

# Global Atlantic ShareFile

## Quick Reference Guide

### GETTING STARTED

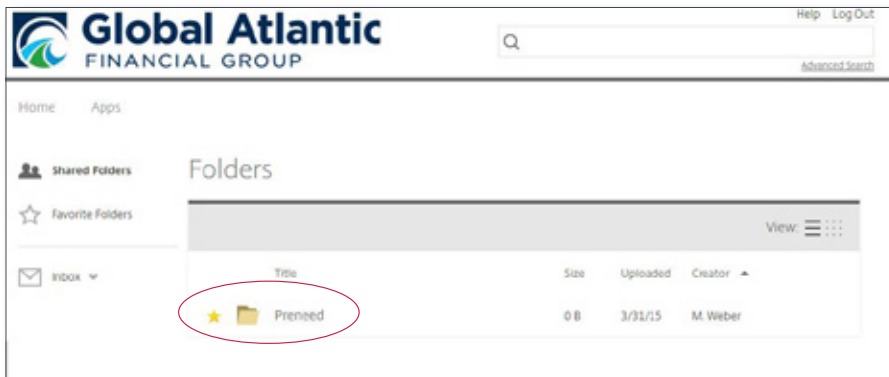
- Contact [eTech@gafg.com](mailto:eTech@gafg.com) to obtain your login credentials

### LOGGING IN

- Go to <https://global-atlantic.sharefile.com>
- Log in with your credentials

### UPLOADING FILES

- Click on the **Preneed** shared folder



### Questions

Contact the **eTech** Team at  
**(800) 331-8853**

- To upload files, click **Upload Files** then **Browse files** to locate your file  
Then click **Upload** or simply drag and drop your file into the Preneed folder



Note: Please do not create your own folder.  
All new business files should be placed in the  
Preneed folder.

- Once the file has been uploaded successfully, it will appear in the Preneed shared folder
- The file will remain in your folder until it's processed by New Business

[globalatlantic.com](http://globalatlantic.com)

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