


Marsh & McLennan Agency

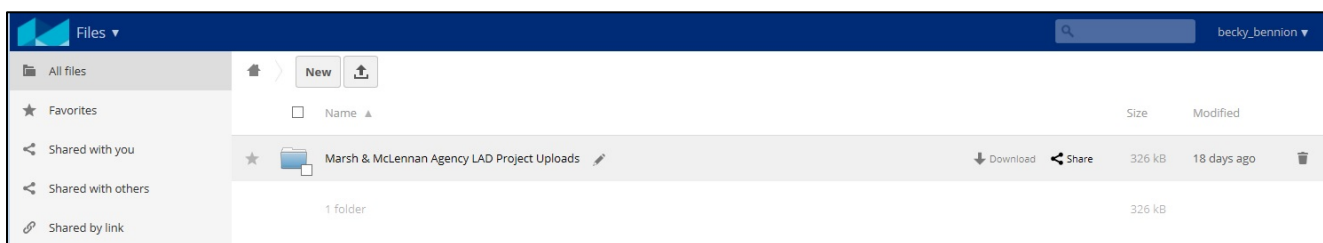
SECURE FILE SHARE INSTRUCTIONS

1. Email becky.bennion@marshmma.com with the name and email address of the person who will uploading the files.
2. Within 1-2 business days, the points of contact will receive an email from the MMA File Share Support Team with their unique login credentials.
3. Log in to the MMA File Share website via the link you were sent by the MMA File Share Support Team.

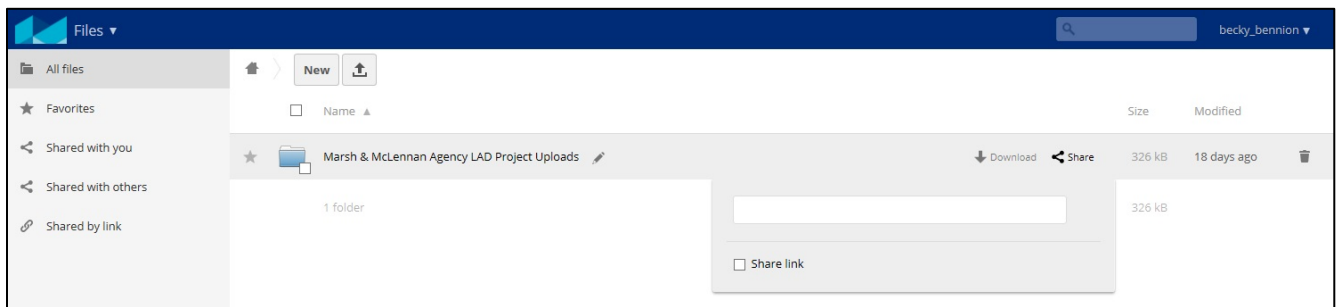


The login page features the Marsh & McLennan Agency logo at the top left. Below it are two input fields: 'Username' and 'Password', each with a small icon to its left. A blue 'Log in' button is positioned to the right of the password field. At the bottom of the page, the text 'Marsh & McLennan Agencies - File Transfer Service' is displayed.

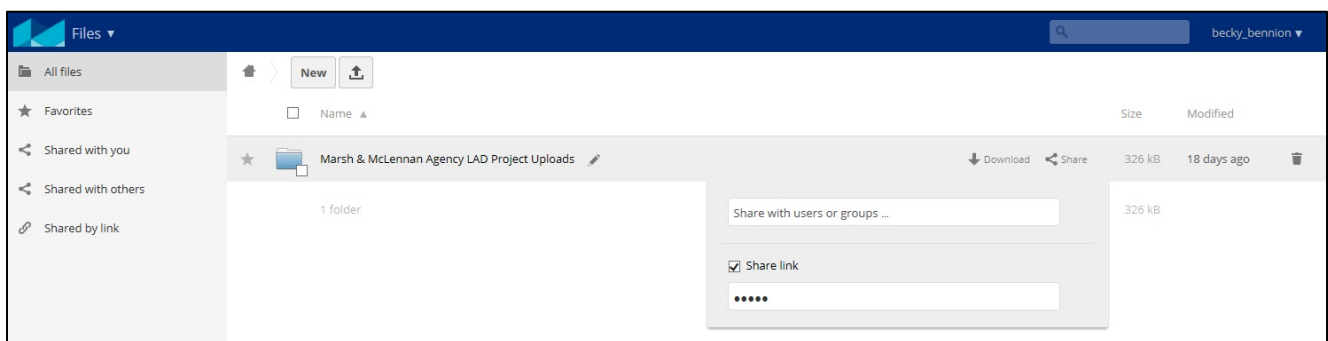
4. Create a folder entitled “MMA Transfer Files” – this is where all of your documents will be uploaded.



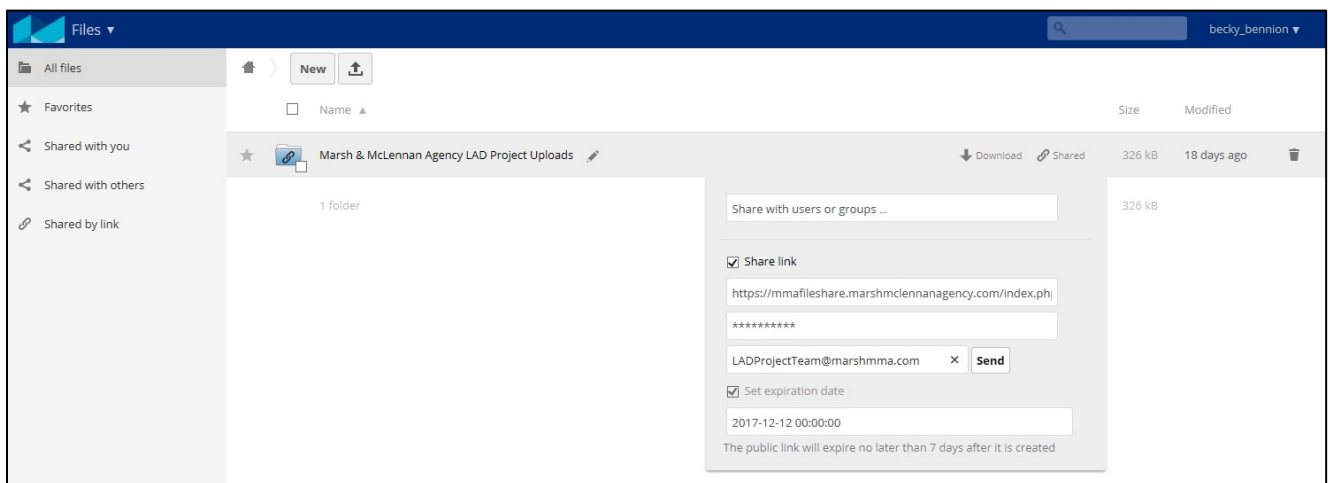
5. Share the folder by clicking on “All Files” on the left side of the MMA File Share website, hover over the “MMA Transfer Files” folder, and click the “Share” button.



6. Click the box next to “Share Link”, and type in “mma”.



7. Where it says, “Email link to person”, type in christopher.delorey@marshmma.com, and click send.



****If you have any questions about the upload process, please email becky.bennion@marshmma.com.**