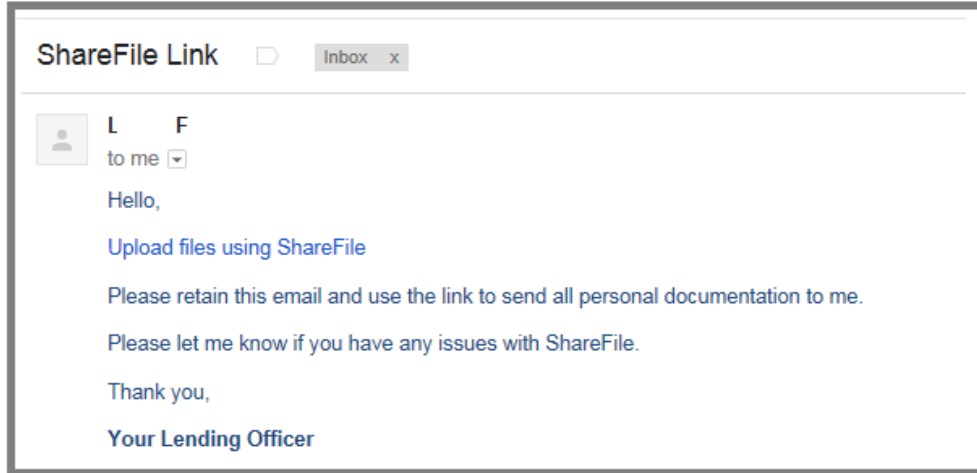


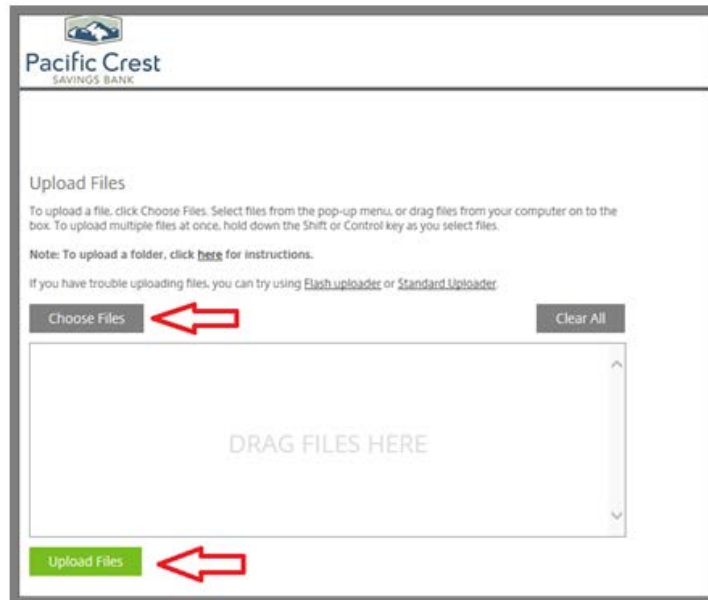
Send Documents Through ShareFile:

A member of the Pacific Crest Lending or Banking team will send you an email containing a link for you to use to send us documents securely. The email will look like this:



Click on the link ([Upload files using ShareFile](#) or [Click Here](#)).

Sign into ShareFile with your name and email address.

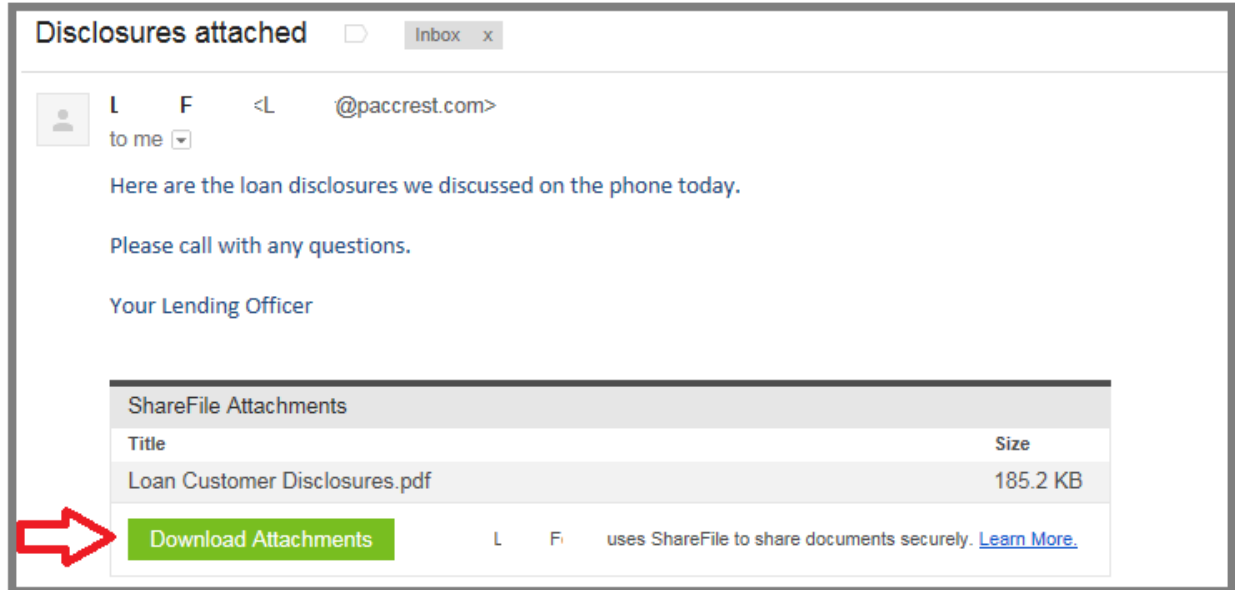


Click on **Choose Files** and select the files from your computer that you want to send to the Pacific Crest employee.

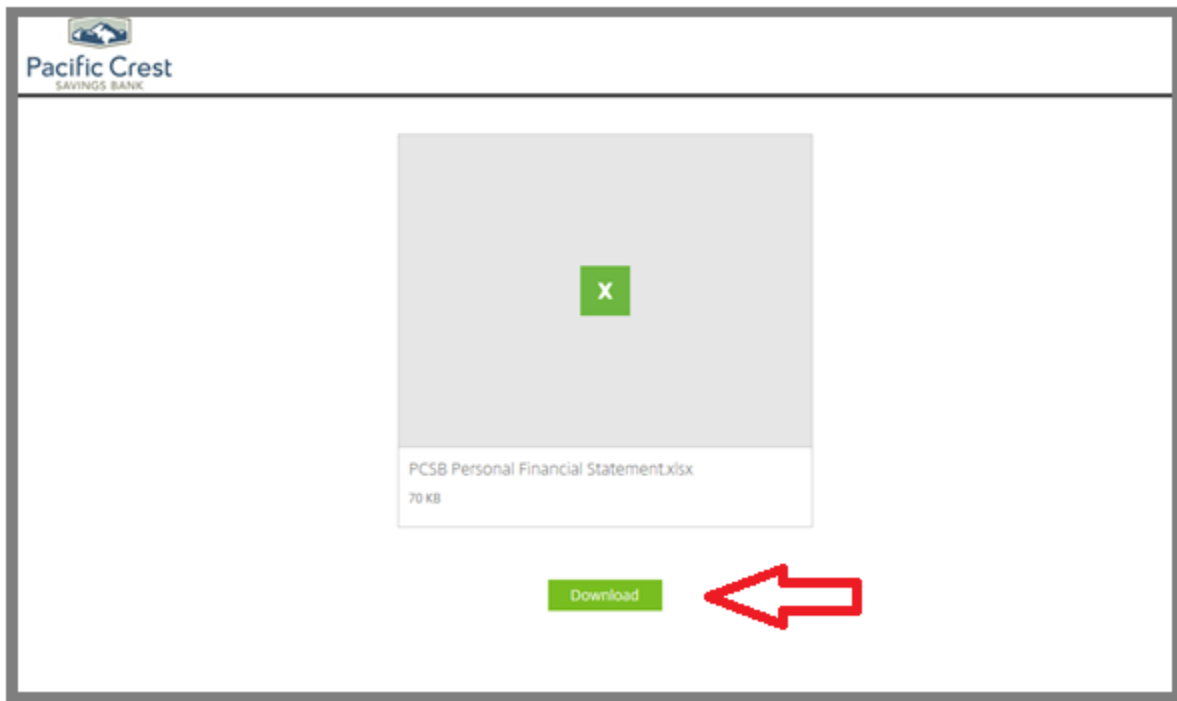
Multiple files can be added. When you are finished adding files, click **Upload Files** and the PCSB employee will receive them.

Receive Documents Through ShareFile:

A member of the Pacific Crest Lending or Banking team will send you an email containing a link for you to use to download documents from us securely. The email will look like this:



Click on the **Download Attachments** link and sign into ShareFile with your name and email address.



Click on **Download** and **Save** or **Open** the files sent by the Pacific Crest employee.