

# File Exchange

## How to Upload a Loan Application

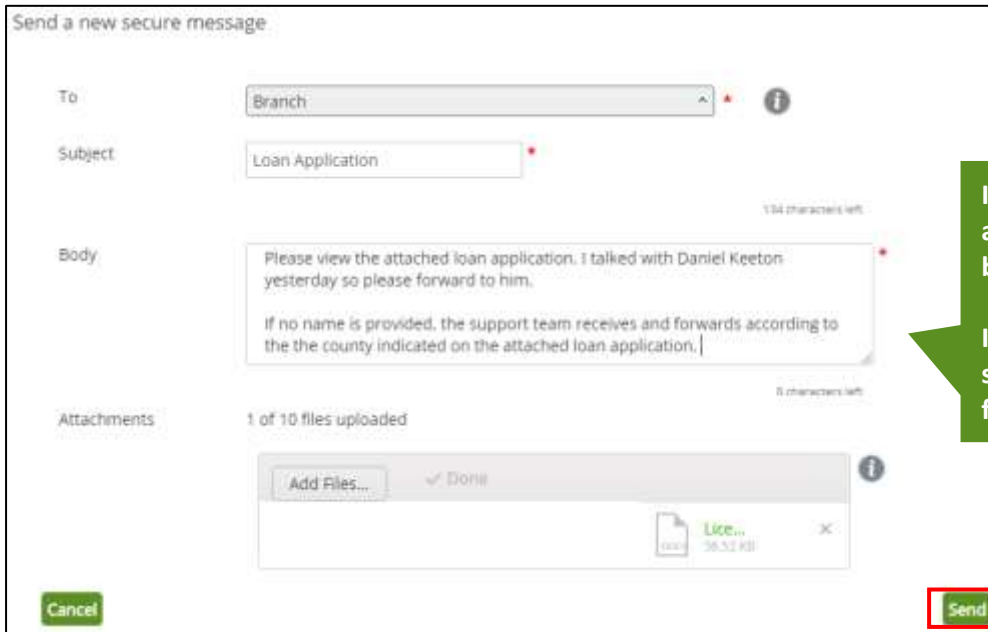
1. **Login** to myACCESS and **Select** File Exchange.



2. **Select** send.



3. **Complete** the required fields and **Click** Send.



The screenshot shows the 'Send a new secure message' form. The 'To' field is a dropdown menu with 'Branch' selected. The 'Subject' field contains 'Loan Application'. The 'Body' field contains the text: 'Please view the attached loan application. I talked with Daniel Keeton yesterday so please forward to him. If no name is provided, the support team receives and forwards according to the the county indicated on the attached loan application.' The 'Attachments' section shows '1 of 10 files uploaded' and a file named 'Lite...' (38,52 KB). At the bottom left, there is a 'Cancel' button, and at the bottom right, there is a 'Send' button highlighted with a red rectangular box.

If you are a current customer, your application will go directly to your branch office/loan officer.

If you are a potential customer, support receives your request and we forward accordingly.