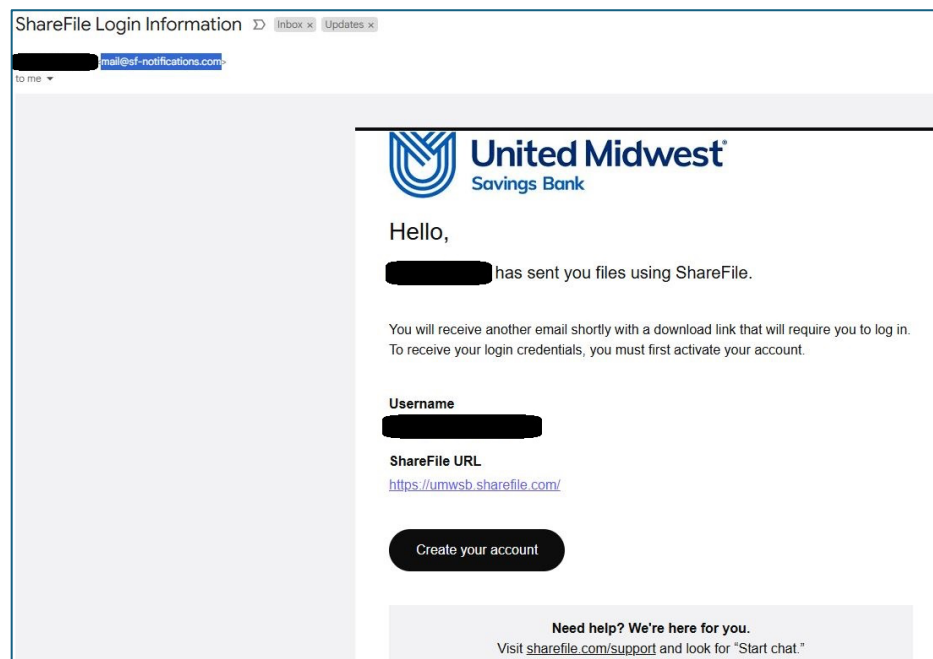![United Midwest Savings Bank logo]

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**.

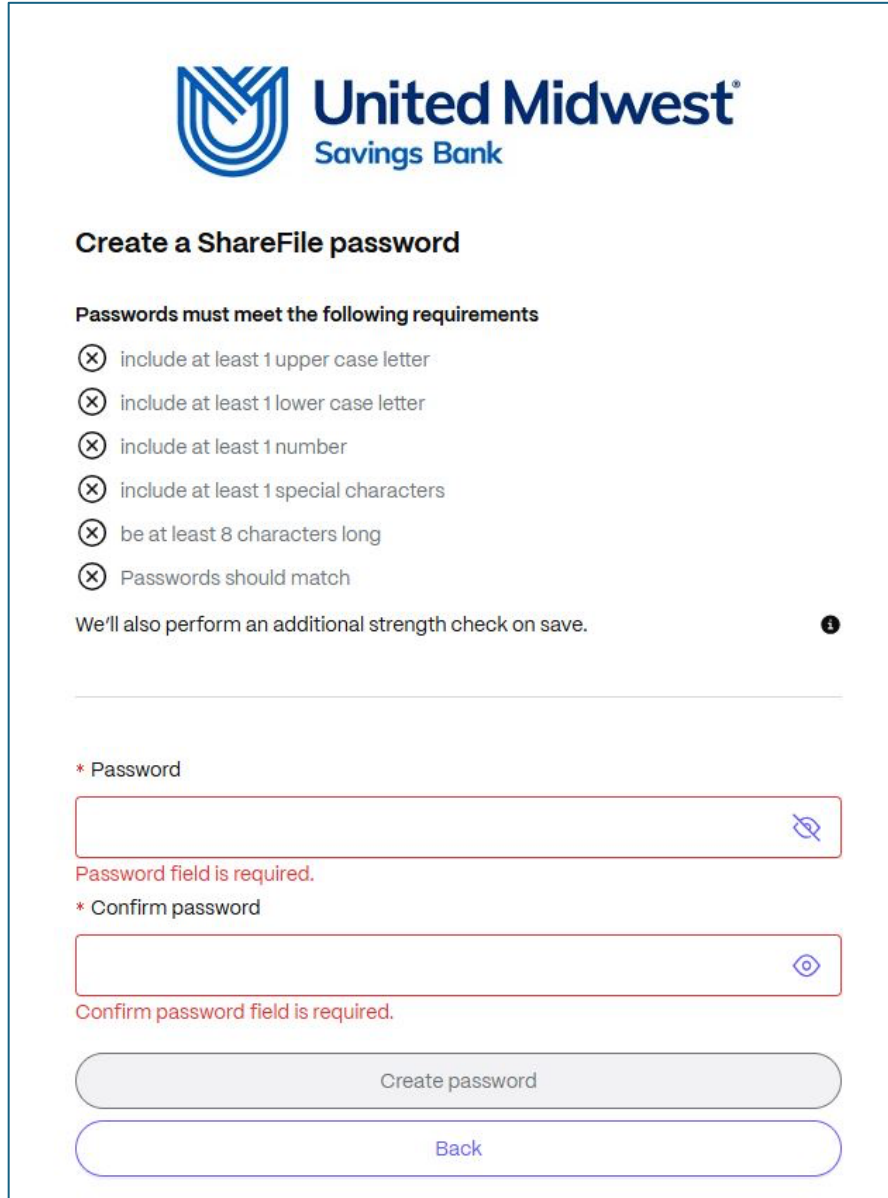3. Enter your **First name** and **Last name**.

   a. Optionally you can enter a **Company** name.

4. Click **Continue.**

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

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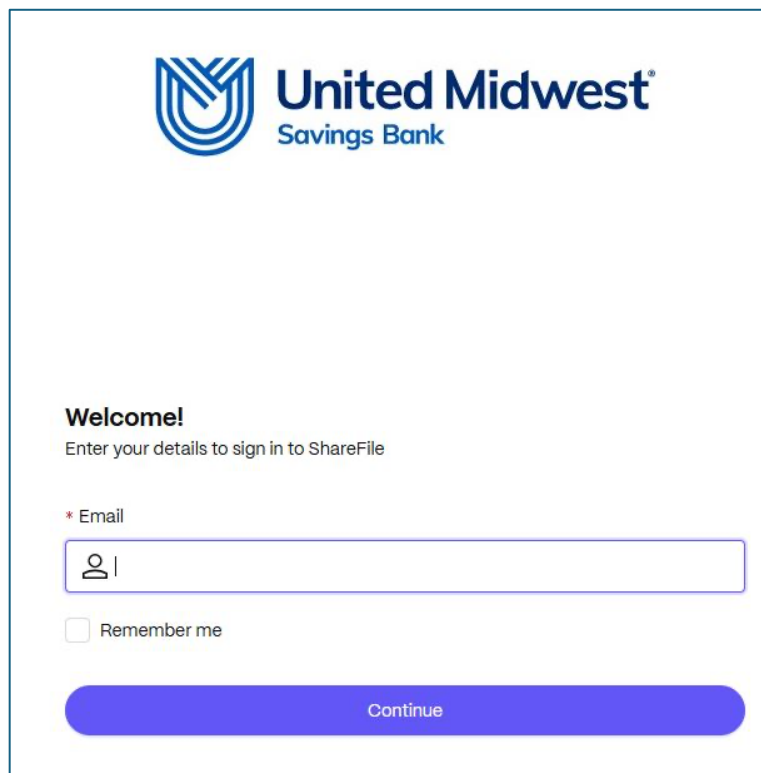7. Account has been created, and the recipient can access their documents.

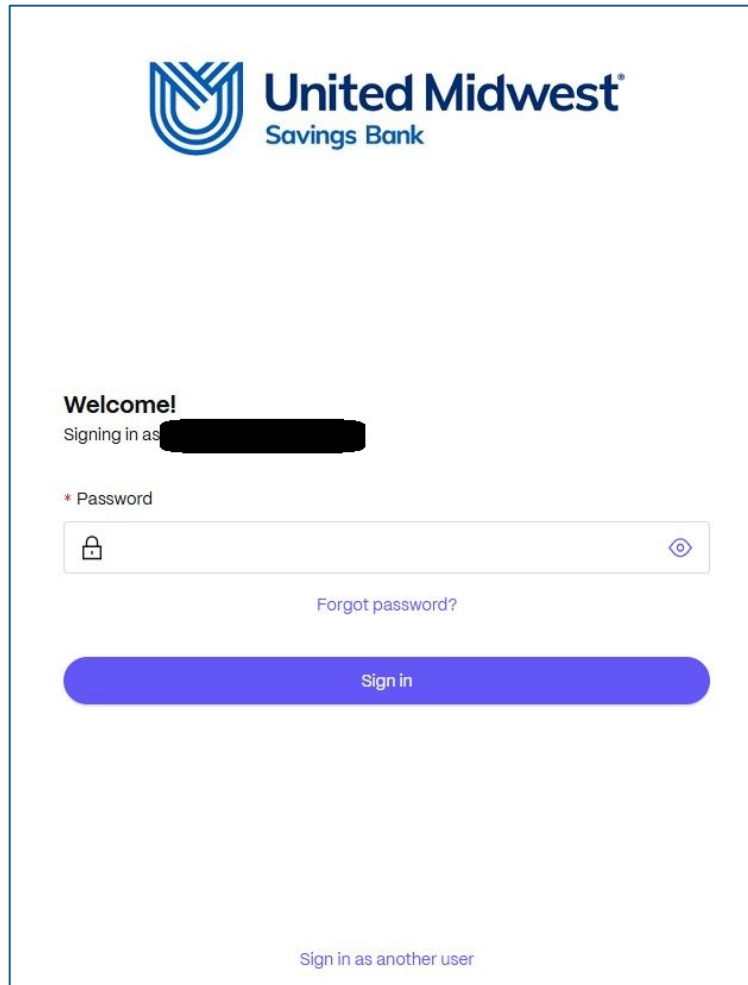# Accessing ShareFile documents for recipients who already have an account
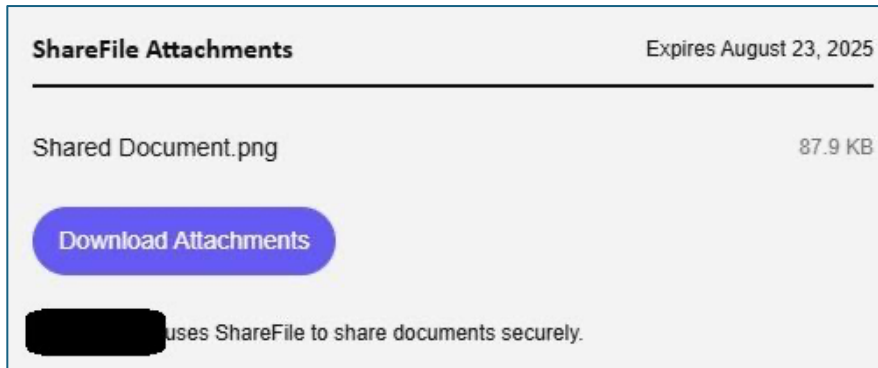
1. Open the email with the ShareFile attachment.
2. Click on **Download Attachments.**
3. Enter your **Email address** and click **Continue**.

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

5. Access your documents as needed.