Use the following steps to setup your Sharefile for easier access:

1.   Access the Bid Opportunities page on the ECUA website at the following link, http://www.ecua.fl.gov/business/bid-opportunities.

2.   Follow the instructions to obtain the project manual and plans.

3.   Users will need to register the first time for each project, using same email and password.

4.   Once registered for a project, users will then be logged onto the Sharefile page for that particular project.

5.   On the top-left corner of the webpage, there is a menu bar that has a "Home" button. Click this home button which will take you to your person Sharefile homepage.

6.   Bookmark, favorite, or save this page whichever way is easiest is for you to access it again. The URL to access this page is https://ecua.sharefile.com/.

7.   Users should now be able to log out, click the bookmarked Sharefile homepage (https://ecua.sharefile.com/) from Step 6, and it will automatically prompt a login for the users email and password. Once the information is entered the user should be at a homepage that displays all of the projects that they have registered for.

This same method can work well for internal users as well. Bookmarking the Sharefile homepage is a much more convenient way to access projects multiple times.