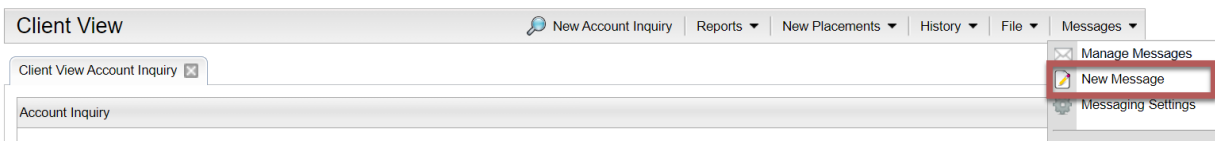




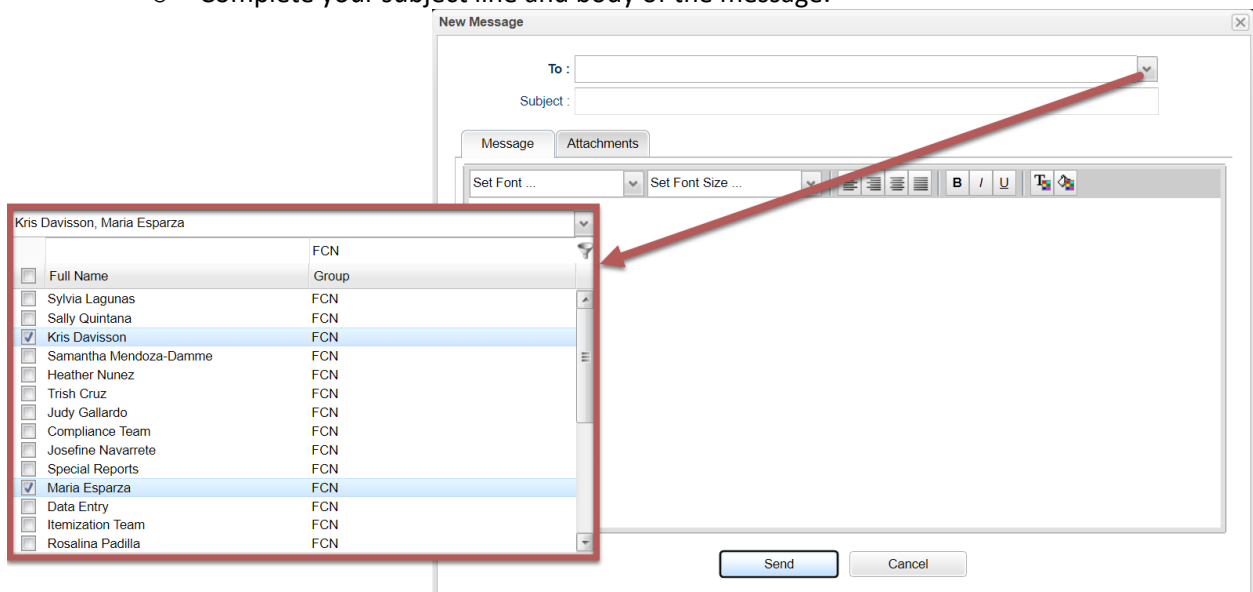
FINANCIAL CREDIT NETWORK®

Sending a File Through a Secured Message

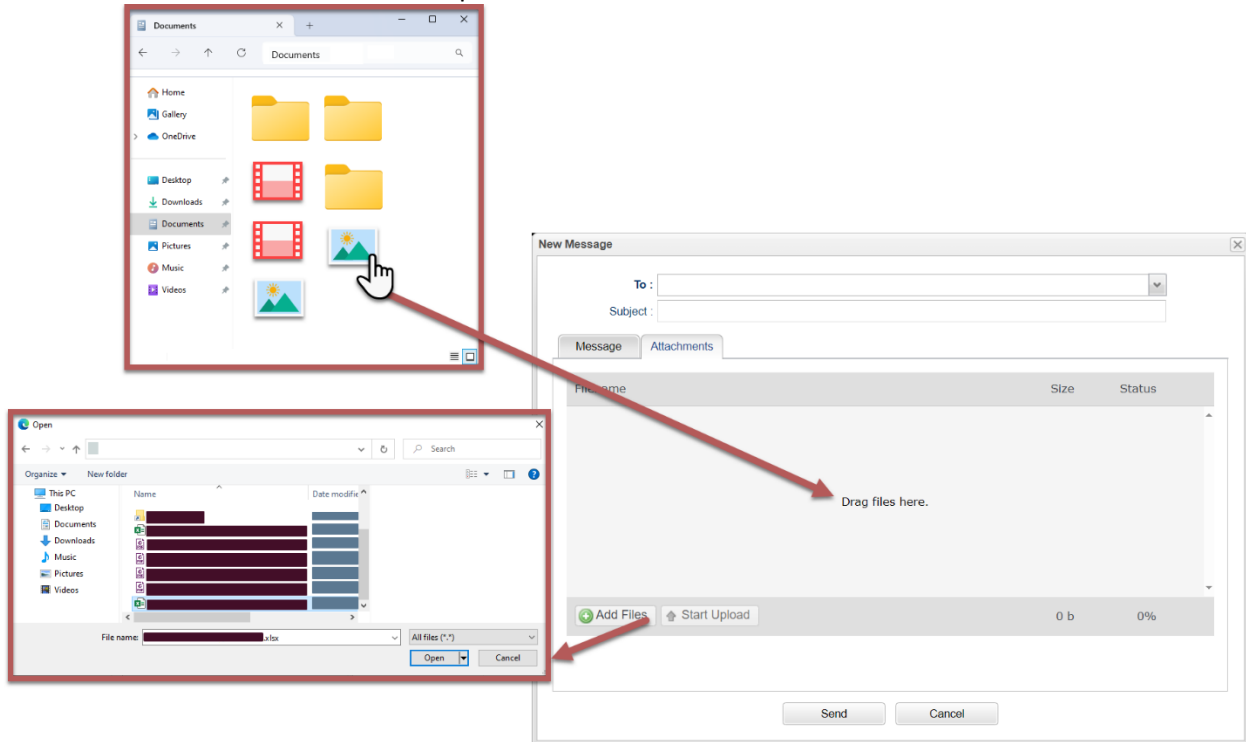
- Log into the portal.
- Go to the Message tab on the top menu bar.
- Select the dropdown arrow, and then select New Message.



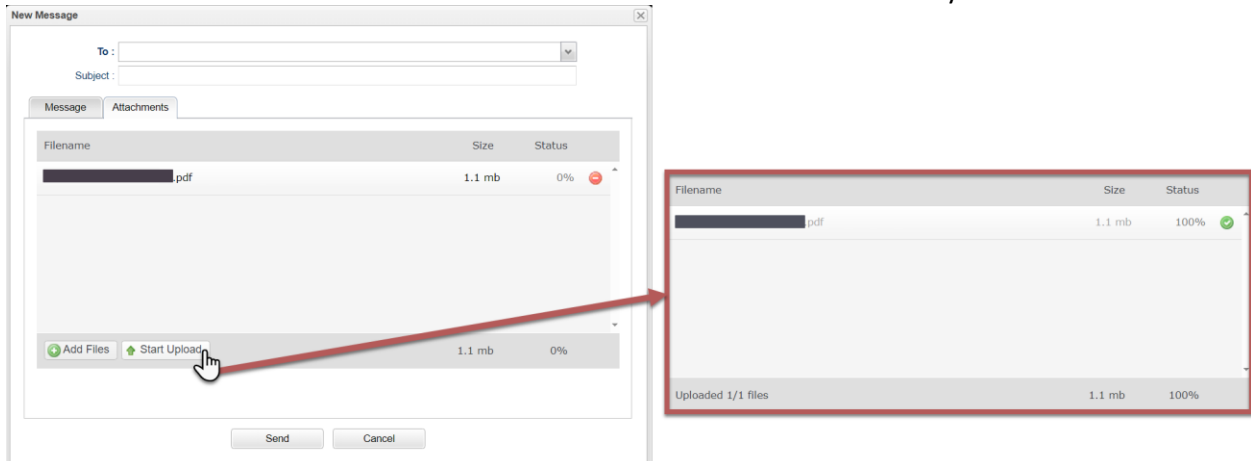
- It will open a new “New Message” box.
- Complete the pop-up window.
 - Click the dropdown arrow beside the To.
 - Click in the cell above the Full Name row and start typing the name of the person you will be sending the file to.
 - Place a checkmark next to each name you are sending your file to.
 - Click out of the box.
 - Complete your subject line and body of the message.



- Go to the attachment tab.
- Add your file to the upload section.
 - Drag your file over from your computer to where it says, “Drag files here.”
 - OR Select Add Files, find the file you want to upload, click the file, and click open.



- 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 sent.



- Click Save, and the file will be sent out.

- To view the messages you have already sent, go to the Message tab on the top menu bar.
- Select the dropdown arrow, and then select Manage Messages.
- It will open a new “Secure Messaging” box.
- Select the dropdown arrow at the top-left corner and select Sent.
- You will see all your messages and files you have sent out.

