



NLD CONSULTING

RESERVE FUND ADVISORS

Professional File Sharing with our Share-File Site

Accessible from our NLD Consulting website at the web-link: <http://www.reserveadvisors.ca/resources/default.htm> our Share-File site is a cloud based, password protected business file storage solution. Our site allows the secure file transfer (upload or download) of sensitive documents, with access restricted to our authorized Reserve Fund Study Consultants, and you, our client.

Basic Instructions for use of ShareFile:

In order to have a NLD Consulting Share-File account created, simply contact us at info@reserveadvisors.ca or submit a request online at the web-link near the top of this page.

We will send you an email with the simple instructions to activate your account and access the site with a password of your choosing. Secure folders will be created by us for you, organized by strata corporation number and building name (if applicable). Subfolders can include a folder for previous insurance appraisals and/or updates (if applicable), and a folder for any Reserve Fund Study quotes and/or documents and reports.



This secure system of folders and files is accessible by the individual property managers for the buildings they personally manage, as well as global access available for the administrators of the property management company.

Sample Print-screen below:

The screenshot displays the NLD Consulting Reserve Fund Advisors web interface. The main content area shows a folder view for 'LMS 12345 The Grand Condo' containing several subfolders: 'Building Plans & Drawings', 'Finished Report - Digitally Signed', 'Insurance Appraisals', and 'Strata Financial and AGM Docs'. Below the folder list is a 'Folder Access' section with an 'Edit' button and a table of user permissions.

Name	Download	Download Alerts	Upload	Upload Alerts	Delete	Admin
LaPorte, Michael (NLD Consulting - Reserve Fund Advisors) [owner]	✓	✓	✓	⊘	✓	✓
Barani, Ali (NLD Consulting)	✓	⊘	✓	⊘	✓	✓
Dowle, Terry (NLD Consulting)	✓	⊘	✓	⊘	✓	✓
Ho, Greg (NLD Consulting)	✓	⊘	✓	⊘	✓	✓
Manager, Joe (XYZ Management - Sample Company)	✓	⊘	✓	⊘	⊘	⊘
Ton, Stefanie (NLD Consulting)	✓	⊘	✓	⊘	✓	✓
Wood, Jennifer (NLD Consulting)	✓	⊘	✓	⊘	✓	✓



In addition to the convenience of a secure file sharing site, our finished Reserve Fund Study Reports each include a printed QR Code “DirectLink” to the original .pdf file of the report, which will allow downloading of the file directly from the QR Code link (login and password is still required for security of the document).



If you have a free QR Code reader App for your Smartphone, take a picture of the QR Code here and login to our Share-File site (if you have a login account already) to view a sample .pdf of a Reserve Fund Study excerpt.

If you have any questions about using the Share-File site, or any Reserve Fund Study related questions in general, feel free to contact us at your convenience.

Regards,

Your Reserve Fund Study Team

NLD Consulting – Reserve Fund Advisors

