

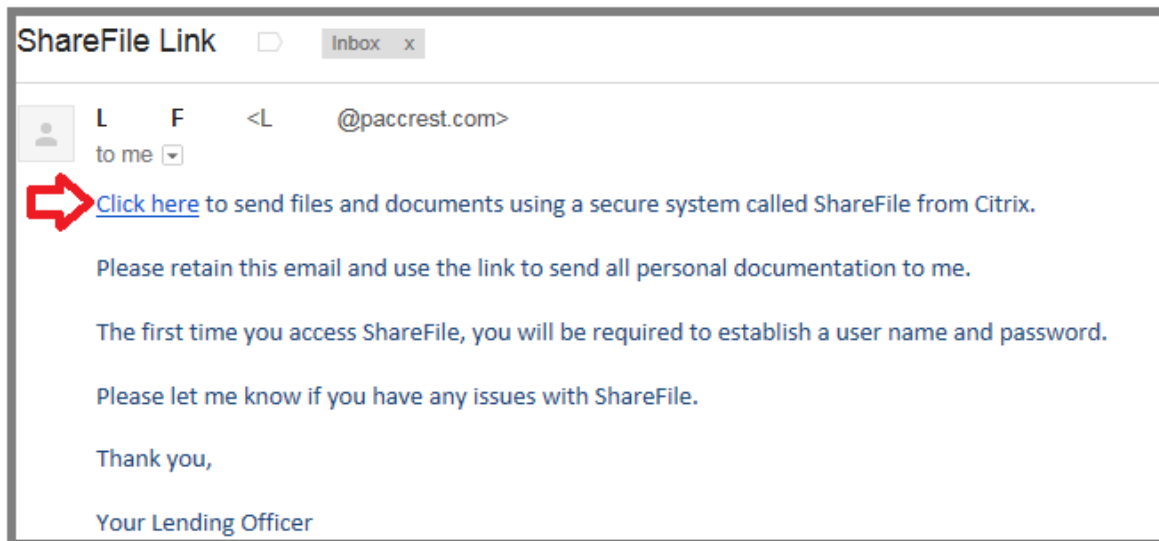
Send Documents Through ShareFile:

Step One

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 the image below.

Click on the **Click Here** link.

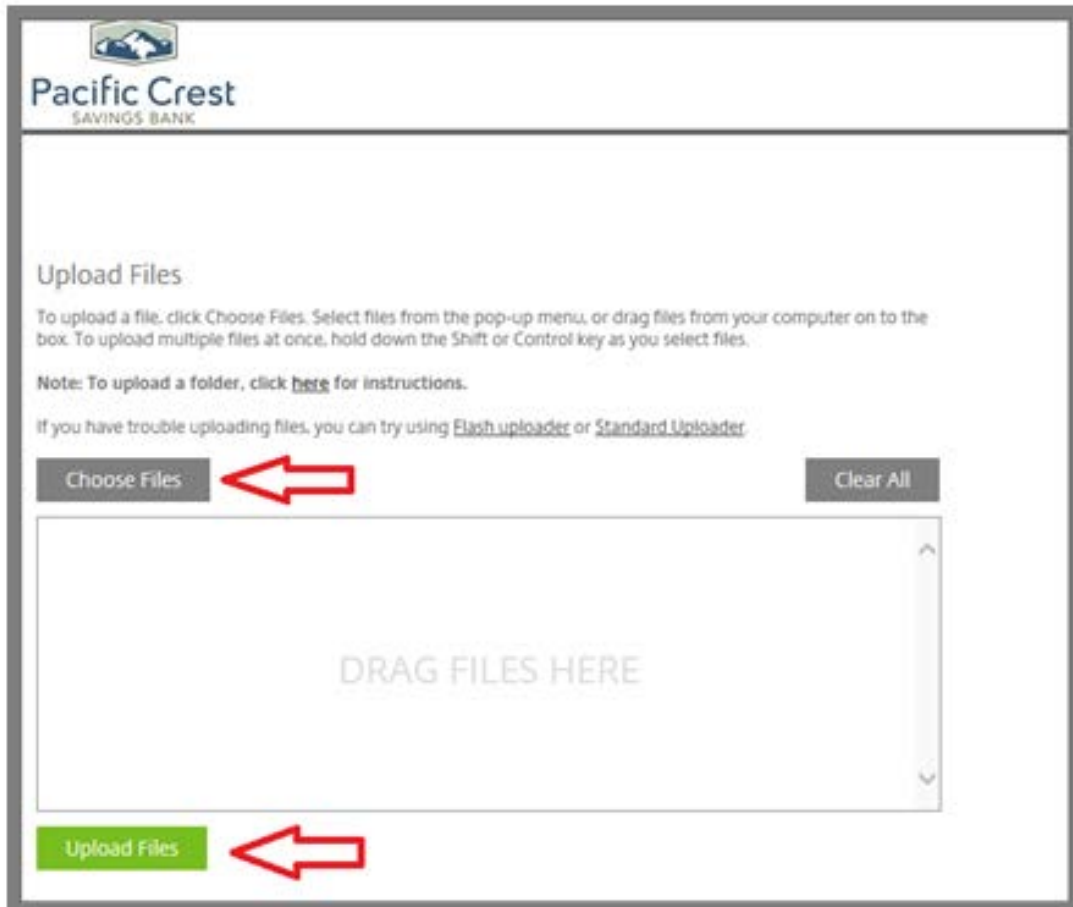
Sign into ShareFile with your email address (user name) and password.



Step Two

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.



The screenshot shows the Pacific Crest Savings Bank file upload interface. At the top left is the Pacific Crest Savings Bank logo. Below the logo, the heading "Upload Files" is displayed. Underneath the heading, there is instructional text: "To upload a file, click Choose Files. Select files from the pop-up menu, or drag files from your computer on to the box. To upload multiple files at once, hold down the Shift or Control key as you select files." Below this text is a note: "Note: To upload a folder, click [here](#) for instructions." Further down, it says: "If you have trouble uploading files, you can try using [Flash uploader](#) or [Standard Uploader](#)".

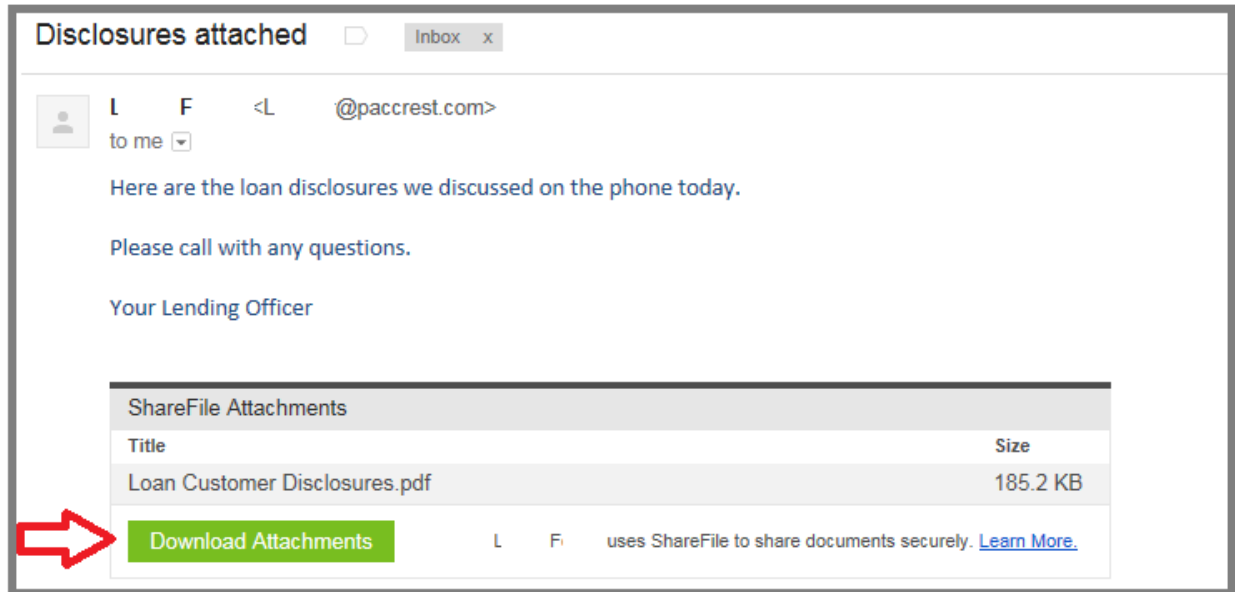
The interface features a "Choose Files" button on the left and a "Clear All" button on the right, both in grey. A red arrow points to the "Choose Files" button. Below these buttons is a large white rectangular area with the text "DRAG FILES HERE" in the center. At the bottom left of the interface is a green "Upload Files" button, with a red arrow pointing to it.

Receive Documents Through ShareFile:

Step One

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 the image below.

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



Step Two

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

