

To Retrieve or Upload a Document from the Birkholz & Company Website

Birkholz & Company offers you the ability to send and receive your documents electronically, encrypted, over a secure VPN connection.

To connect to our secure file transfer server:

- Navigate to our website: www.birkholz.us
- Navigate to the **Client Login** page
- Input your first and last initials
- Input your password

To download documents:

- Download a file by selecting the **Download** link to the right of the file name
- Follow your computer's prompts to save the file – be sure to note the destination folder

To upload documents:

- Click on **Browse** or **Choose File** depending on your web browser
- Browse on your computer to where you stored the file to be transferred
- Double click on the file
- Click **Upload**
- The file will be transferred over **a secure encrypted channel** onto the Birkholz & Company server

• **IMPORTANT:** if you've used the "&" or the "`" symbol in any file name – your file will not transfer to our server

Please contact our office if you have any questions.

Birkholz & Company

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