



# RCC Secure Document Sharing WITH FILELOCKER

*Filelocker allows you to share files with other people both inside and outside of Pierce County Washington. It is a temporary and secure storage system for sharing files and data.*

## User Directions:

Users will be provided a link to the Filelocker when a document has been uploaded to share.



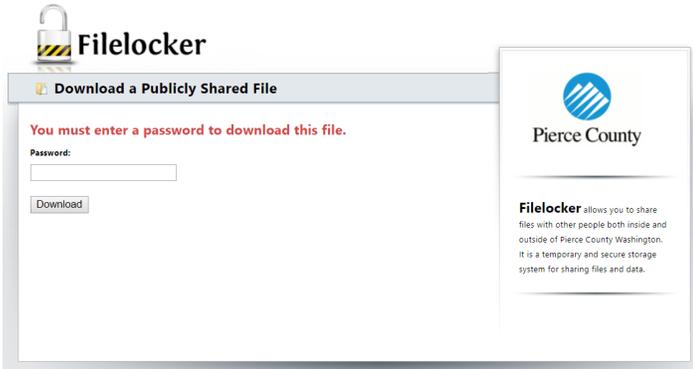
Please use this [link](#) to access and download documents.

Thank you,



**Danni Colo**  
Project Analyst  
Pierce County Emergency Management  
(253)798-8589 | (253)365-9023 | [danni.colo@piercecounitywa.gov](mailto:danni.colo@piercecounitywa.gov)

Click the link, this window will appear:



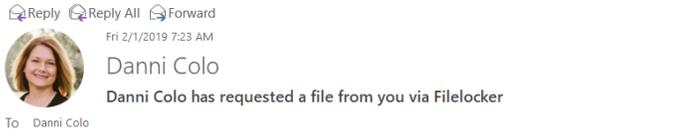
Enter your password, the document(s) will download



To Upload a document you wish to share with RCC members:

Send a request to Danni Colo @ [danni.colo@piercecountywa.gov](mailto:danni.colo@piercecountywa.gov)

Your will receive an email with a link to Filelocker:



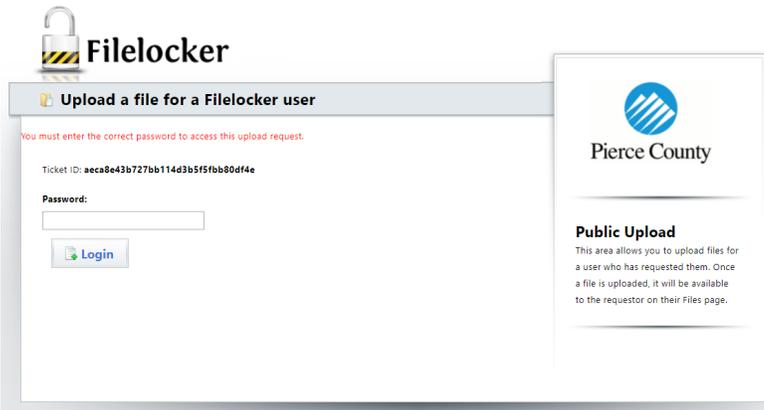
Danni Colo (danni.colo) has requested that you upload a file to their account in Filelocker.

This file can be uploaded by visiting the URL below:

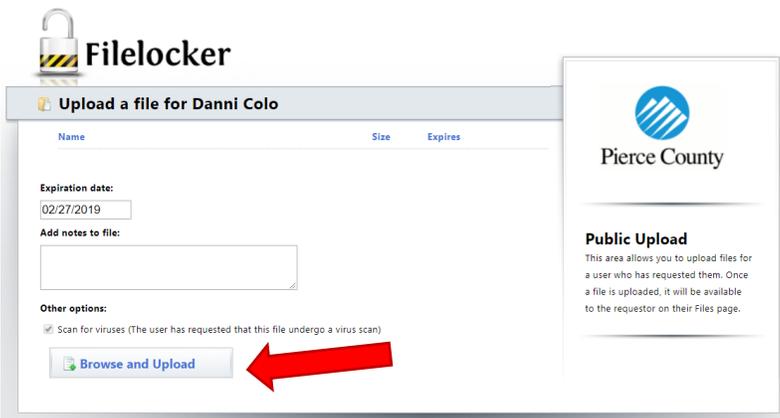
[https://filelocker.co.pierce.wa.us/public\\_upload?ticketId=aeca8e43b727bb114d3b5f5fbb80df4e](https://filelocker.co.pierce.wa.us/public_upload?ticketId=aeca8e43b727bb114d3b5f5fbb80df4e)

The requestor also attached this personal message to the file request:  
"Please upload documents to be distributed to RCC member."

Click the link, this window will open:



Enter your password and hit enter, this window will open



Browse to you document(s) and upload. The document will scan and encrypt. Once it has been uploaded, the document will be accessible to RCC members.