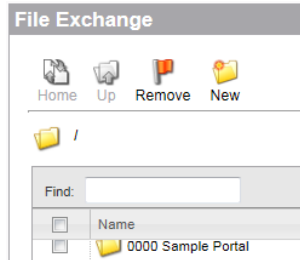


To RETRIEVE a file from SBG using FILE EXCHANGE:

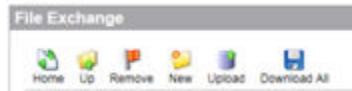
- Enter your Login and Password and click LOGIN.
- Click on **FILE EXCHANGE**.



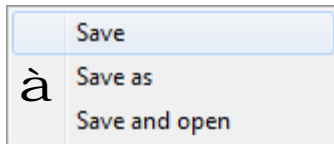
- Click on the folder with your name.



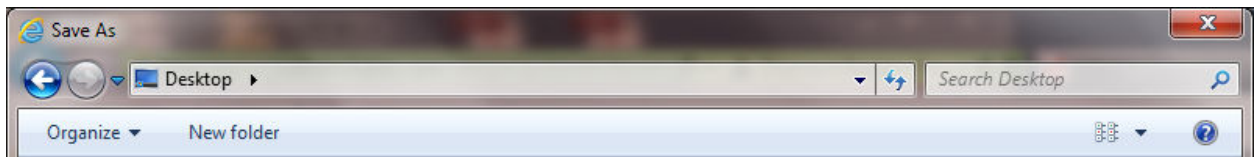
- Click on **DOWNLOAD ALL**. (You can also click on each file to download individually.)



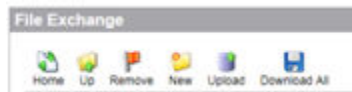
Click dropdown arrow



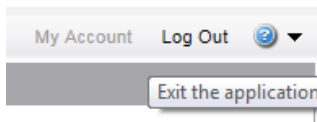
- Choose "SAVE AS" and save to your desktop or computer.



- Once the download is finished, click on **REMOVE** to remove the red flag 🚩.



- **SIGN OUT** of the SBG Portal.



If you have any trouble with the SBG Portal, contact Carla at 904-731-2221, ext. 11.