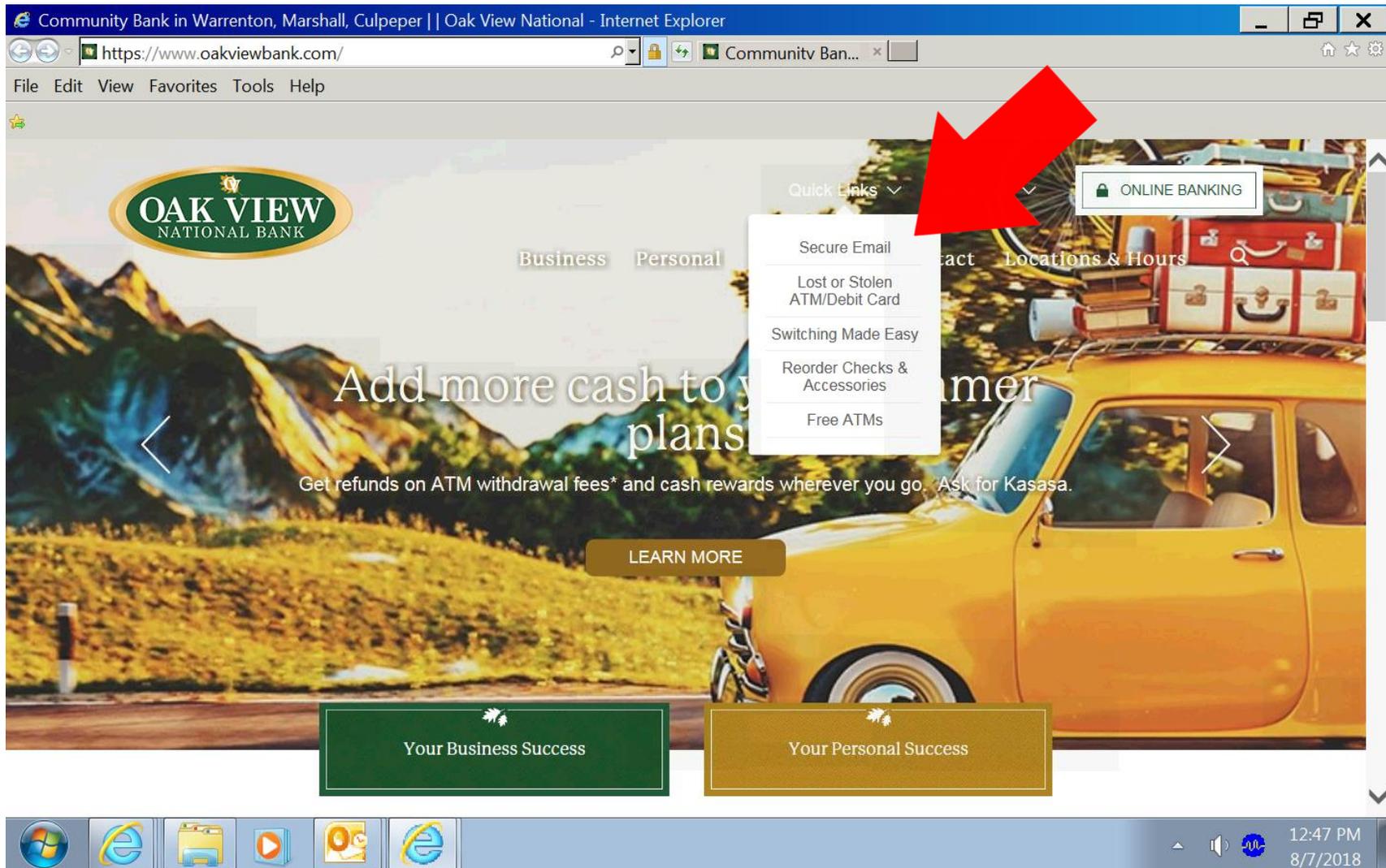


Instructions for Sending Secure Documents Through Website

1. From your web browser go to www.oakviewbank.com.
2. Hover over "Quick Links" and select "Secure Email" from the drop down.



Instructions for Sending Secure Documents Through Website

3. Next put in your email, first name and last name (company name if appropriate) and select continue.

The screenshot displays a web browser window with the following elements:

- Browser Title Bar:** "Oak View National Bank - Internet Explorer"
- Address Bar:** "https://oakviewbank.sharefile.com/share/filedrop"
- Menu Bar:** "File Edit View Favorites Tools Help"
- Logo:** "OAK VIEW NATIONAL BANK" logo.
- Form Content:**
 - Text: "To continue, please enter your information below."
 - Field: "Email*" (with a red arrow pointing to it)
 - Field: "First Name*" (with a red arrow pointing to it)
 - Field: "Last Name*" (with a red arrow pointing to it)
 - Field: "Company" (with a red arrow pointing to it)
 - Button: "Continue" (with a red arrow pointing to it)
 - Checkbox: "Remember Me" (unchecked)
- Disclaimer:** "Your information will be used for internal tracking purposes only. It will not be shared with third parties."
- Taskbar:** Shows icons for Internet Explorer, File Explorer, and Word, along with system tray icons for volume and network, and the time "12:49 PM 8/7/2018".

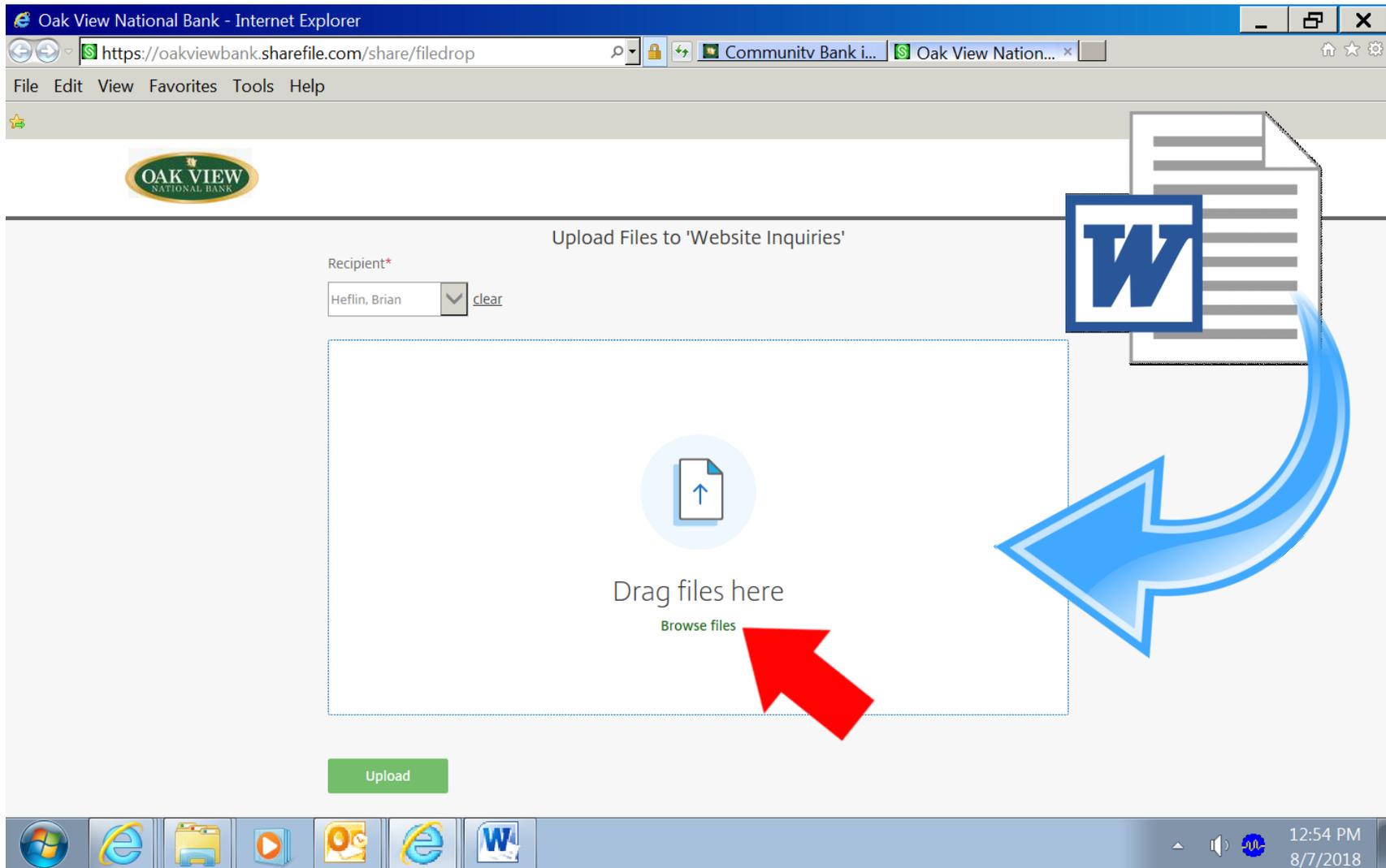
Instructions for Sending Secure Documents Through Website

4. Then choose the appropriate name from the "Recipient" list.

The screenshot shows an Internet Explorer browser window with the address bar displaying <https://oakviewbank.sharefile.com/share/filedrop>. The page title is "Oak View National Bank - Internet Explorer". The main content area features the "OAK VIEW NATIONAL BANK" logo and the heading "Upload Files to 'Website Inquiries'". Below the heading is a "Recipient*" dropdown menu. The dropdown is open, showing a list of names: "Choose Recipient", "Ahmad, Shaun", "Albrecht, Gene", "Ball, Barbara", "Bedow, Stephanie", "Borgstrom, Colin", "Chinault, Cathy", "Dickerson, Angie", "Eckert, Brittany", "Edmonds, Jennifer", "Ewing, Michael", "Harding, Lorry", "Heflin, Brian", "Knighting, Jennifer", "Kochli, Jessica", "Lee, Kevin", "McFarland, Justin", "Meadows, David", "Megeath, Lorrie", "Merewether, Carol", "Miller, Valerie", "minor, christy", "Monahan, Rick", "OakView, Info", "Parker, Sam", "Robinson, Linda", "Sisson, Jeff", "Slater, Rucker", "Sutphin, Denise", and "Sulfox, Robert". The name "Heflin, Brian" is highlighted in the list. A red arrow points to the dropdown menu, and another red arrow points to the highlighted name. To the right of the dropdown is a large dashed box containing a document icon with an upward arrow and the text "Drag files here" and "Browse files". The Windows taskbar at the bottom shows the system tray with the time "12:50 PM" and date "8/7/2018".

Instructions for Sending Secure Documents Through Website

5. Now you can either just drag and drop the files that you need to send or browse files to be sent.



Instructions for Sending Secure Documents Through Website

6. Once the file has been added you can add another file by selecting the “Add more” in top right corner, this will send all files in one message or if you only sending one file you can upload and send by selecting the green “Upload” button in the bottom left corner.

Oak View National Bank - Internet Explorer

https://oakviewbank.sharefile.com/share/filedrop

File Edit View Favorites Tools Help

OAK VIEW NATIONAL BANK

Upload Files to 'Website Inquiries'

Recipient*
Heflin, Brian

1 item [Clear All](#) [+ Add more](#)

× URLA (Fillable PDF 5-14).pdf 680.81 KB

12:55 PM
8/7/2018

Instructions for Sending Secure Documents Through Website

After the file has been uploaded and sent to the recipient you will see it here. You can continue to send files separately by following step 5 and uploading.

Oak View National Bank - Internet Explorer

https://oakviewbank.sharefile.com/share/filedrop

Community Bank i... Oak View Nation...

File Edit View Favorites Tools Help

OAK VIEW NATIONAL BANK

Upload Files to 'Website Inquiries'

Recipient*

Hefflin, Brian clear

URLA (Fillable PDF 5-14).pdf Uploaded 680.81 KB

Drag files here

Browse files

Upload

12:57 PM 8/7/2018

Once you have uploaded all the files that you wish to send simply close out the window by selecting the "X" in the top right corner.