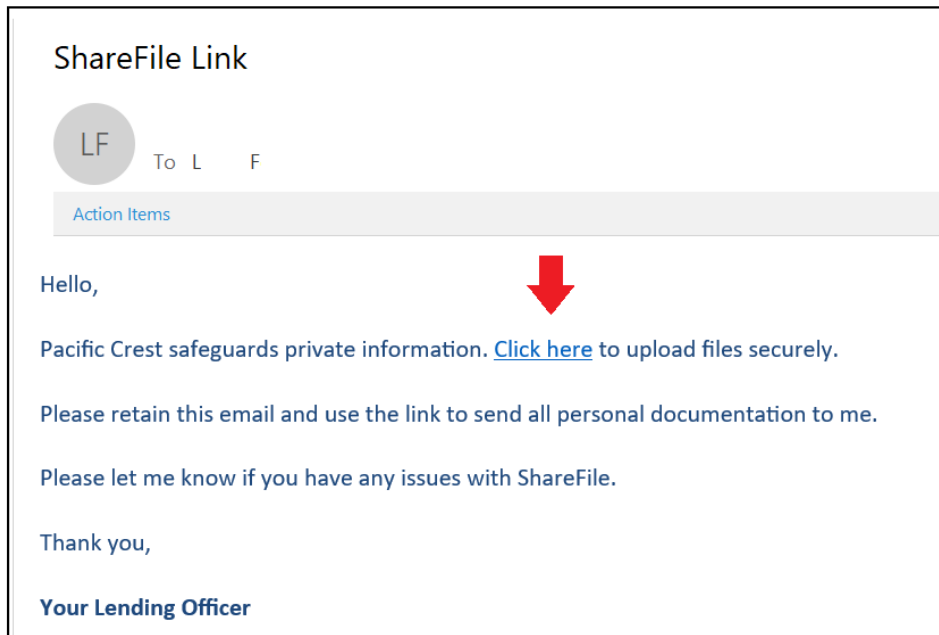


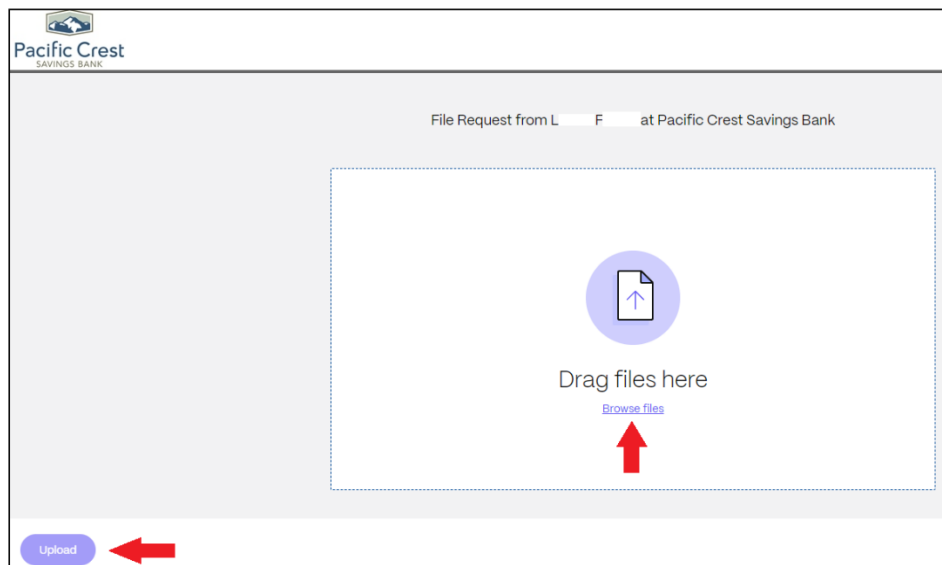
## Send Documents Through ShareFile:

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 similar to this:



Click on the link ([Click Here](#)).

Sign in to ShareFile with your name and email address.




Click on **Browse Files** and select the files from your computer, or Drag 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** 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 similar to this:

Loan details attached

 To L F

 Attachments.txt  
8 KB

Here are the loan details we discussed on the phone today.

Please call with any questions.


Thank you,

**Your Lending Officer**

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**ShareFile Attachments** Expires October 8, 2024

Customer Loan Details.pdf 22.5 KB

[Download Attachments](#) 

L F uses ShareFile to share documents securely.

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

The screenshot shows a PDF viewer window titled "Customer Loan Details.pdf". The main content area displays the text "Customer loan details". On the right side, there is a "Details" panel with the following information: Name: Customer Loan Details.pdf, Size: 22.5 KB, and Last updated: 04/11/2024 1:58PM. Below this information is a "Download" button with a downward arrow icon. A red arrow points to this button. At the bottom of the viewer, there is a search bar labeled "Find in document", a page indicator "Page 1 of 1", and a zoom level of "100%". A "Report Abuse" link is located at the bottom right of the viewer.

Click on **Download** and **Save** or **Open** the file(s) sent by the Pacific Crest employee.