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Secure Electronic file submission to ISS-USA for Repatriation Reimbursement

To facilitate secure electronic file submission in Sharefile.com you must:

1. Notify ISS via email to Stephney Allen and Abigail Ayele that you are submitting a reimbursement
 - a. Sallen@ISS-USA.org
 - b. AAyele@ISS-USA.org
2. Provide the State or NGO entity name
3. Provide all staff in your organization (email address) that you would like to have access and the ability to upload the file to ISS
 - a. Provide the level of access for each staff person
 - i. Upload
 - ii. Download Alerts
 - iii. Delete
 - iv. Administrative (ability to perform all the above)
4. Once the information is received, ISS-USA staff will:
 - a. Create your entity folder
 - b. Assign staff you provided with the access levels provided
 - c. Create an automatic email from the secure file software
 - d. Email from Sharefile.com an invitation email to participants created inviting them to sign into ShareFile and perform tasks.
5. State and NGO process
 - a. DONOT partially upload files.
 - b. Please follow standard guidelines on how to submit a reimbursement (to include cover letter, signed RR-04 and all supportive documents including receipts and RR-05/06 form).
 - i. Acceptable uploadable forms (PDF, Word, Excel, Jpeg)
 - c. Only begin the process when you are ready to submit all documents
 - i. ISS receives automatic notification when files are submitted and will attempt to download files soon after they are uploaded (unless it is a holiday or after hours)
 - d. You can always verify that ISS staff have retrieved your requests simply by signing into your upload folder to ensure your uploaded files have been retrieved. The folder should be empty if ISS has downloaded and began processing the request.