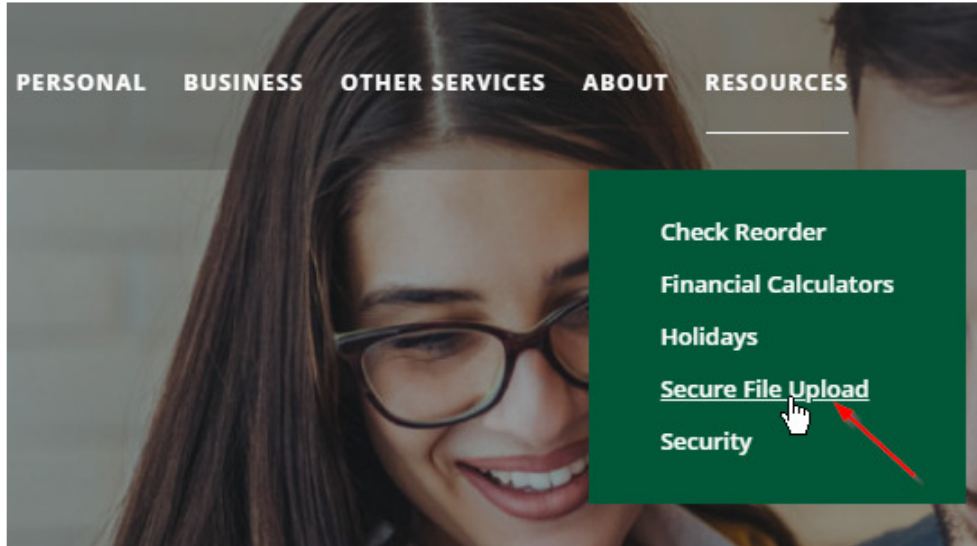


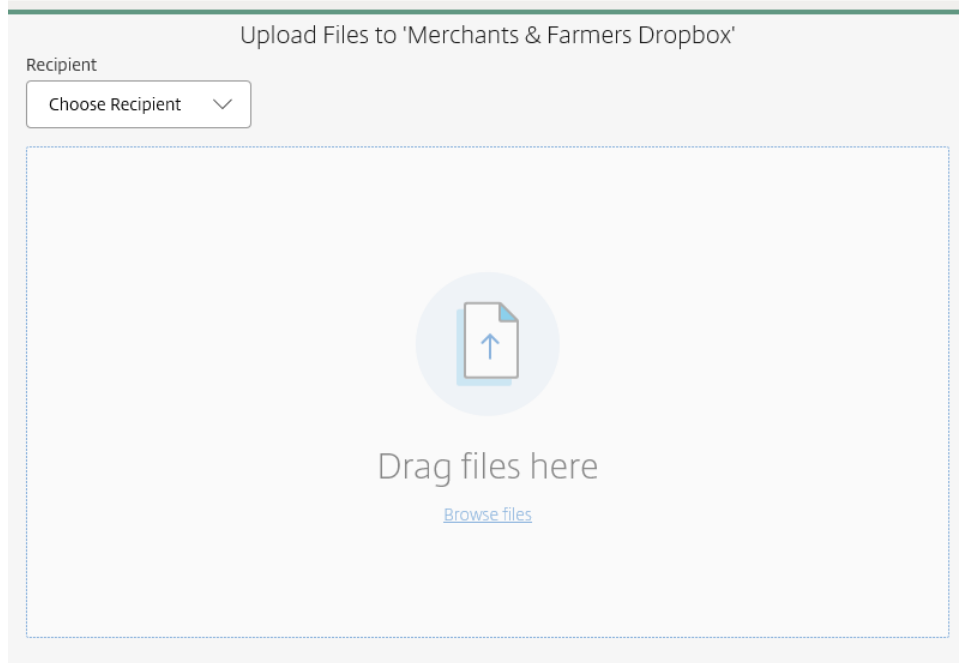
- 1) On the toolbar on top of the page move the mouse cursor over 'Resources' and click on 'Secure File Upload' on the menu that appears under 'Resources'.



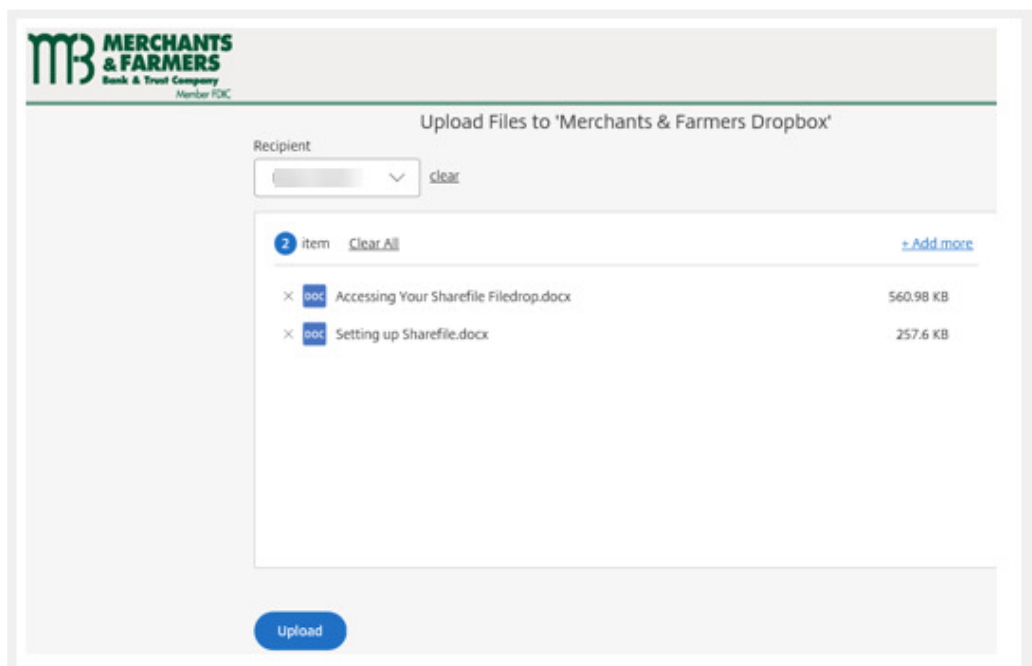
- 2) An External Link Notice will appear. Click Proceed to continue.
- 3) A page will appear asking you to enter in some basic information. Enter YOUR email address, First Name, Last Name and if applicable, Company name in the appropriate textboxes and click 'Continue'.

A screenshot of a registration form for Merchants & Farmers Bank & Trust Company. The form is titled "To continue, please enter your information below." and includes the following fields: Email, First Name, Last Name, and Company. Below the fields are a "Continue" button and a "Remember Me" checkbox. At the bottom of the form, there is a disclaimer: "Your information will be used for internal tracking purposes only. It will not be shared with third parties." The Merchants & Farmers logo is visible in the top left corner of the form area.

- 4) The Upload Files screen will appear. Click the 'Choose Recipient' dropdown box and select the name of the employee that you want to send files to.



- 3) Drag the files that you wish to send to the portion of the webpage labeled 'Drag files here' or you can click on the 'Browse files' link and browse to the files on your computer. The files should then appear in the middle of the screen.
- 4) Click on the 'Upload' button at the bottom of the screen.



- 5) The files will be uploaded to the selected employee's storage space. Once finished, the filename will say 'Uploaded' beside it and the employee will be notified that the file has been uploaded.

