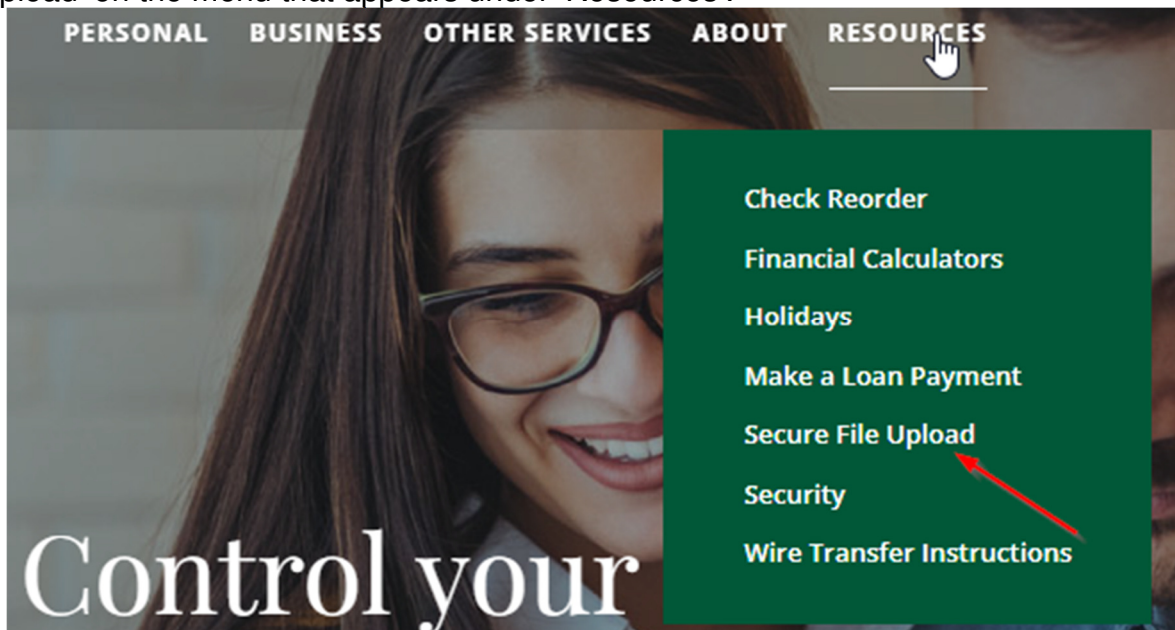


1. On the toolbar on top of the page move the mouse cursor over 'Resources' and click on 'Secure File Upload' on the menu that appears under 'Resources'.



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'.



To continue, please enter your information below.

Email

First Name

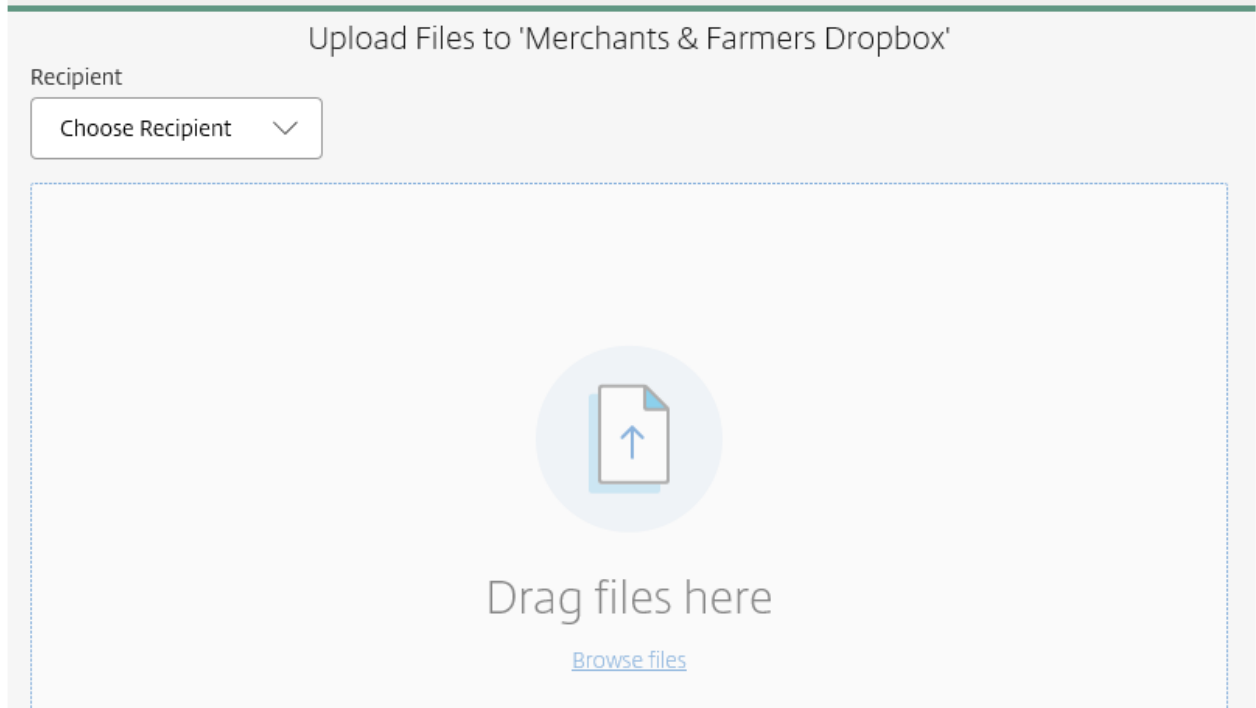
Last Name

Company

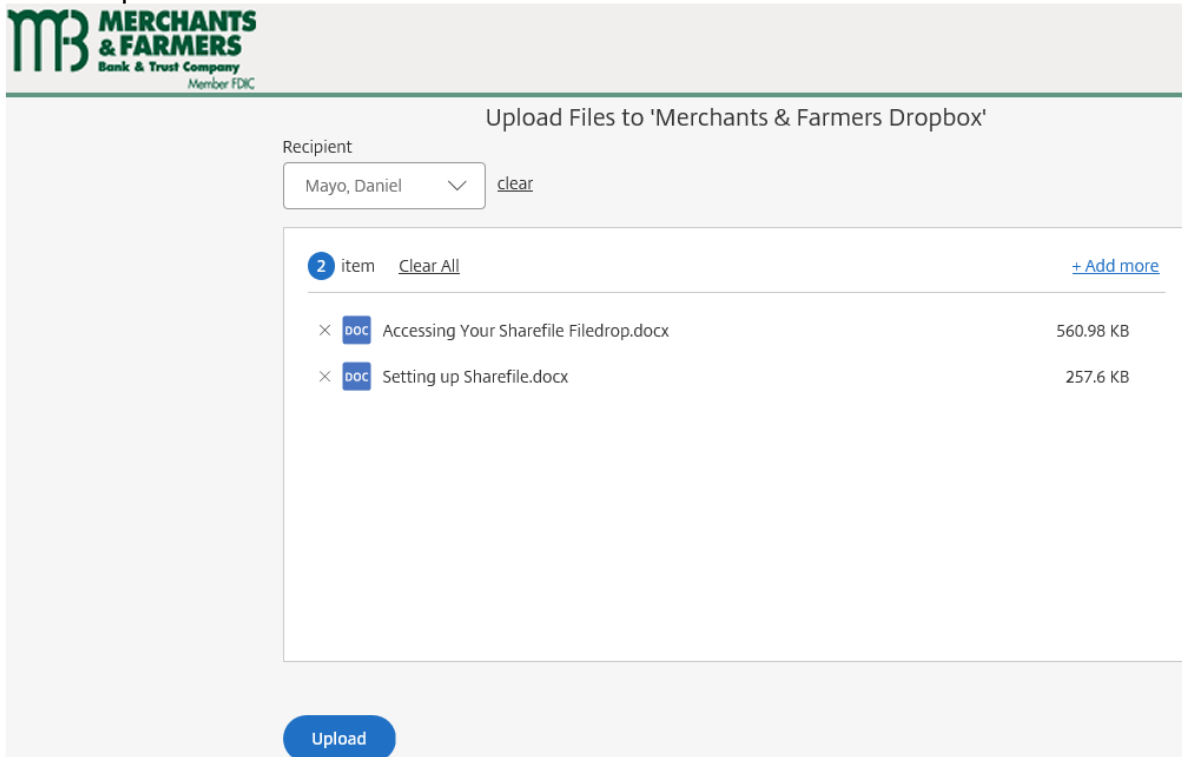
Continue

Remember Me

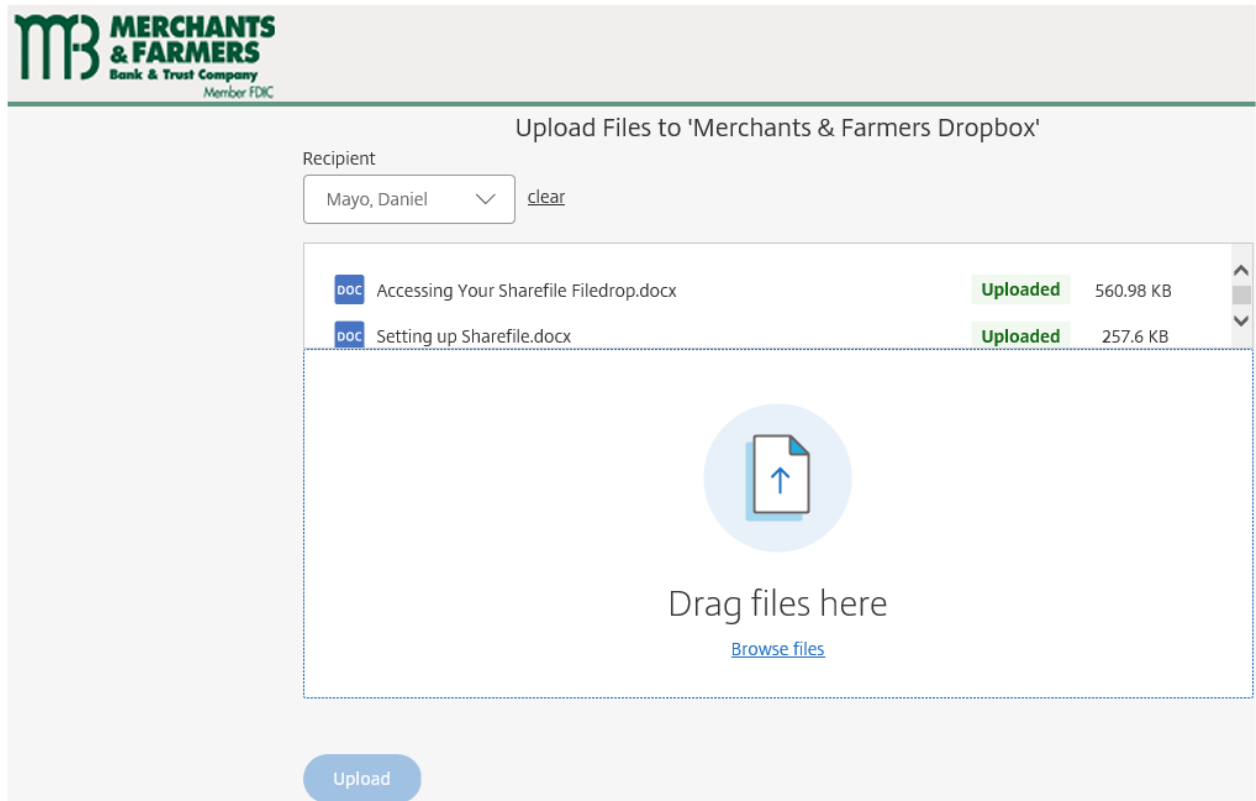
4. The Upload Files screen will appear. Click the 'Choose Recipient' dropdown box and select the name of the employee that you want to send files to.



5. 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.
6. Click on the 'Upload' button at the bottom of the screen.



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.



The screenshot shows the 'Upload Files to Merchants & Farmers Dropbox' interface. At the top left is the logo for Merchants & Farmers Bank & Trust Company, Member FDIC. The main heading is 'Upload Files to Merchants & Farmers Dropbox'. Below this is a 'Recipient' dropdown menu showing 'Mayo, Daniel' with a 'clear' link. A table lists two uploaded files:

File Name	Status	Size
Accessing Your Sharefile Filedrop.docx	Uploaded	560.98 KB
Setting up Sharefile.docx	Uploaded	257.6 KB

Below the table is a large dashed box containing a document icon with an upward arrow and the text 'Drag files here' and a 'Browse files' link. At the bottom left is an 'Upload' button.