

Step 1: To Drop off a file, enter Your name, Organisation and email address and click send confirmation.

Home Login

**HHH PARTNERS**  
CHARTERED ACCOUNTANTS

**Information about the Sender**

If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.

Request Code:

If you do not have a "Request Code" then please complete the rest of this form:

Your name:  (required)

Your organisation:  (required)

Your email address:  (required)

I now need to send you a confirmation email.  
When you get it in a minute or two, click on the link in it.

[Send confirmation](#)

Step 2: You will receive an email as per the example below into your inbox

-----Original Message-----

From: Processing

Sent: Wednesday, 2 April 2014 2:40 PM

Subject: [ZendTo] You are trying to drop-off some files

This is an automated message sent to you by the ZendTo service.

Name: .....

Organization: .....

Email: .....

You have asked us to send you this message so that you can drop-off some files for someone.

IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!

Otherwise, continue the process by clicking the following link (or copying and pasting it into your web browser):

<http://clientftp.hhhemerald.com.au/dropoff.php?auth=8832ed6cfbd21daa90df7c4fdd1faadf>

Step 3: Click on the link in the email and it will take you to the following page:

The screenshot shows the HHH Partners ZendTo interface. At the top, there are 'Home' and 'Login' links. The HHH PARTNERS logo is in the top right corner. A red-bordered box contains a 'PLEASE NOTE' section with text about virus scanning and encryption. Below this is a paragraph explaining the file drop-off process. The 'From:' field is pre-filled with 'Scott Slack (sslack@hhhpartners.com.au) HHHH'. There are two checked checkboxes: 'Send e-mail message to recipients' and 'Send an email to me when the recipient picks up the file(s)'. The 'To:' field has a green plus icon circled in red. Below it is a 'Short note to the Recipients' text area. The 'Choose the File(s) you would like to upload' section has two rows for 'File 1' and 'File 2', each with a 'Browse...' button and a 'Description:' field. A blue 'Drop off Files' button is at the bottom.

Click the green plus button and Add the name and email address of how you want to send the file to.

You can use the following email address: [processing@hhhpartners.com.au](mailto:processing@hhhpartners.com.au)

The screenshot shows a dialog box titled 'Add Recipients'. It has two buttons at the top: 'Add One' (highlighted in blue) and 'Add Many' (greyed out). Below are two input fields: 'Name:' and 'Email:'. At the bottom is a blue 'Add Recipient' button.

Please add a short note to the Recipient including who the file is to go to and what you are sending the file to HHH Partners for. E.g. March 2014 BAS or 2014 Interim Tax Planning.

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**PLEASE NOTE**  
Files uploaded to ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt any files containing sensitive information (e.g. personal private information) using a tool such as "Winzip" or "Encrypt Files", before sending them via ZendTo!

This web page will allow you to drop-off (upload) one or more files for a HHH user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From: Scott Slack (sslack@hhhpartners.com.au) HHHH

Send e-mail message to recipients  
 Send an email to me when the recipient picks up the file(s).

To:

**Short note to the Recipients**

Choose the File(s) you would like to upload

File 1:   Description:

File 2:   Description:

Finally, you need to choose the file you would like to upload to HHH Partners by clicking on the Browse button, selecting the file and click open. Please add a description and click "Drop off Files"

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From: Scott Slack (sslack@hhhpartners.com.au) HHHH

Send e-mail message to recipients  
 Send an email to me when the recipient picks up the file(s).

To:

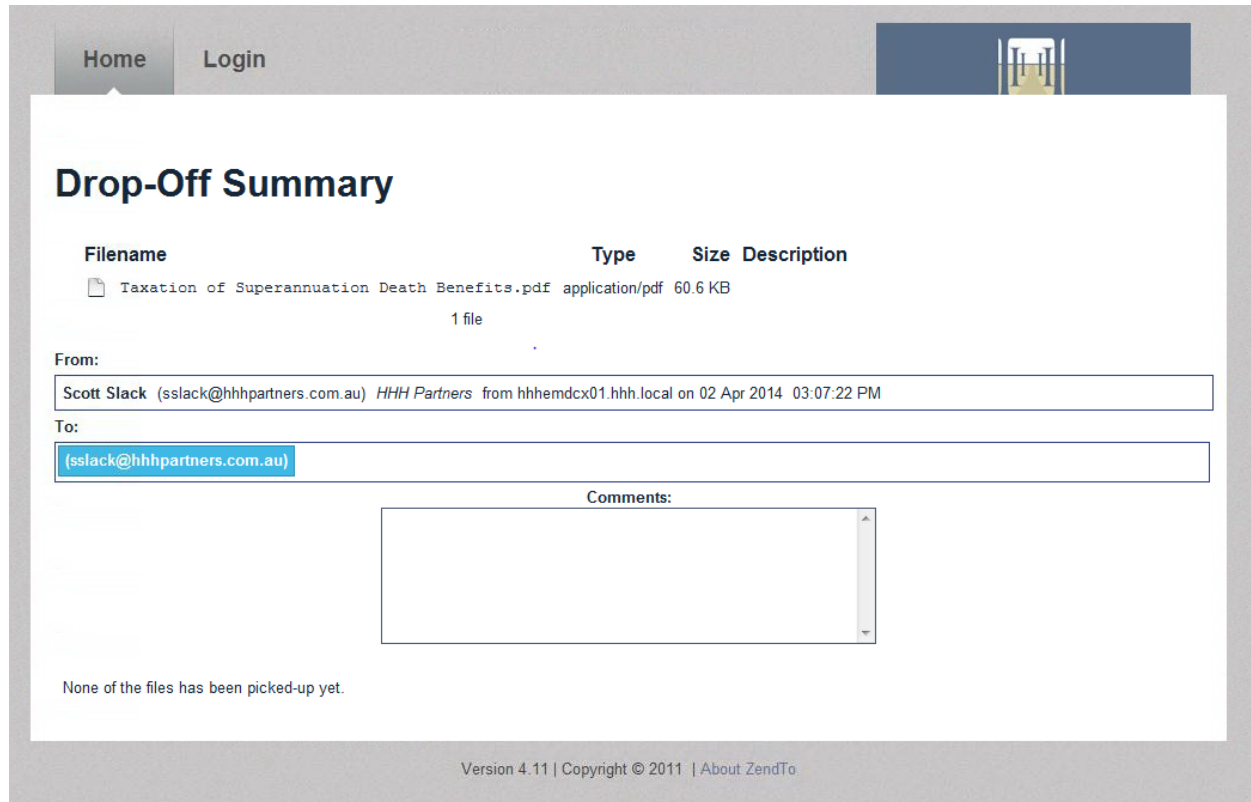
**Short note to the Recipients**

Choose the File(s) you would like to upload


File 1:   **Description:**

File 2:   **Description:**

Once you have dropped off the file, you will receive the following Drop-Off Summary:



The screenshot shows a web interface with a navigation bar at the top containing 'Home' and 'Login' links. A logo is visible in the top right corner. The main content area is titled 'Drop-Off Summary' and contains a table with the following data:

Filename	Type	Size	Description
 Taxation of Superannuation Death Benefits.pdf	application/pdf	60.6 KB	

Below the table, it indicates '1 file'. The 'From:' field shows 'Scott Slack (sslack@hhpartners.com.au) HHH Partners from hhhemdcx01.hhh.local on 02 Apr 2014 03:07:22 PM'. The 'To:' field shows '(sslack@hhpartners.com.au)'. There is a 'Comments:' section with an empty text area. At the bottom, it states 'None of the files has been picked-up yet.' and a footer reads 'Version 4.11 | Copyright © 2011 | About ZendTo'.

Once the recipient has Picked up the file you have dropped off, you will receive the following automated message confirming the file has arrived at it's destination:

***This is an automated message sent to you by the ZendTo service.  
The drop-off you made (claim ID: SwrVhvdfa3dZPUe) has been picked-up.***