

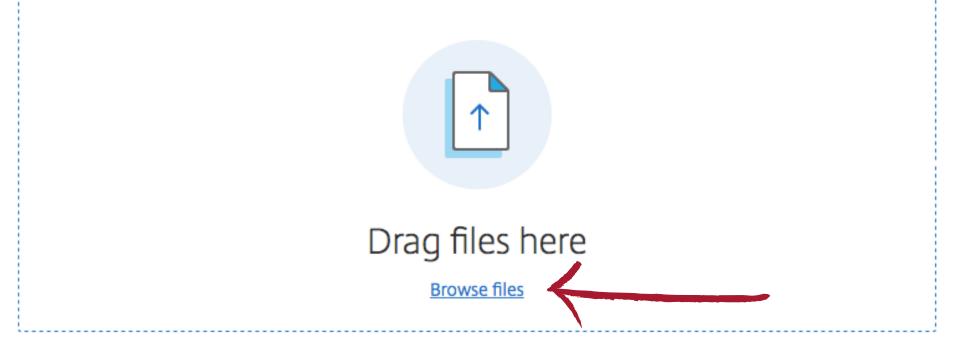
## SUBMITTING YOUR DOCUMENTS USING SHAREFILE

1. Enter your Email, First Name, Last Name, Company, Phone Number, and the banker you are sending your document(s) to.

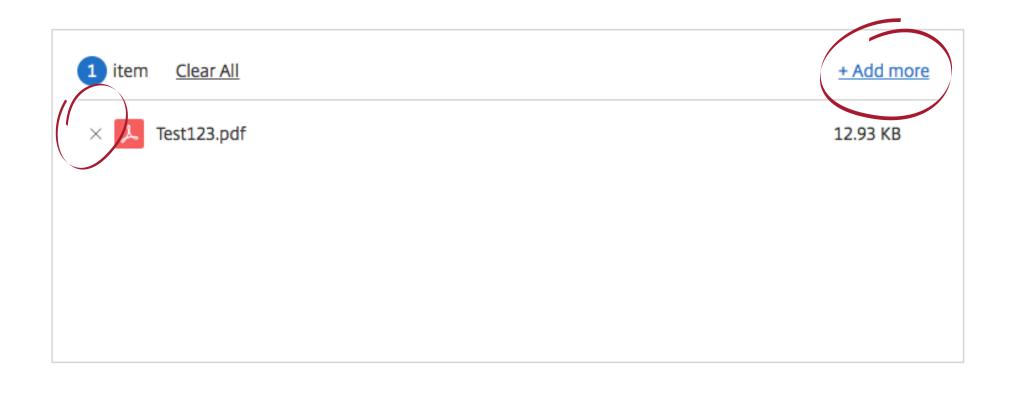
| Email                   |                                 |
|-------------------------|---------------------------------|
| First Name              |                                 |
| Last Name               |                                 |
| Company                 | Drag files here<br>Browse files |
| Phone Number            |                                 |
| Preferred Banker's Name | Upload                          |

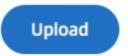
2. Drag your first file into the outlined box or click "Browse files" to import documents.

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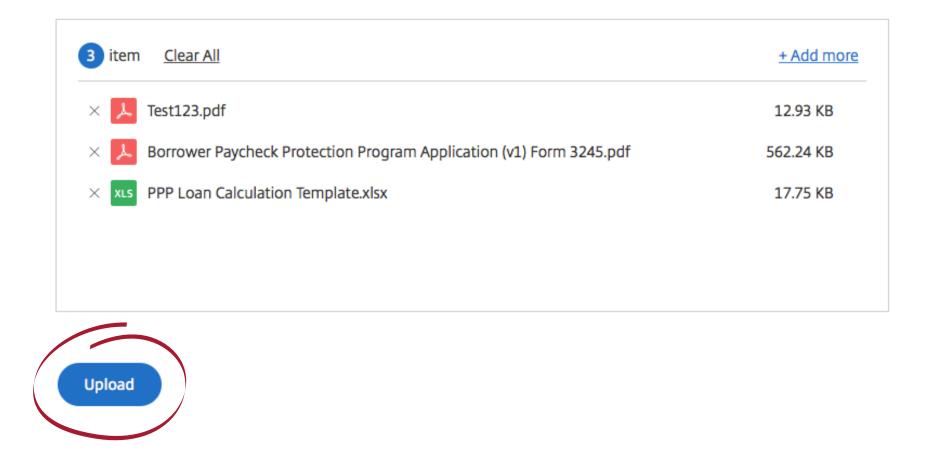


3. Select "+Add more" to include the remaining documents, or click the "x" on the left hand side of the document to discard it. DO NOT click the blue "Upload" button until all documents are attached.





3. Once all documents are listed, select "Upload" to submit to American Community Bank & Trust.



4. Wait for your documents to load to 100% before leaving the page!



5. Once all documents are successfully uploaded you will be redirected to the page below. You will receive a confirmation to the email address provided.

