



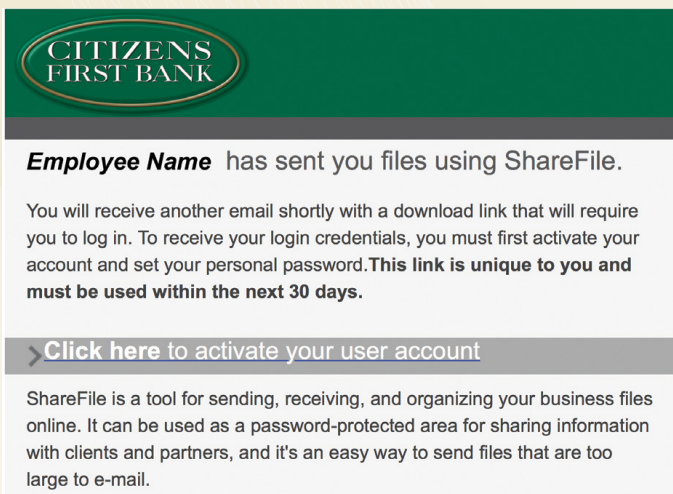
Share File Instructions

To protect you and your information, we send all information via secure service, ShareFile. You will need to create an account and login to access this information.

The first time you receive a ShareFile encrypted email from Citizens First Bank, you will also receive an email titled "ShareFile Login Information". When you open it, you will see the following.

Step 1: Click on the link in the center that says, "Click Here to activate your user account".

Step 2: Fill in the blank fields with the correct information and click on "Continue".



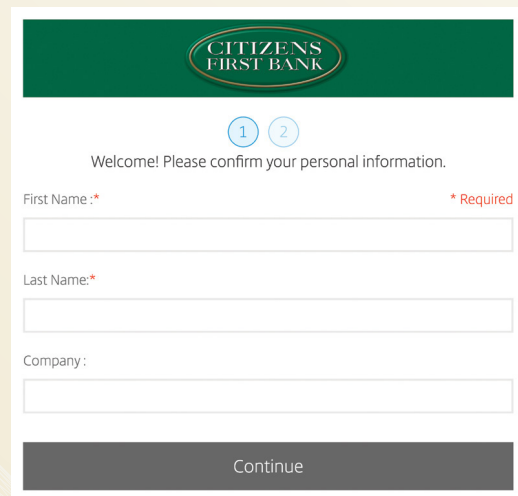
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Employee Name has sent you files using ShareFile.

You will receive another email shortly with a download link that will require you to log in. To receive your login credentials, you must first activate your account and set your personal password. **This link is unique to you and must be used within the next 30 days.**

[Click here to activate your user account](#)

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.



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Welcome! Please confirm your personal information.

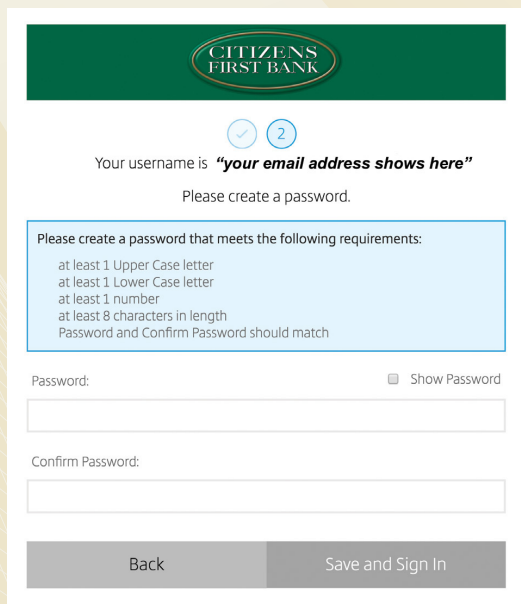
First Name:* * Required

Last Name:*

Company:

Continue

Step 3: You will now be prompted to create a password. Create a password that fits the criteria and click on "Save and Sign In".



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Your username is "your email address shows here"

Please create a password.

Please create a password that meets the following requirements:

- at least 1 Upper Case letter
- at least 1 Lower Case letter
- at least 1 number
- at least 8 characters in length
- Password and Confirm Password should match

Password: Show Password

Confirm Password:

Back Save and Sign In

You will now be presented with the contents of the encrypted email, including whatever attachment was sent to you. If you would like to reply to this email, there is a reply link to click. This will keep your reply encrypted as well. You will use this login information to view any new emails sent through ShareFile to this email address.