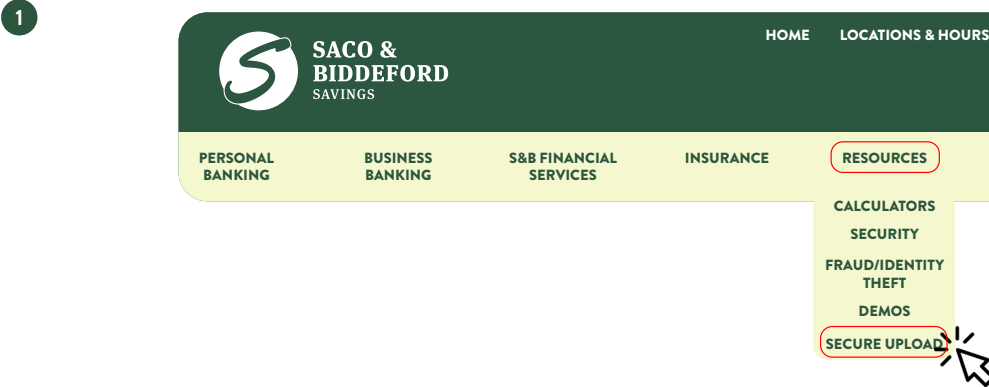


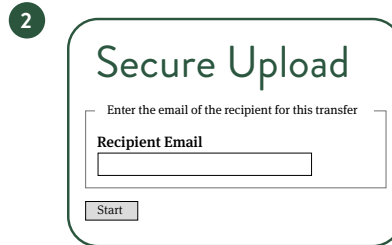
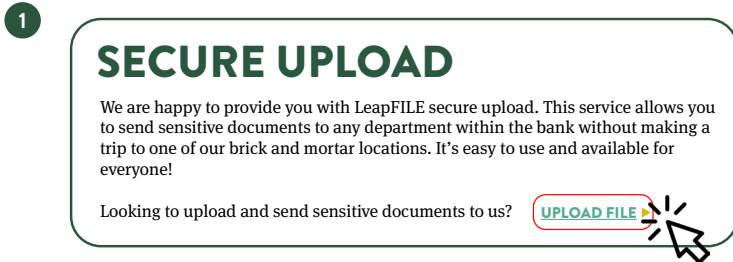


How to Use Our Secure Upload Feature

Step 1: Navigate to the bank’s website (www.sbsavings.bank) and hover your mouse over ‘RESOURCES’. A drop down menu will appear, click on ‘SECURE UPLOAD’.



Step 2: From the Secure Upload landing page, please click on ‘Upload File’. You will be redirected to Secure Upload homepage. From here, type the email address for the appropriate department to receive the document, then press ‘Start’.

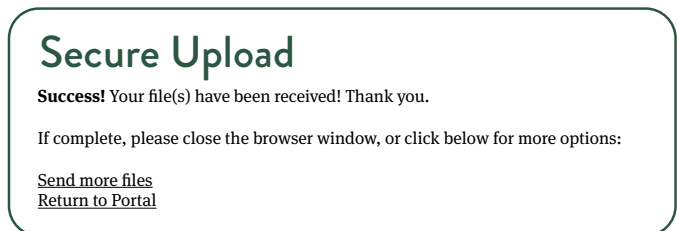
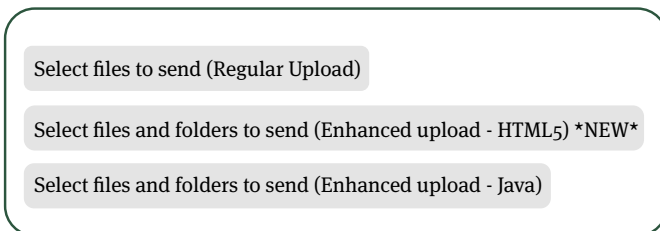


Note: If you do not know the department email, please call your bank contact or Customer Care at (207) 284-4591.

Personal email addresses are not allowable in this field and will be rejected.

Step 3: After pressing start, fill out your contact information and create a subject and message for your delivery.
Note: In the subject, please include the name of the employee that should receive the document.

Step 4: When all required fields have been filled in, select how you want to upload your file(s) and/or folder(s). Choose your file(s) and click upload and send. A success page will appear confirming your upload.



If you have any questions or concerns, call: (207) 284-4591