

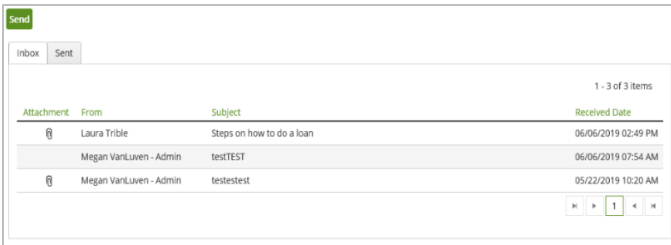
File Exchange Guide for myACCESS Users

Send to Farm Credit

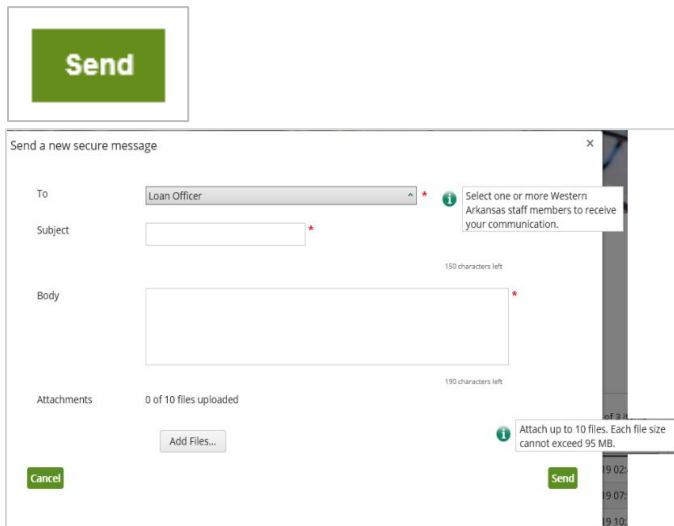
1. After logging in, click File Exchange from the navigation menu.



2. Messages List – Resembles how personal emails display. **Inbox** tab displays messages sent from Farm Credit staff to myACCESS user. **Sent** tab displays messages sent from myACCESS to Farm Credit. The documents automatically delete from myACCESS in 30 days.

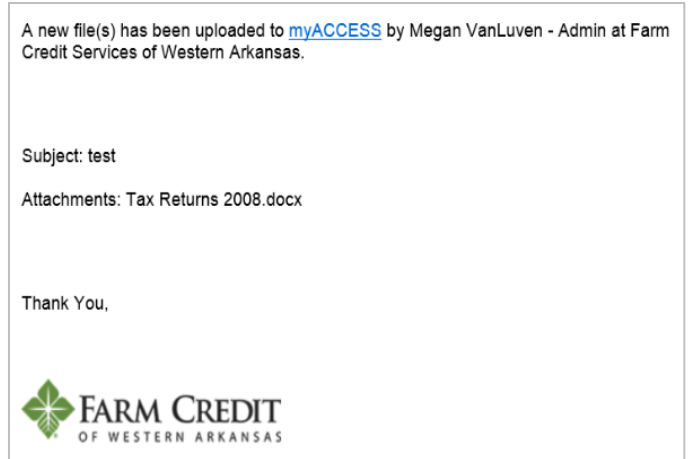


3. Create a New Message – Click the **Send** button located above the messages list.



Received by Customer

1. When a message or secure file is sent by Farm Credit, you will receive an alert like the one below.



2. Click the link provided in the alert email to login to myACCESS. You can find the message or secure file in the Inbox.