Creating your ShareFile Account

Before using ShareFile, you will need to create a ShareFile account.

Step One

A member of the Pacific Crest Lending or Banking team will initiate your access to ShareFile by sending you an email. An example of the initial email you will receive is shown in Step Two.

Step Two

Click on **'Click here to activate your user account'**.

You will automatically be directed to an **'Activating Your Account Page'**

Step Three

You will receive a separate ShareFile Notification email with the subject: **'Finish activating your ShareFile account'**. This email will contain a Verification Code.

Enter the **Verification Code** and click **Continue**.

Step Four

Enter and confirm your password and enter your personal information for your ShareFile account.

Click **Save.** Your ShareFile account is now activated.