**Bradley SafeShare**

**SENDING FILES TO BRADLEY**

### What is Bradley SafeShare?

**Bradley SafeShare** is a system that allows you to easily and securely send and receive files to and from a Bradley employee. This Quick Reference will provide you with steps to send files to a Bradley employee.

Follow the instructions below for uploading and sending documents.

### Sending Secure Files to a Bradley Employee

1. You will receive an email from an attorney or staff from Bradley requesting documents.
2. Follow the **View Delivery** link in the email.

3. **Register/Sign In:**
   - **First-time Users** are directed to the **User Registration** page to complete required fields and create a password. Click **Register** when finished. You will be prompted that the registration was successful. Select **Click Here To Sign In.** You will be taken to the **User Sign In** page.

   **NOTE:** The password must be at least 8 characters in length and include an uppercase letter, lowercase letter and number.

   - **Returning Users** will be directed to the **User Sign In** page.

4. Enter your **Username** and **Password**.

   **NOTE:** Typically, your **Username** is your email address.

5. Click **Sign In**.

6. Your delivery will display and may include a **Secure Message** with more details.
7. In the **REPLY** section, type a reply in the **SECURE MESSAGE** field. This message will not be included in the notification email, but can be read once the Bradley employee accesses the delivery in SafeShare.

    **NOTE:** If the email from Bradley was sent to more than one person and marked to allow replies to all recipients, you will have the option of selecting “**EVERYONE**” in the **REPLY TO** drop down.

8. Files can be attached by clicking **ATTACH FILES**.

9. Navigate and locate the file(s) you would like to send.

    **TIP:** You can select multiple files by using **SHIFT + CLICK** or **CTRL + CLICK**.

10. Once you have selected all of your files, click **OPEN**.

11. Click **SEND REPLY**.

    - The **REPLY THREAD** screen displays the thread of the conversation.

15. Click **SIGN OUT** in the upper right hand corner of the screen to exit SafeShare.