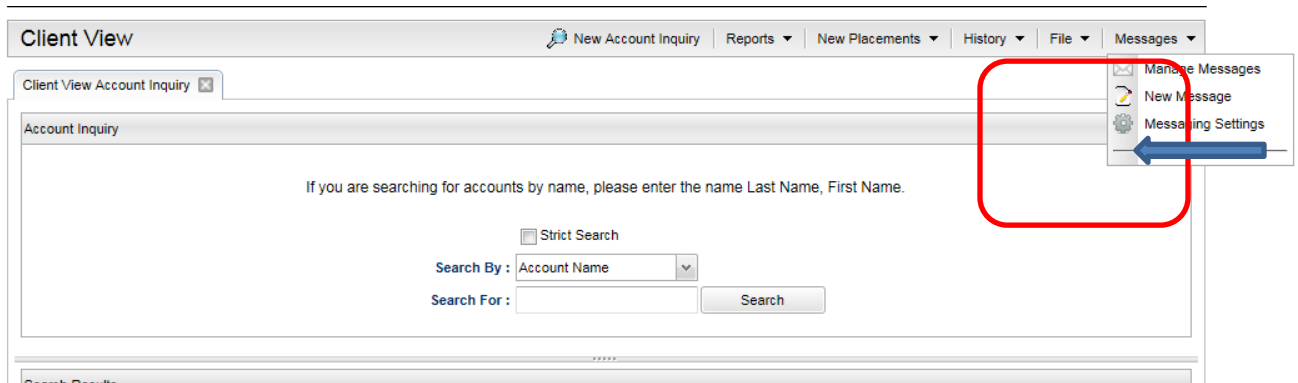




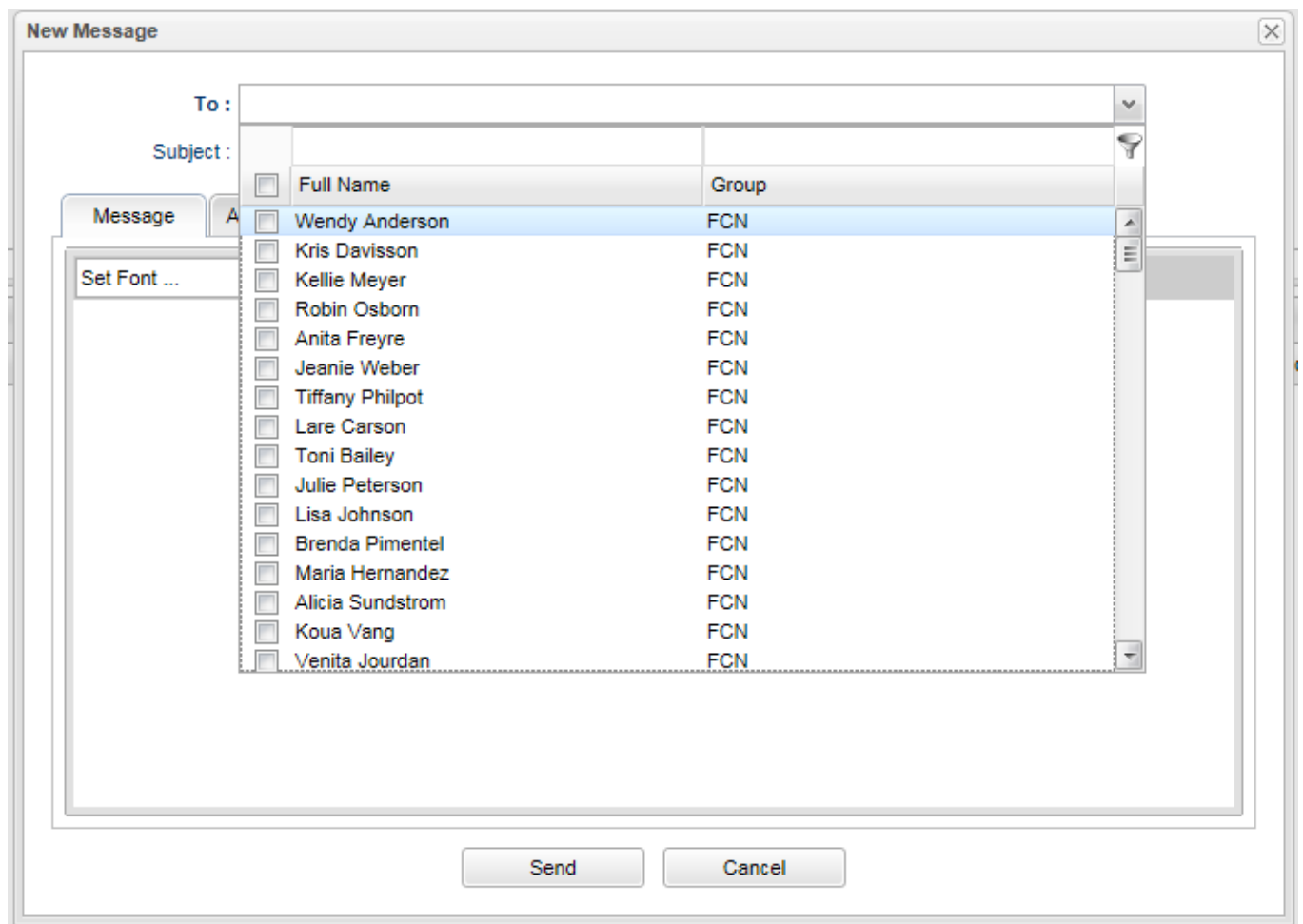
Directions for uploading a file to a secured message

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

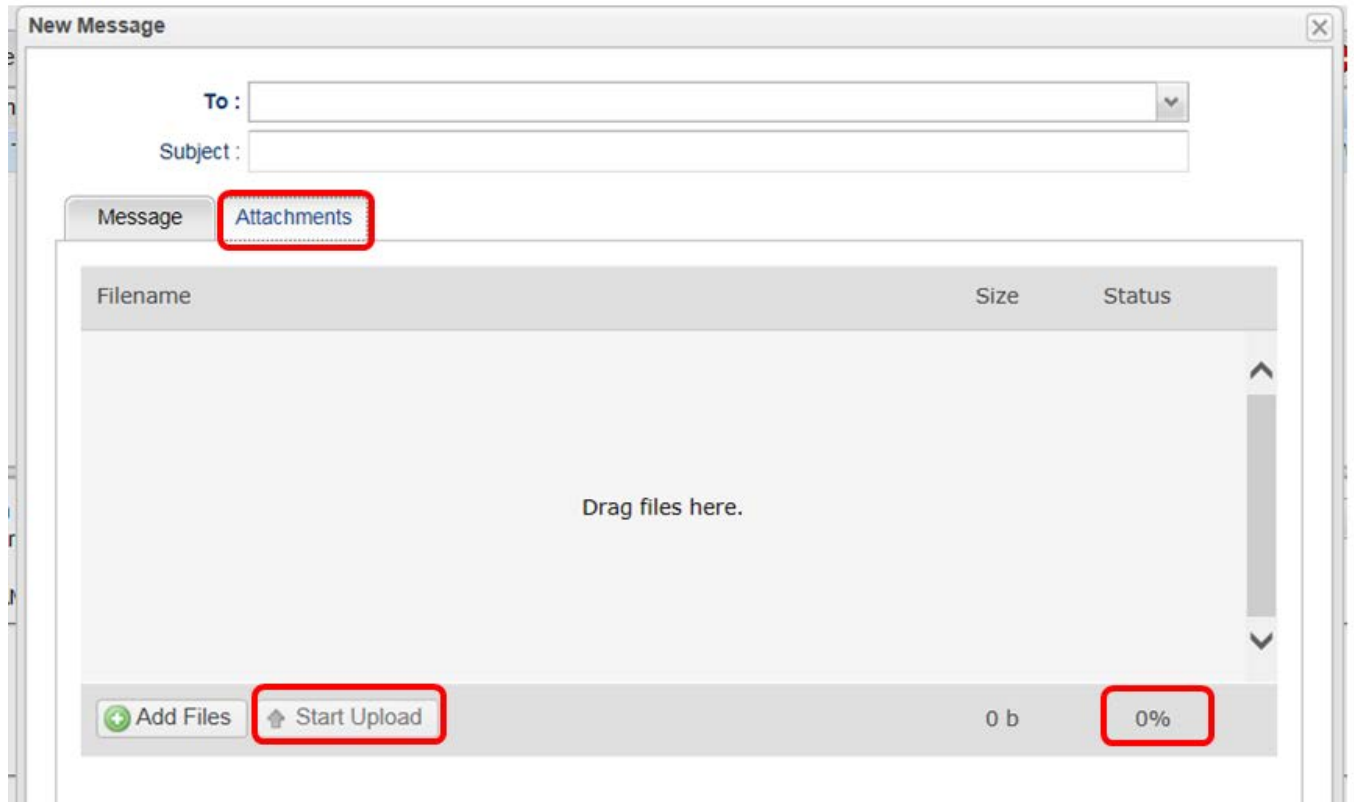


- Click down Arrow for the To: row
- Click in the cell above the Full Name row and start typing who you want the email to be sent to
- Check the box next to the name you are sending the email to
- Click out of the box
- Complete your subject line and body of the message

With offices in Visalia and Grover Beach, CA • www.fcnetwork.com
800-540-9011



- 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.