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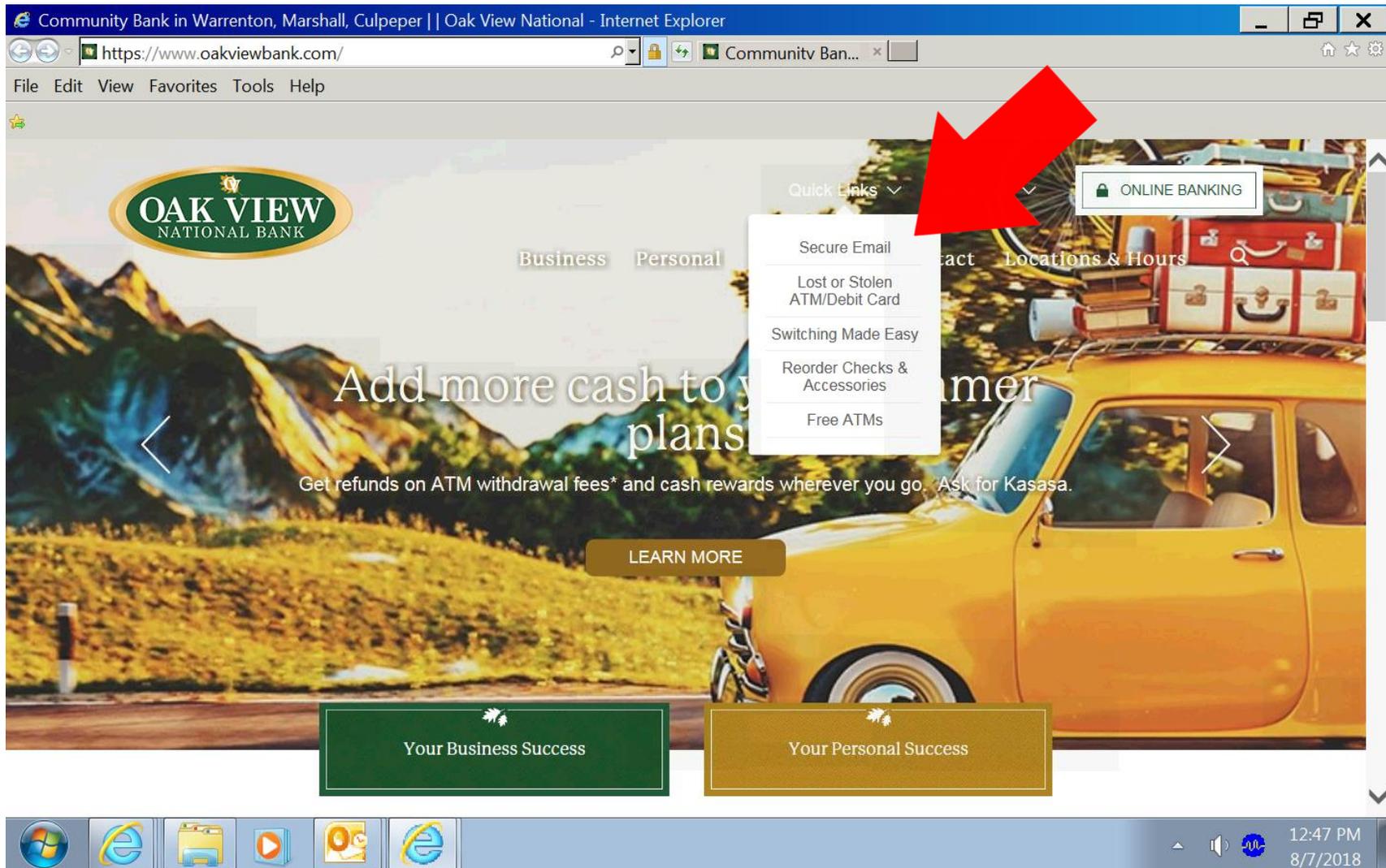
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3. Next put in your email, first name and last name (company name if appropriate) and select continue.

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

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5. Now you can either just drag and drop the files that you need to send or browse files to be sent.
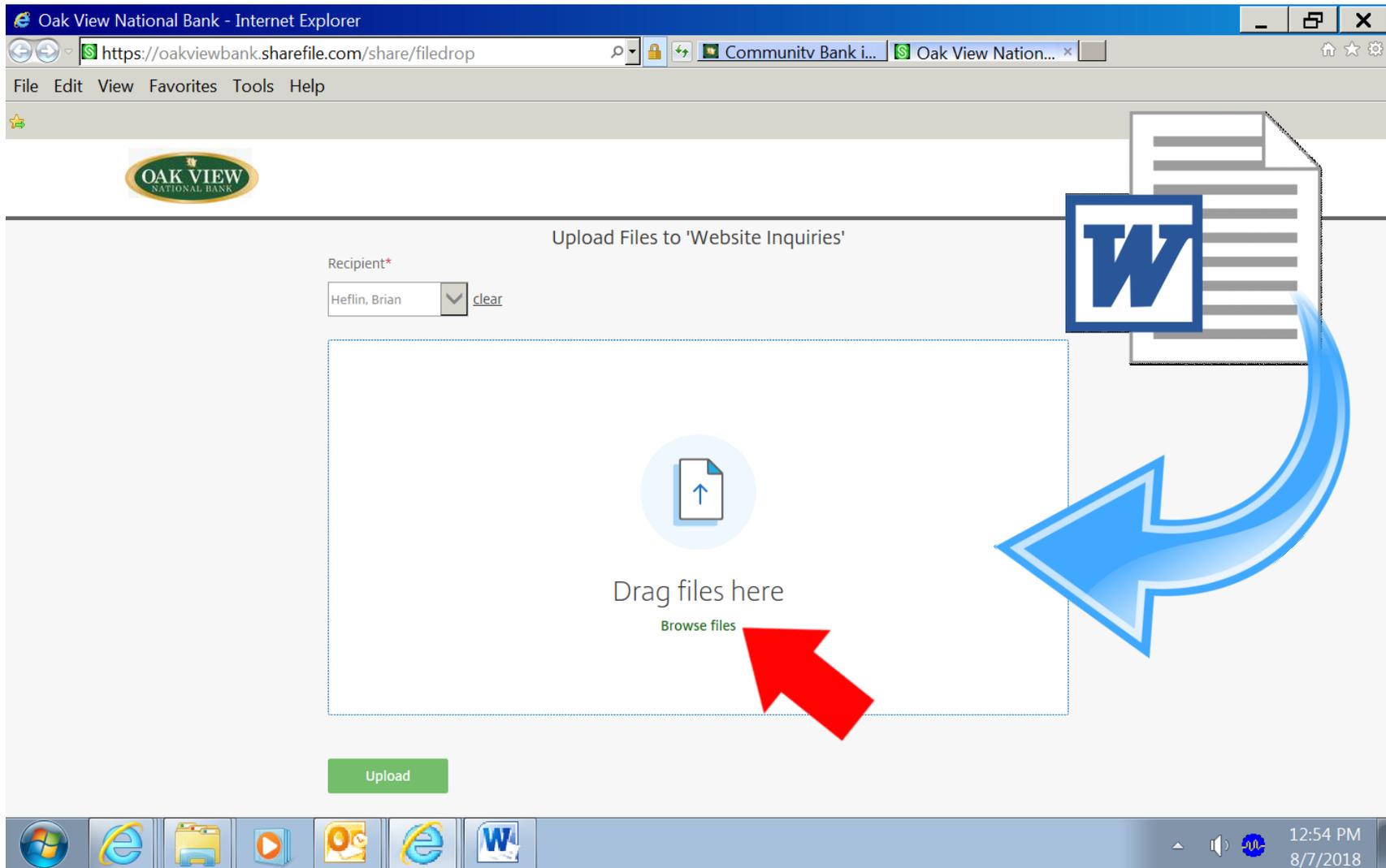
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6. Once the file has been added you can add another file by selecting the "Add more" in top right corner, this will send all files in one message or if you only sending one file you can upload and send by selecting the green "Upload" button in the bottom left corner.

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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.

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.