# ShareFile User Guide – External Client

In order to upload documents for lodging planning applications or further information you are required to follow the steps below:

1. Email [planning@meathcoco.ie](mailto:planning@meathcoco.ie) to request a secure link to upload your files.
2. You will receive and email that includes a secure link that will look similar to the following:  
   A close-up of a computer screen

   Description automatically generated
3. Click on the secure link “**Click here to upload files”**. This will launch your web browser and bring you to Meath County Council’s Sharefile platform.
4. You will be prompted to enter your name, your email address and company name. Click Continue.  
   A screenshot of a computer

   Description automatically generated

You will then see the following screen.  
A screenshot of a computer

Description automatically generated

1. Click on **Browse Files** and select From PC. This will launch your file explorer where you can navigate to where the files are located.

Highlight the files to be uploaded and click Open.  
  
A screenshot of a computer

Description automatically generated

1. The files to be uploaded will be listed in the ShareFile platform. Click on Uoload to start uploading the files.  
   A screenshot of a computer

   Description automatically generated

You will see the progress of the uploads displayed and it will show you when it has completed.  
  
A screenshot of a computer

Description automatically generated

1. Once all documents displayed have been marked as uploaded you can click the “x” at the top right of the browser to close it.
2. The planning section will receive an alert from ShareFile to notify them that files have been uploaded.  
     
   A screenshot of a computer

   Description automatically generated

Or further information on how to upload to Sharefile you can visit <https://www.sharefile.com/training> .