



## SUBMITTING YOUR DOCUMENTS USING SHAREFILE

1. Enter your Email, First Name, Last Name, Company and Phone Number.

Email  
email

First Name  
first

Last Name  
last

Company  
company

Phone Number  
phone

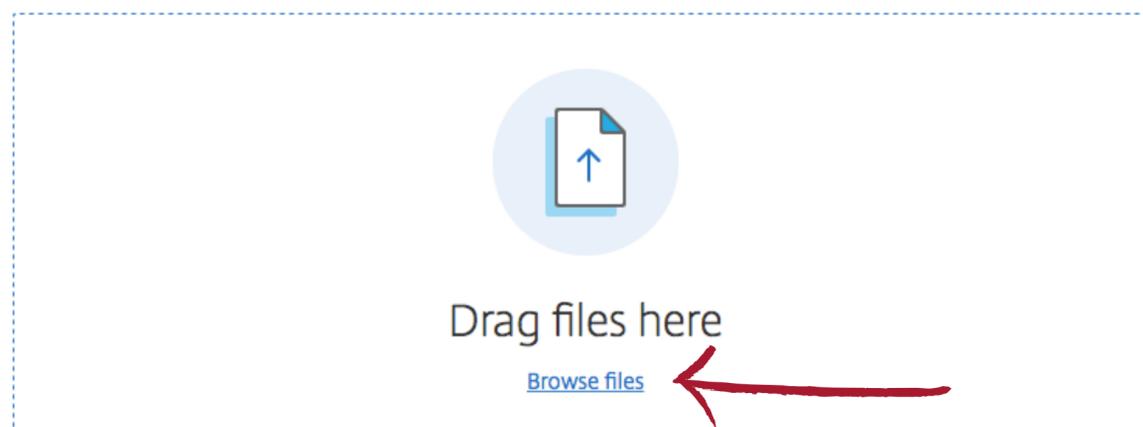
Upload



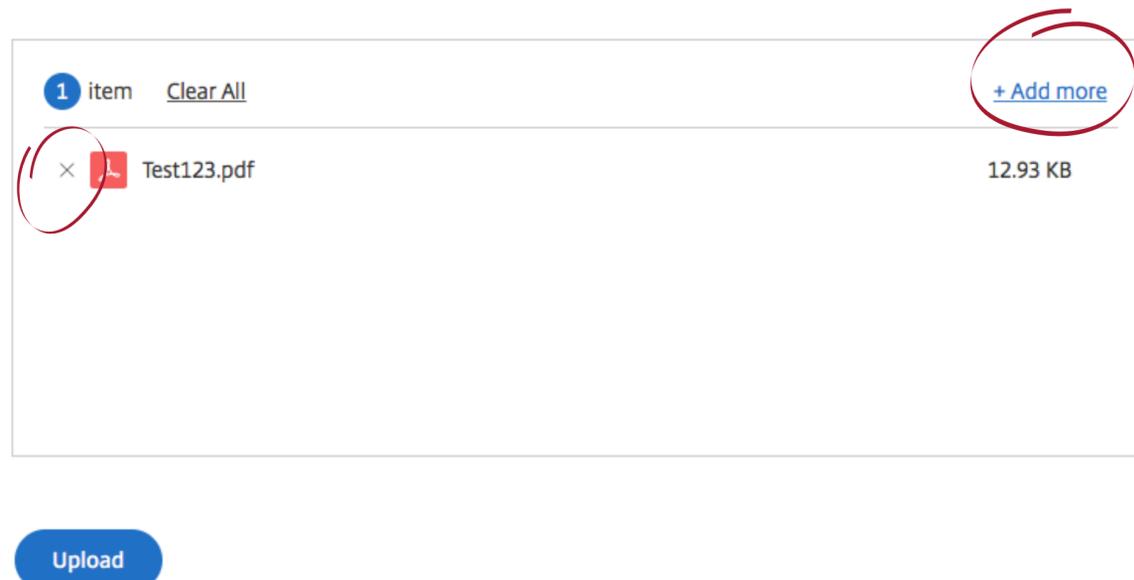
Drag files here

[Browse files](#)

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



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.

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

×  Test123.pdf	12.93 KB
×  Borrower Paycheck Protection Program Application (v1) Form 3245.pdf	562.24 KB
×  PPP Loan Calculation Template.xlsx	17.75 KB



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

 Test123.pdf 100% || X

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.

**CITRIX** 🇺🇸 | LOGIN | HELP CENTER | SEARCH

**ShareFile** FEATURES ▾ SOLUTIONS ▾ VIRTUAL DATA ROOM ENTERPRISE PRICING 📞 1.800.441.3453 [BUY NOW](#) [TRY FREE](#)

## ShareFile Help Center

Real people. Real answers. Real quick.



**Training**



**Technical Help**



**Enterprise Help**



**Contact Us**

[Start chat](#) 