

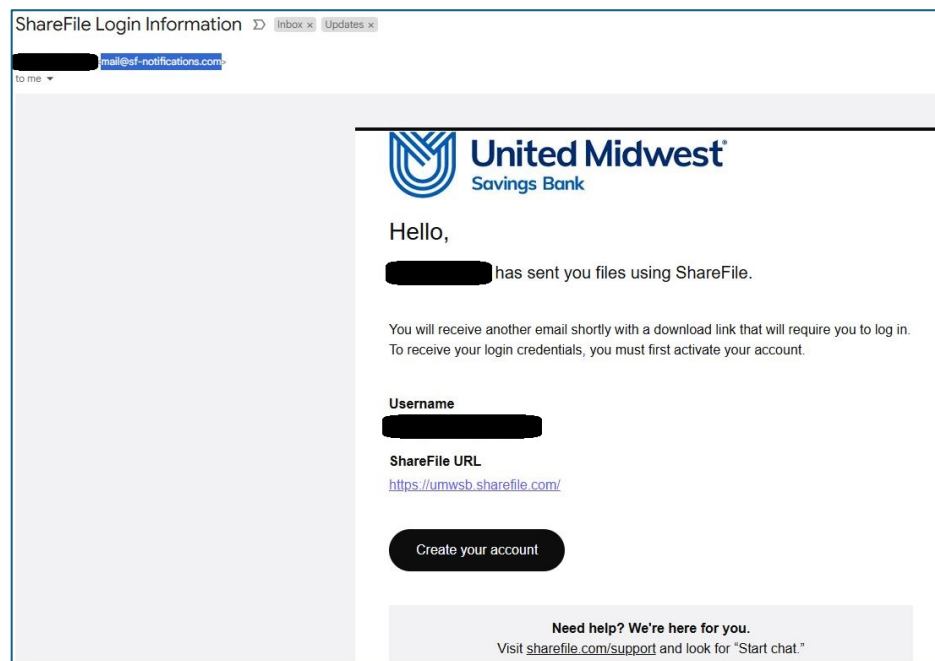
At United Midwest Savings Bank, we consider privacy and security a top priority. As part of doing business, we often share documents and other information with our clients. We use ShareFile to communicate these items effectively and safely. Below are the instructions on how to use our ShareFile.

ShareFile External Recipient Access Steps

An external recipient receiving a ShareFile link for documents from United Midwest Savings Bank will have to take a few extra steps to access the document. If the external recipient has never had a ShareFile account, they will need to create one. Below are instructions on access ShareFile if you are using it for the first time. After that, there are also instructions for using an existing ShareFile account.

Creating an account to access a ShareFile link for the first time

1. The recipient will receive an email with the subject **ShareFile Login Information** from your name and the email mail@sf-notifications.com.
2. Open the email and click on **Create Your Account**.



3. Enter your **First name** and **Last name**.
 - a. Optionally you can enter a **Company** name.

 **United Midwest**
Savings Bank

Welcome!

Confirm your details to setup your account.

Email

[Redacted]

* First name

* Last name

Company

[Continue](#)

4. Click **Continue**.

5. On the next screen, create a **Password** following the password requirements on the screen.

 **United Midwest**
Savings Bank

Create a ShareFile password

Passwords must meet the following requirements

- ☒ include at least 1 upper case letter
- ☒ include at least 1 lower case letter
- ☒ include at least 1 number
- ☒ include at least 1 special characters
- ☒ be at least 8 characters long
- ☒ Passwords should match

We'll also perform an additional strength check on save. 

* Password

Password field is required.

* Confirm password

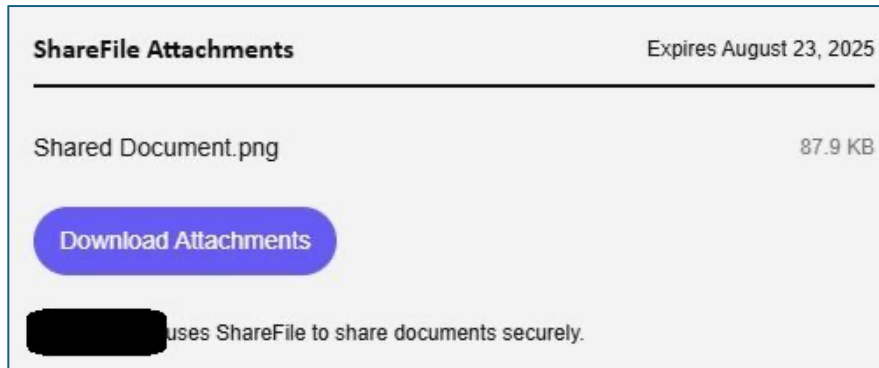
Confirm password field is required.

Create password

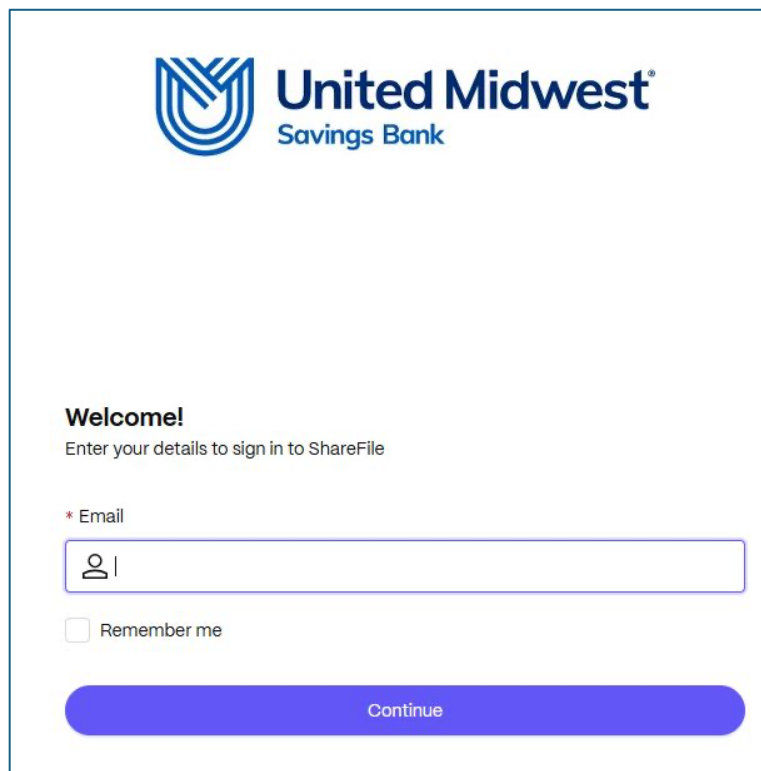
Back

6. Click **Create password**.
7. Account has been created, and the recipient can access their documents.

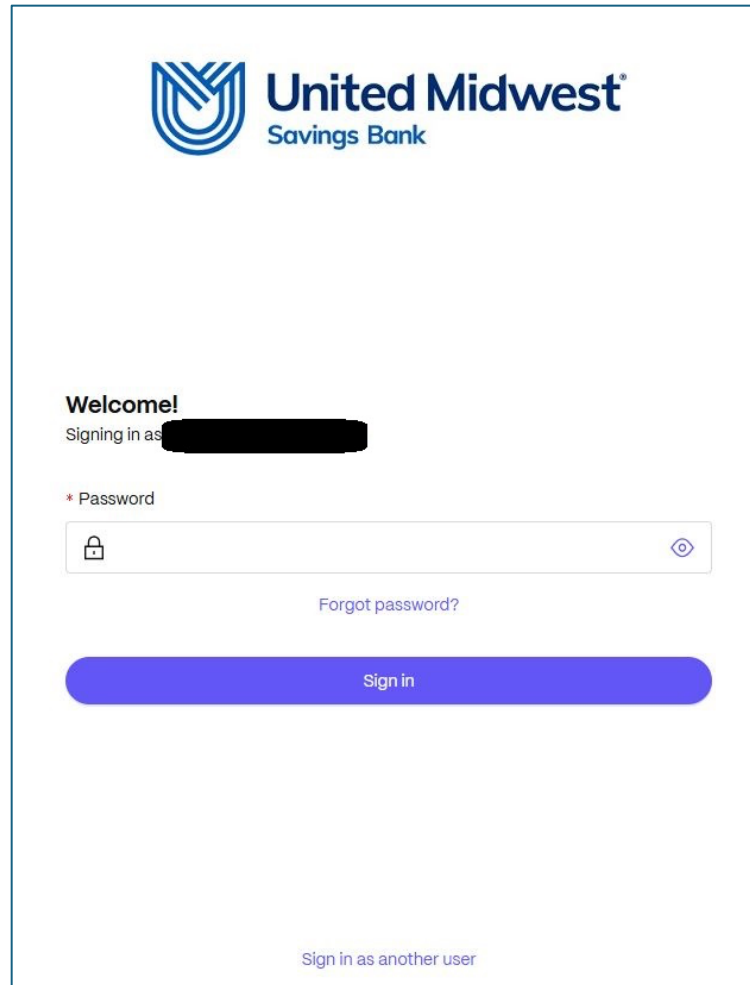
Accessing ShareFile documents for recipients who already have an account



1. Open the email with the ShareFile attachment.
2. Click on **Download Attachments**.
3. Enter your **Email address** and click **Continue**.

A screenshot of the ShareFile login page. At the top is the United Midwest Savings Bank logo. Below the logo, the text "Welcome!" is followed by "Enter your details to sign in to ShareFile". There is a label "* Email" above a text input field. The input field contains a person icon and a vertical line. Below the input field is a checkbox labeled "Remember me". At the bottom is a blue button with white text that says "Continue".

4. Enter your **Password** and click **Sign in**.



The login screen for United Midwest Savings Bank. At the top is the bank's logo. Below it, a 'Welcome!' message is followed by 'Signing in as' and a redacted name. A red asterisk is next to the 'Password' label. The password input field has a lock icon on the left and an eye icon on the right. Below the password field is a 'Forgot password?' link. A large blue 'Sign in' button is centered below the password field. At the bottom of the screen is a 'Sign in as another user' link.

Welcome!
Signing in as [REDACTED]

* Password

[Forgot password?](#)

Sign in

[Sign in as another user](#)

5. Access your documents as needed.