



1. To log into Citrix ShareFile as a TEA Partner, go to TEA.Sharefile.com.
2. Enter your Email, then click on . Your email must match the email address to which you received the notice from EPP_data@tea.texas.gov.





5. Check the "I'm not a robot" checkbox to proceed with the verification. Then click **GO**.



7. Please check your inbox/spam folder for a notice from ShareFile mail@sf-notifications.com. Click on **Reset your password** and you will be redirected to the ShareFile webpage to enter your new password.

