

HHH Partners Drop-Off Instructions



HHH Partners uses an online file drop-off & retrieval feature available to all clients. Links to our drop-off page can be found at <https://www.hhhpartners.com.au/client-tools/file-document-upload-download/>

1. To upload a file to a HHH staff member, follow the 'Click Here' Prompt on the website linked above.

FILE TRANSFER

This online upload facility will enable you to send us your accounts and other files quickly and easily. Once you have uploaded your files they will be passed directly to your accountant. Please [get in touch](#) if you need assistance.

To Drop Off your file

[Click Here](#)

2. On the next page, enter your name and email address, then click 'Send Confirmation'.

The screenshot shows the HHH Partners website interface. At the top, there is a navigation bar with a 'Home' button, a language selector for 'English (US)', and the HHH PARTNERS logo. Below the navigation bar, the page title is 'Information about the Sender'. There are two buttons, 'Yes' and 'No', for the question 'Have you been given a Request Code?'. Below this, there are three input fields: 'Your name:' (required), 'Your organization:', and 'Your email address:' (required). The 'Your name:' and 'Your email address:' fields are highlighted with red boxes. Below the input fields, there is a message: 'I now need to send you a confirmation email. When you get it in a minute or two, click on the link in it.' Below this message, there is a 'Send confirmation' button, which is also highlighted with a red box.

HHH Partners

Taxation
Advisory
Finance

Emerald

39 Anakie Street
PO Box 577
Emerald
QLD 4720

Tel (07) 4983 9999
Fax (07) 4983 9909

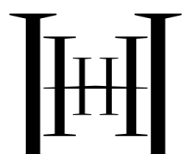
Rockhampton

18 East Street
PO Box 740
Rockhampton
QLD 4700

Tel (07) 4930 0600
Fax (07) 4983 9909

hhpartners.com.au

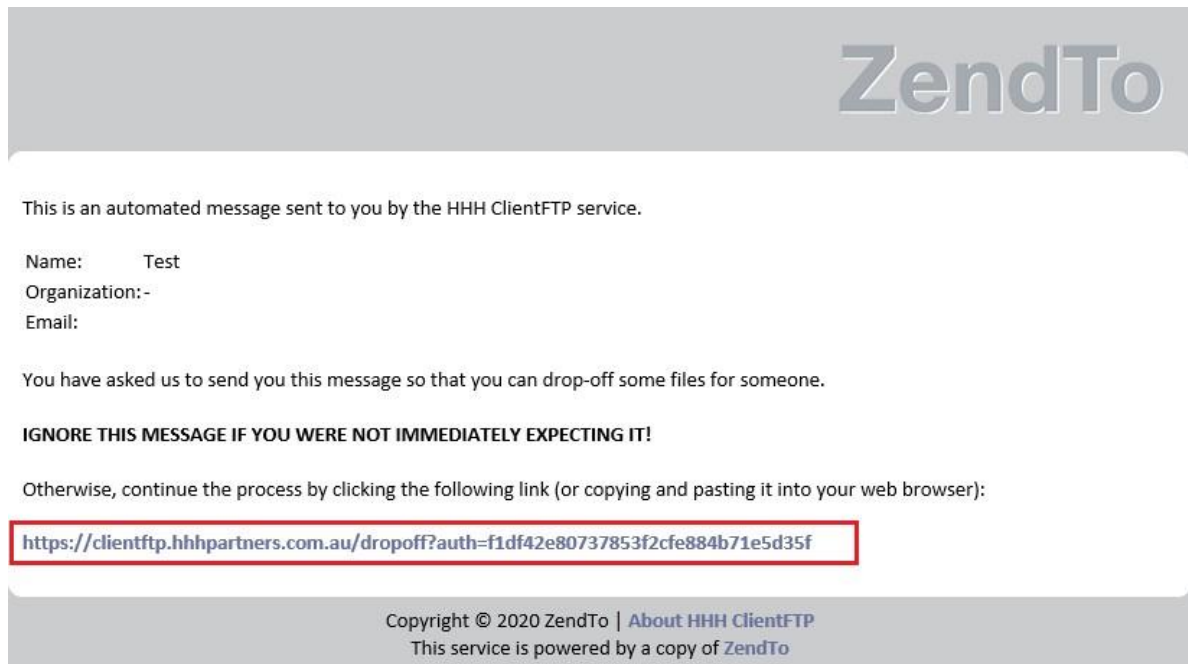
accountants@hhpartners.com.au



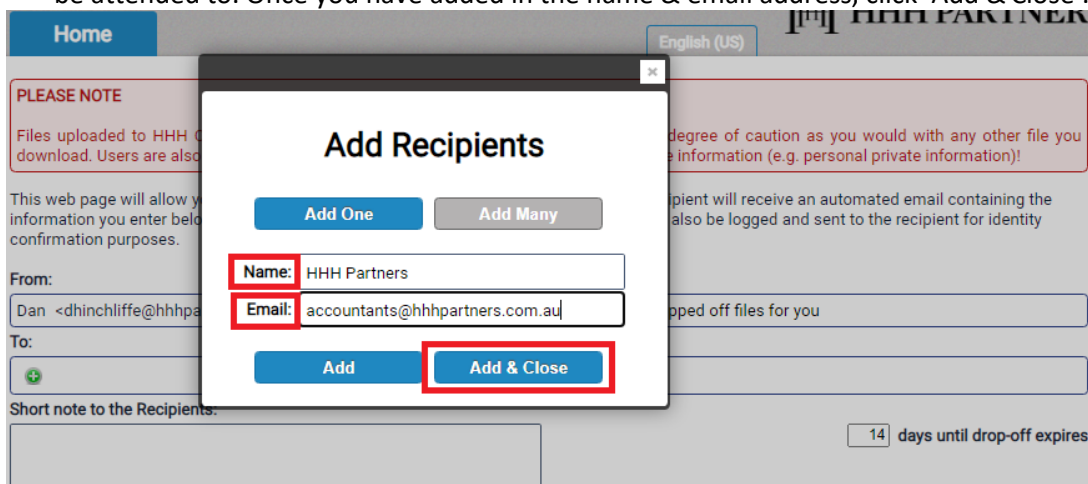
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- You will receive an email confirmation to the email address entered in step 2. Click on the link in that email to confirm your identity and take you to the next step.



- Following the link will take you to our file transfer page where you can enter the name and email address of the HHH staff member you want to receive the file. If you are unsure of who should receive the file, please send it to accountants@hhhpartners.com.au and it will be attended to. Once you have added in the name & email address, click 'Add & Close'.



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- After you have entered the details of HHH staff member the file is being sent to, please provide a brief description of what files are being uploaded - for example - tax records or BAS backup file. Once done, click 'Click to Add Files' and select the file you want to upload. If you need to add more than one file, select 'Click to Add Files' again until all the files are added.

PLEASE NOTE
Files uploaded to HHH ClientFTP 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 every file if any contain sensitive information (e.g. personal private information)!

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: Dan <dhinchliffe@hhhpartners.com.au> - **Subject:** Dan has dropped off files for you

To: HHH Partners <accountants@hhhpartners.com.au>

Short note to the Recipients:
please find attached my backup file for the last quarter

14 days until drop-off expires

944 / 1000 left

[Click to Add Files or Drag Them Here](#)

- The bottom of the page will show all the files you have selected to upload and you can add a brief description to each file. Once you are ready click 'Drop-off Files'.

Filename	Size	Description
1: 1583283416_4487.pdf	4.1 MB	Backup

4.1 MB / 20480 MB

[Drop-off Files](#)

- A link to your file will now be sent to the HHH staff member you selected. You will receive a confirmation message once the file link has been accessed by the staff member.

