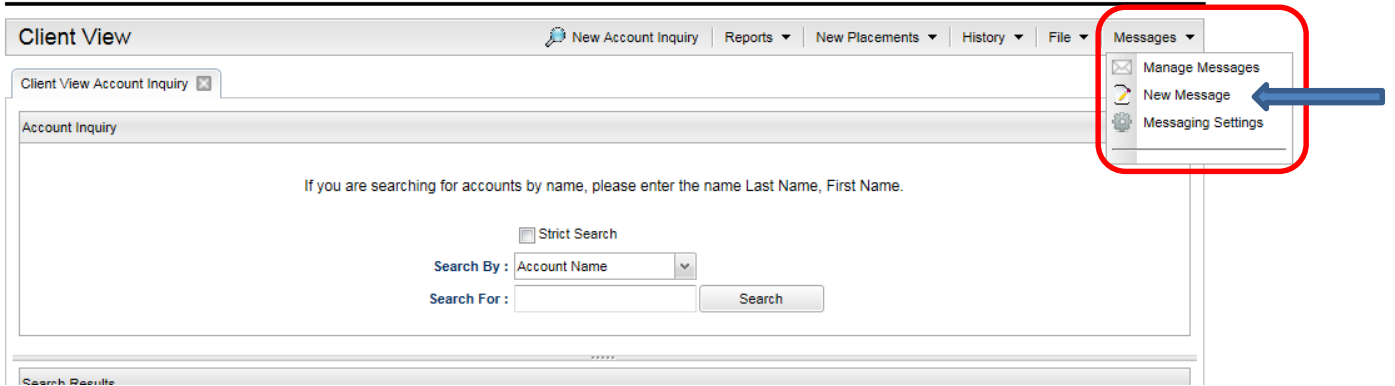


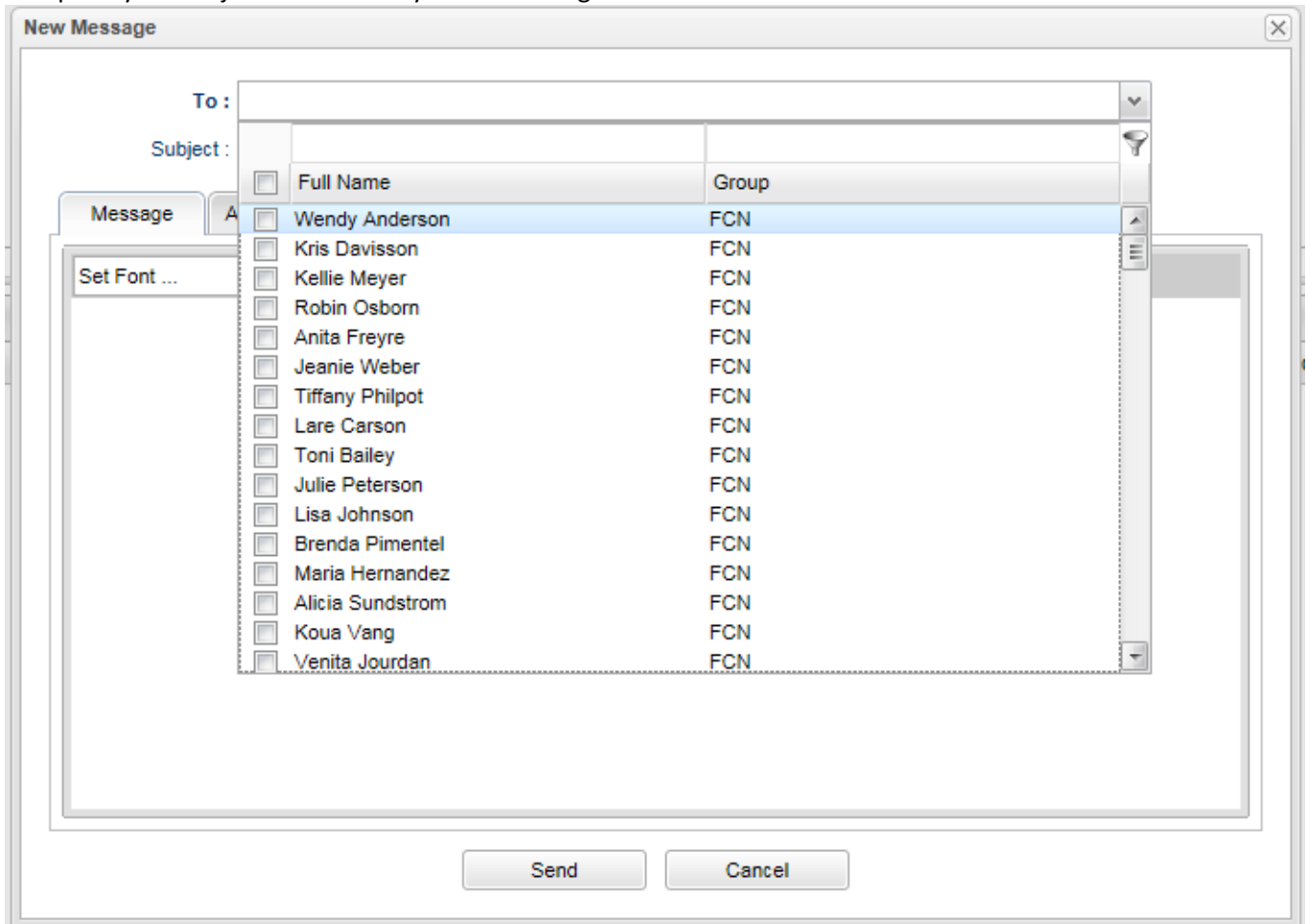
Directions for uploading a file to a secured message:

- Go to Message Center
- Drop Down Arrow
- Choose New Messages

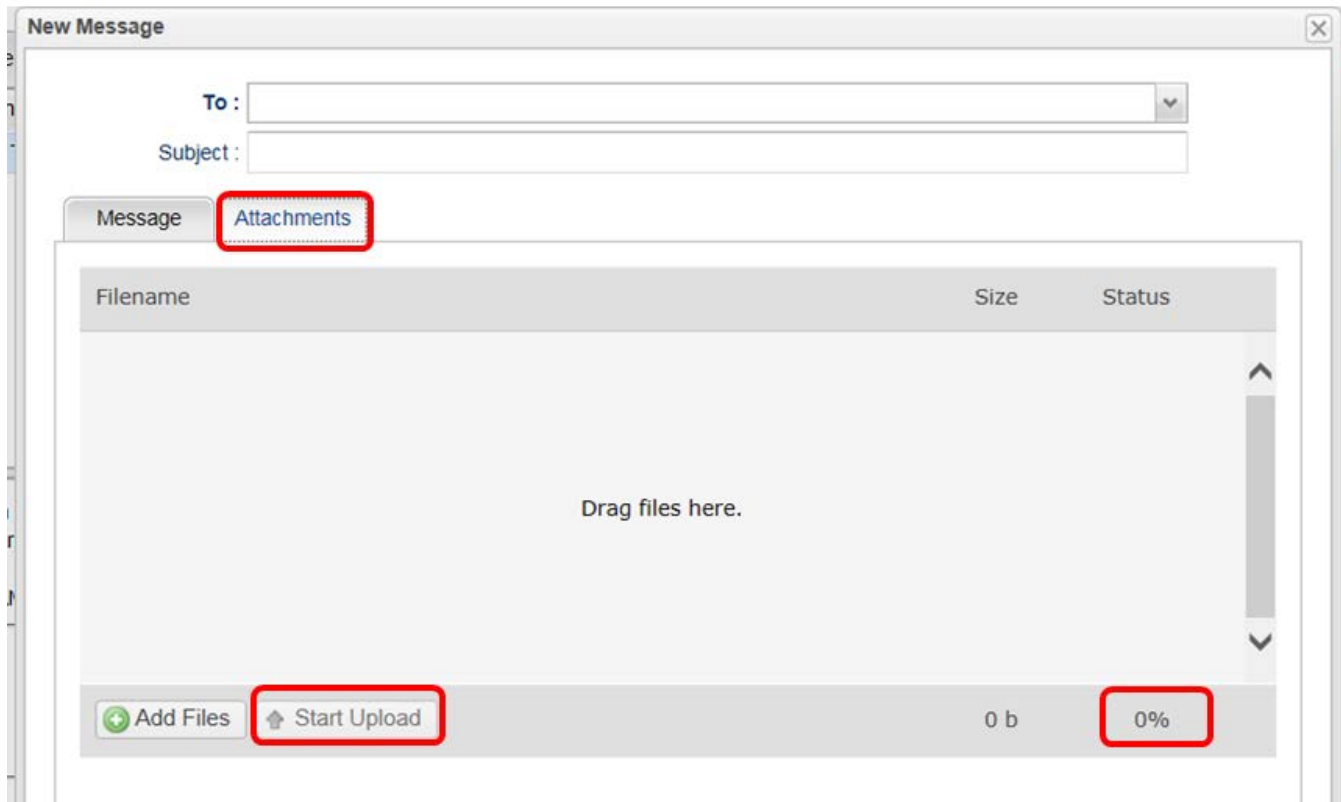
FINANCIAL CREDIT
- NETWORK -



- Click down Arrow for the To: row
- Click in the cell up above the Full Name row and start typing who you want the email to be sent to
- Check the box next to the name you are sending the email to
- Click out of the box
- Complete your subject line and body of the message



- Go to your attachment tab
- Drag your file over or click add files button
 - Once you have your file in the attachments area
- Click start upload – if you do not complete this step you will send over an empty email
- You will see 100% under the Status once the file is ready to be send
- Click send



- Go back to your message center
- Click manage messages
- Click down arrow at the top left hand corner and click sent and you will see the emails and files that you have sent out.