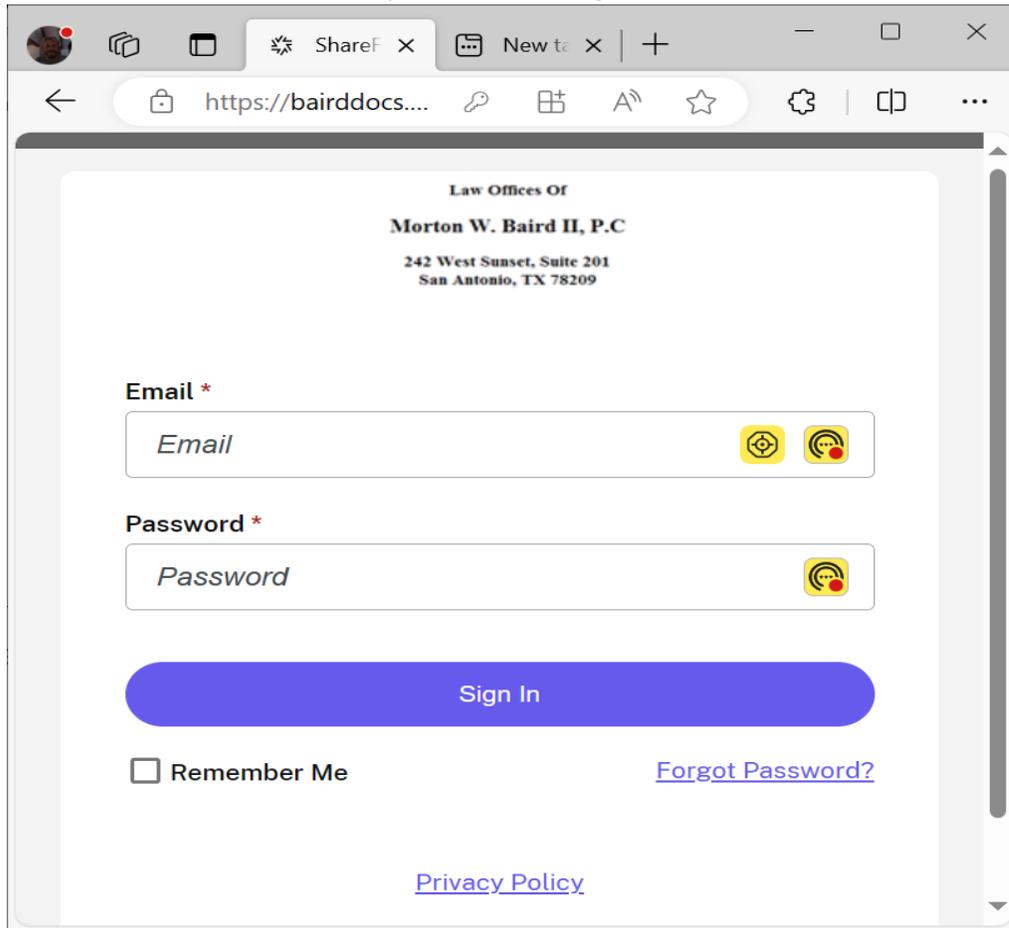


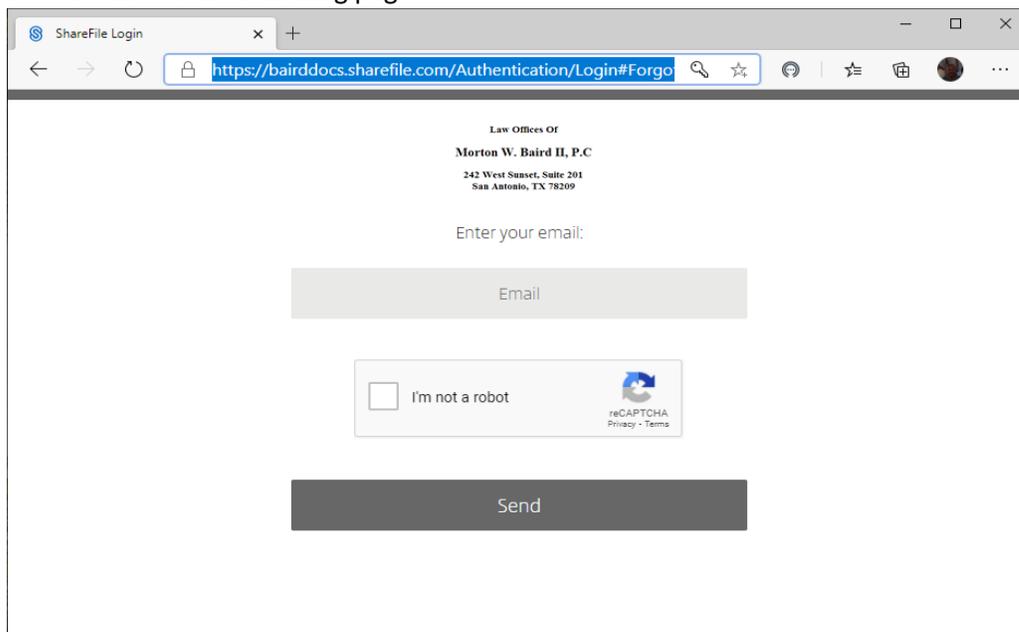
Procedure for Updating your Password for BairdDocs (10/19/2023)

1) Press “Reset Password” which opens the following link



2) Press “Reset Password” which opens the following link
<https://bairddocs.sharefile.com/Authentication/Login#ForgotPassword>

3) You should see the following page



- 4) Enter your email address, click on the I'M not a robot check box, and press Send

Law Offices Of
Morton W. Baird II, P.C
242 West Sunset, Suite 201
San Antonio, TX 78209

Enter your email:

karbacdb@yahoo.com

I'm not a robot

Send

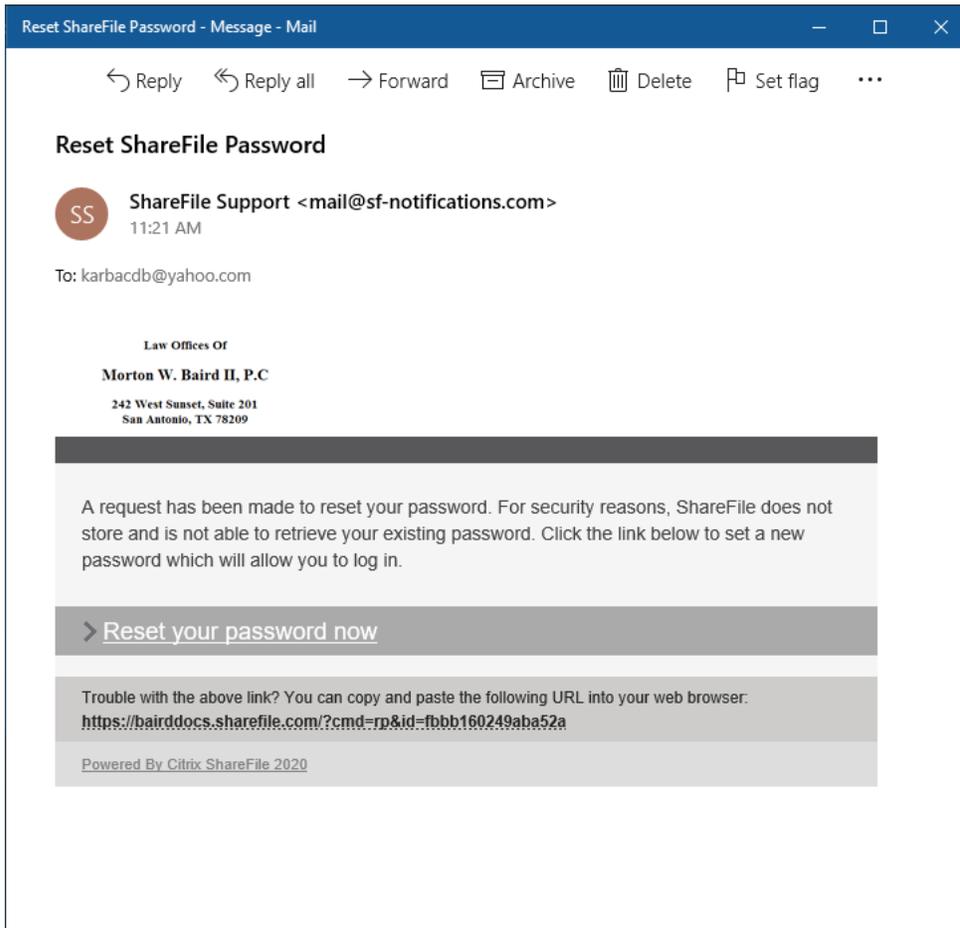
- 5) The following screen will appear. DO NOT PRESS "Back To Sign In". Close this window. You will receive an email shortly.

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242 West Sunset, Suite 201
San Antonio, TX 78209

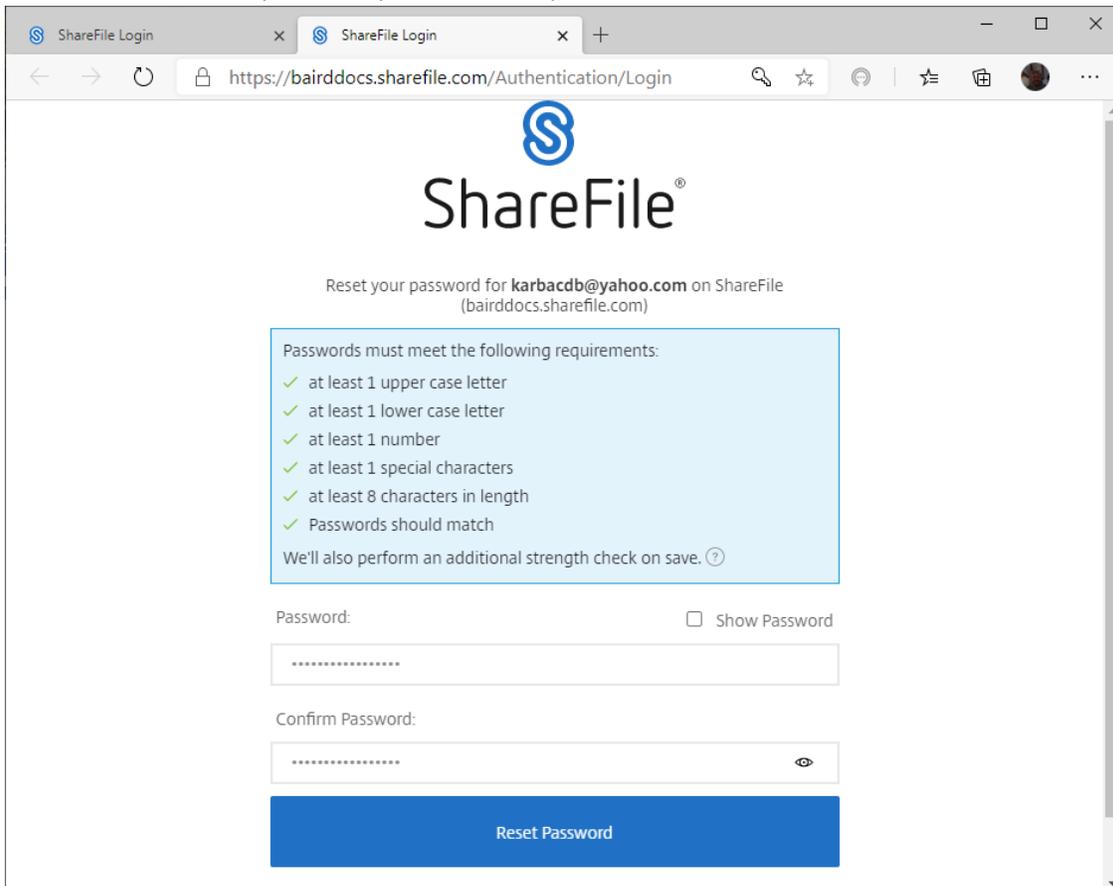
If karbacdb@yahoo.com matches your account's email address, you will receive an email to finish resetting your password. Please check your spam folder.

Back to Sign In

- 6) Open your email, sent from ShareFile Support. If you haven't received it rather soon, check you SPAM folder. Click on the link to "Reset your password now."



7) On this screen, enter your new password and press “Reset Password.”



8) You will receive the following window. Just close it and continue working with BairdDocs.

