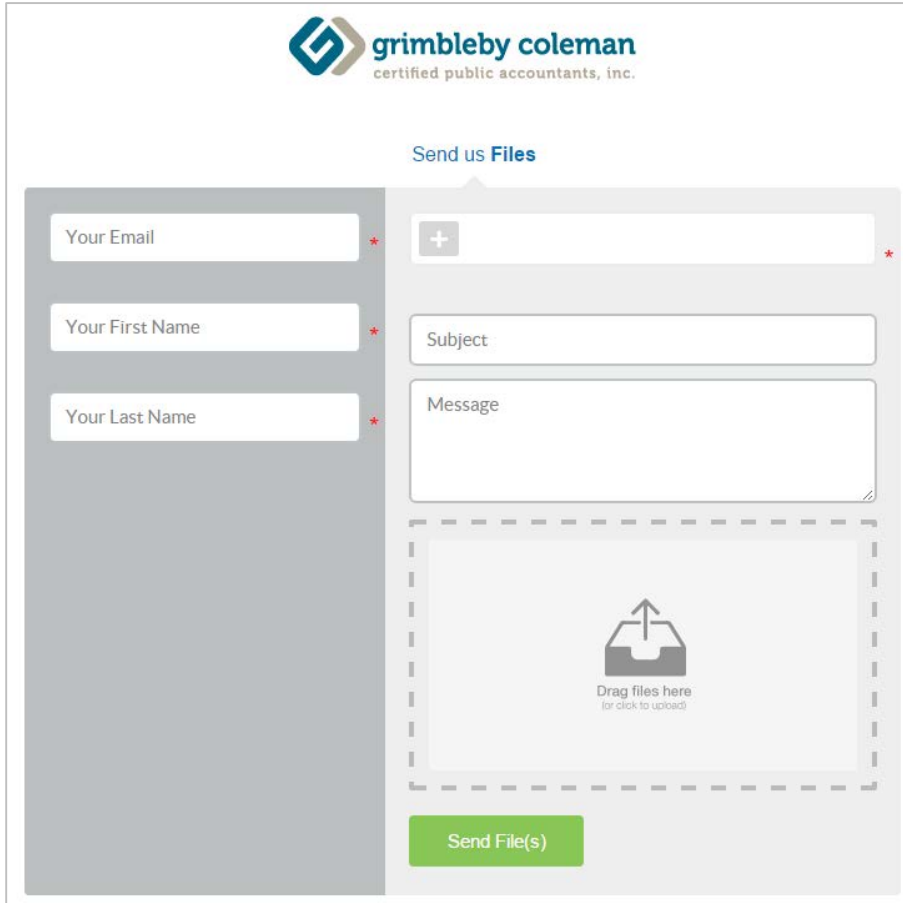


To send documents to us electronically please follow the below instructions:

- Click this link: <https://portal.safesend.com/15516988/dropoff.aspx>
- It will take you to this webpage:



The screenshot shows a web form for sending files. At the top, the logo for 'grimbleby coleman certified public accountants, inc.' is displayed. Below the logo, the heading 'Send us Files' is centered. The form is divided into two main sections. On the left, there are three input fields: 'Your Email', 'Your First Name', and 'Your Last Name', each with a red asterisk indicating a required field. On the right, there is a file selection field with a plus icon and a red asterisk, a 'Subject' field, and a 'Message' text area. Below these fields is a dashed box containing an upload icon and the text 'Drag files here (or click to upload)'. At the bottom right of the form is a green button labeled 'Send File(s)'.

\*\*Notice our company logo at the top. If you do not see this logo, please close that webpage and try again.

- Please enter your email, first name, and last name in the corresponding boxes on the left side.

Continued on next page ↓

- Next, click the + symbol in the top box in the right hand section. A window will appear similar to this:

The screenshot shows a window titled "Lookup Recipient" with a close button (X) in the top right corner. Below the title bar are two input fields: "Enter First Name" and "Enter Last Name". To the right of these fields are two buttons: "Search" and "Clear". Below the input fields is a table with three columns: "First Name", "Last Name", and "Select". The table contains the following data:

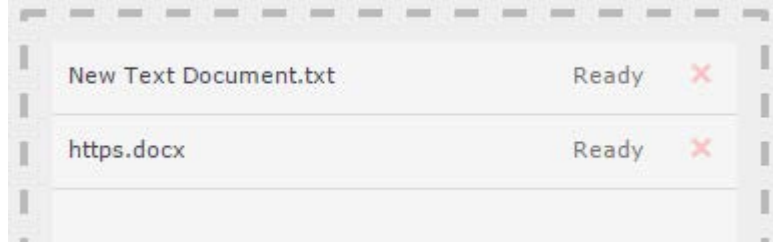
First Name	Last Name	Select
Merinda	Bratton	Select
Karen	Green	Select
Terry	Hector	Select
Wanda	Hooper	Select
Kristy	Jacobson	Select
Jane	Johnson	Select
Stephen	Larson	Select
Evelyn	Sexton	Select
Laura	Stout	Select
Contact	Us	Select


At the bottom of the window is a pagination control with a blue background and white text. It shows a left arrow, a left arrow, the number "1" (highlighted in green), the number "2", a right arrow, and a right arrow.

- Search for a person by name or navigate through the pages using the controls at the bottom.
- Once you have found the person, click the green Select button on the right. You will be returned to the previous screen. *(If the wrong person was selected, you can remove a person by moving your cursor over the name and click the X that appears.)*
- Please fill in the Subject and Message boxes
- There are two ways of preparing the file(s) for upload:
  1. Drag the file from your desktop or folder to the designated area on the webpage
  2. Click on the designated area to bring up a window. From here, navigate to the file location, click to select the file, and click Open.

Continued on next page ↓

- If you have successfully selected the file(s) to upload, it will appear as a list:



- Once you have selected all files you wish to upload, click  to send the files