

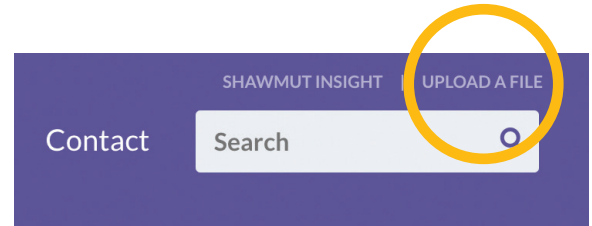
file upload guide

Shawmut's secure file transfer tool allows you to send files in a few easy steps:

GETTING STARTED

Visit www.shawmutdelivers.com and click **Upload a File** (above our Search box) or go to:

<https://insight.shawmutdelivers.com>



STEP 1: EDIT DETAILS

Tell us a little about you and your project. Only your name, company and email address are required, but the more info we have, the quicker we can process your files and notify your account team.

STEP 2: ADD A COMMENT

Is there anything you'd like to tell us about your upload? If you'd like, you can add comments for your CSR.

STEP 3: UPLOAD YOUR FILES

Simply drop a file onto the indicated field or click "browse to upload" and select your file. Your file will be instantly uploaded onto our secure site!

Make uploads easier with Insight! Shawmut Insight allows clients to upload files, approve proofs, review job status, manage storefronts, and more. When you register for an account, Insight will save your information so you can skip Step 1 when sending your files. Register today:

www.shawmutdelivers.com/insight

Upload Files

Full Name* **1**


Company*

Email Address*

Sales Executive:

Customer Service Rep:

Additional Comments: **2**

 Drop a file here or [browse to upload](#) **3**