

## 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'

**ShareFile Login Information**  
L F <mail@sf-notifications.com>  
If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.  
Sent: Tue 9/8/2015 12:25 PM  
To:



L F has sent you files using ShareFile.

You will receive another email shortly with a download link that will require you to log in. To receive your login credentials, you must first activate your account and set your personal password. **This link is unique to you and must be used within the next 30 days.**

[Click here to activate your user account](#)

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

Trouble with the above link? You can copy and paste the following URL into your web browser:  
<https://paccrest.sharefile.com/?a=e4401dab75278f51&cmd=d&id=50d3632b4e05455c>

Powered By Citrix ShareFile 2015

### 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**.

Welcome

  
**Pacific Crest**  
SAVINGS BANK

**Activating Your Account**

We have sent you an email with a verification code. Please paste the code into the box below to activate your account and log in.

   

## Step Four

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

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

Keep your account login credentials in a safe place and don't share with others.

### Sign In Information

Username: @paccrest.com

New Password: \*  

Confirm Password: \*  

Sign In URL: <https://paccrest.sharefile.com/>

### Confirm Personal Information

First Name: \*  

Last Name: \*  

Company:  

Time Zone:  

Daylight Saving Time:  

Date format:  

Time format:  



Any use of your personal information is governed by the terms of our Privacy Policy. We do not sell, trade, or rent your personal information to third parties.