



## Missouri Crisis Intervention Team (MO CIT) Council



### SHAREFILE INSTRUCTIONS

- [mbhc.sharefile.com/Authentication/Login](https://mbhc.sharefile.com/Authentication/Login) | SAVE AS A BOOKMARK
- USER NAME: Your work email address
- PASSWORD: Select “**Forgot Password?**”



[Forgot Password?](#)

[Privacy Policy](#)

citrix

- No more than 50 characters

From here, it should take you to the login and prompt you to create a password.

By default, a ShareFile password must contain:

- A minimum of 8 characters
- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 special character ~!@#\$\$%^&\*+

You have access to both “upload” & “download” files:

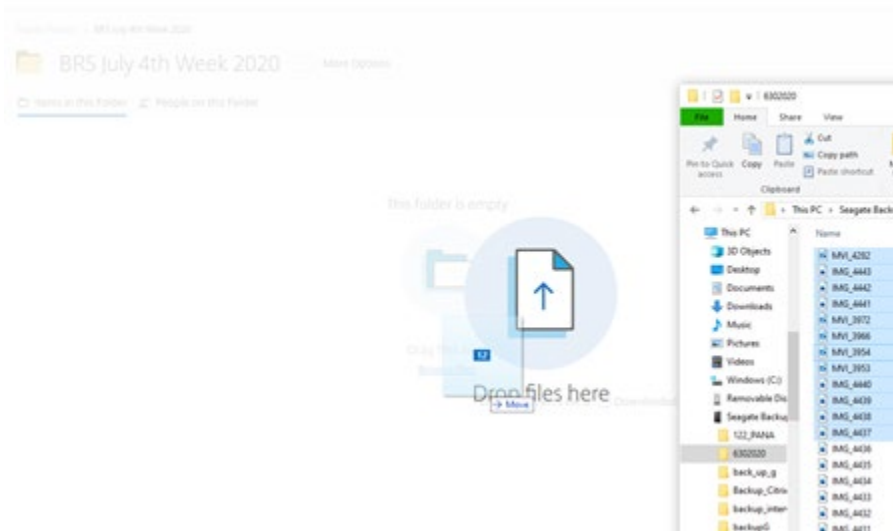
Instructions for uploading file(s) below:

When viewing a folder, there are multiple ways to upload a file. You can:

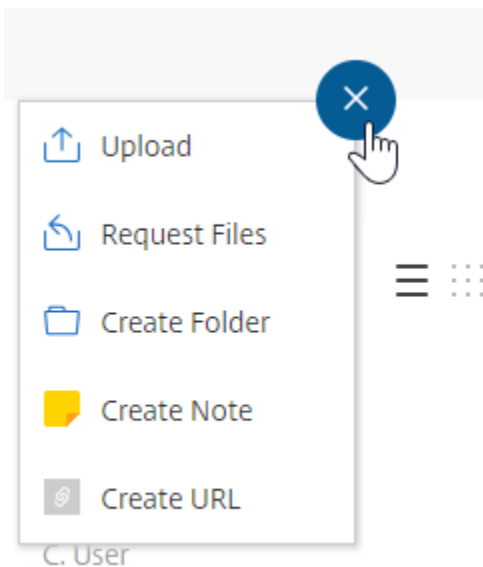
- Drag your files right into the web browser

All local councils have a folder set up. However, not all councils utilize ShareFile. ShareFile is a secure web-based portal for storing important documents such as meeting agendas, meeting notes, financial documents, etc.

You also have access to the state-wide POST/CLEE training presentations. Some of the files are large in size due to videos embedded in the presentations. Having access electronically replaces the need for a flash/thumb drive.



- Access the blue circular Action Button and choose **Upload**.



If you have trouble with your login or with accessing your folder(s), please contact Kimberly Hicks | [khicks@mobhc.org](mailto:khicks@mobhc.org) | 573.434.2166