,

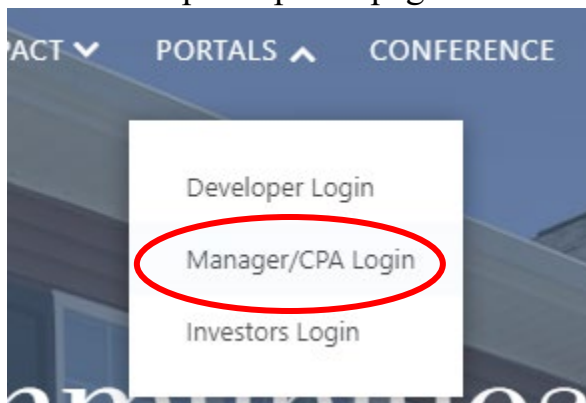
CAHEC will be utilizing ShareFile, a secure file sharing platform, to collect copies of draft and final tax returns and audits and required backup documentation.

Below are the instructions to utilize ShareFile to submit your year-end documents.

- Access the ShareFile portal by visiting the CAHEC website at www.cahec.com and clicking on the Partner Portals link at the top of the page.



- From the dropdown, select “Manager/CPA Login. This will bring up the document upload portal page.



- The document upload portal page contains valuable deadline, submission and naming convention information and the links to upload draft and final tax returns, audits and other required back-up checklist items.
- To upload a document, find the applicable section to begin the upload process. We have 7 sections: Mid-Year Compilation Documents, DRAFT Tax Return & Schedule K1s, DRAFT Audited Financial Statements, FINAL Tax Return & Schedule K1s, FINAL Audited Financial Statements, Back-up Requirements, CPA Engagement Letters

Email

First Name

Last Name

Company

Drag files here

[Browse files](#)

Upload

- To upload, enter your email address, first and last name and your company name. Then add the appropriate files for upload and click upload. Files can be added either by dragging and dropping into the upload box or by browsing and selecting the files you would like to upload.
- Once a file has been successfully uploaded, the associated email address should receive a confirmation.
- If you have questions regarding the documents on the website or have any problems downloading or viewing them, please email your asset manager or Will Lane (wlane@cahec.com).