

## Instructions for sending files to Ciuni & Panichi

Go to the Ciuni & Panichi website and click on the URL below and you will see an option for “Secure File Transfer”.

<http://www.cp-advisors.com/resources.htm>

Choose “Secure Upload” to send file to C&P.

Enter the email address for the individual to whom you are sending files. Generally, this will be either "sbeall@cp-advisors.com" or "tfadeley@cp-advisors.com".

The next section is where you will enter your contact information and compose the email to be sent. A subject and message must be entered for the transfer to go thru properly.

If you would like to be notified when the files have been downloaded by the recipient, check the applicable box.

Choose “Select file to Send” and browse to locate your files. Once your files have been selected, click “Upload and Send”.

The “Send” process is now complete.

## Instructions for receiving files from Ciuni & Panichi

When C&P sends you a file, you will receive an email notifying you that files are available for you to download. The email will resemble the following text:

**FILE TRANSFER WAITING:**

Click the secure link to download.

<http://cp-advisors.leapfile.com/get.jsp?t=4028817b19c9cbc10119d490fdd916c7>

Once you click on the URL in the email, you will be directed to a web page where you can pick up your file.

Enter your email address and click on Authenticate to access the “Secure Download” page.

Click on “Download”. You will be prompted to save or open the file. It is recommended that you choose Save since once you download the applicable files, they are automatically deleted.

Click “Save” and browse to the location where you want to save the file you are downloading. Once that is complete, you can choose “Open”.

The download process is now complete.



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