



Uploading Documents Securely: Instructions

1. The email you receive should be from the representative you spoke to on the phone (first.lastname@cypruscu.com) and it should look similar to the example below (figure A).
Please keep in mind that the below example is for uploading wire instructions but the instructions in this example are for any documents being uploaded securely, not just wires.
2. Please click on the link on the email (an arrow is pointing towards it in the picture below). If you are having difficulties with the link, please copy and paste the URL given into your web-browser.

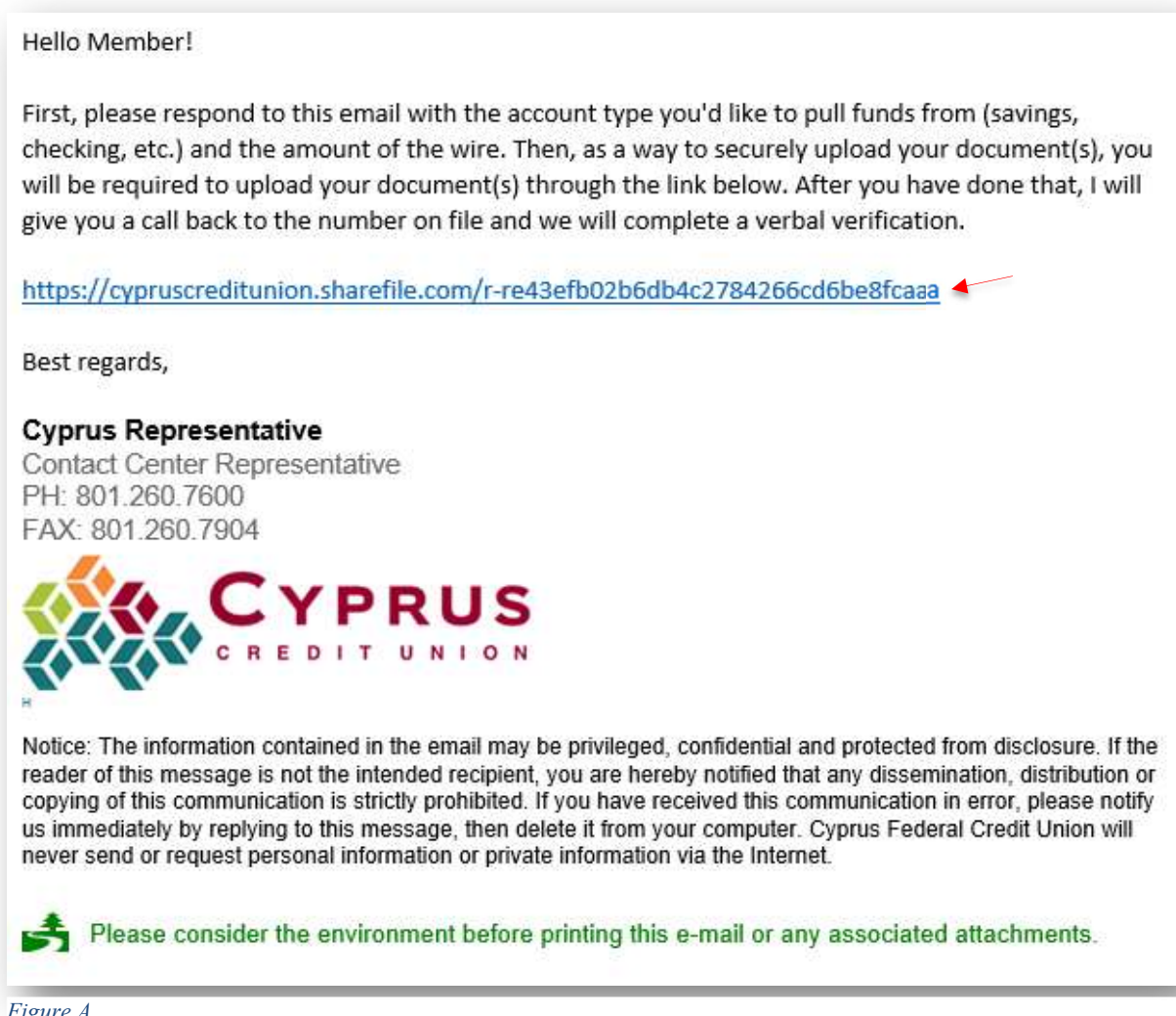


Figure A

PLEASE NOTE: Uploading documents works on any device, whether it's a phone, computer, or tablet, however the example pictures can vary slightly from device to device.



3. After you have clicked on the link, you should be taken to a page that looks like the picture below (figure B). You will need to click on “Browse Files” and find and select the document on your phone/computer/tablet device.

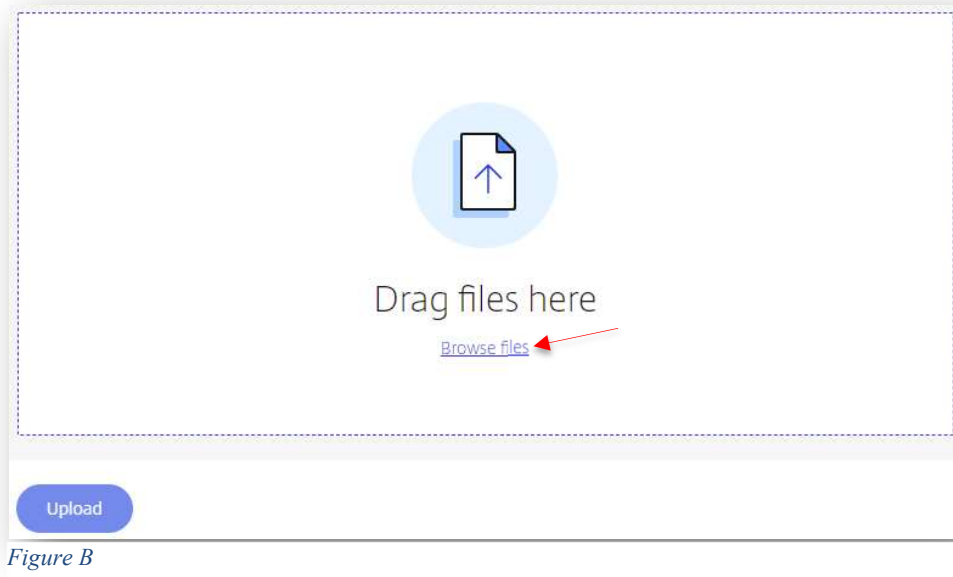


Figure B

4. Once you have selected your document(s), they should appear on the screen as seen in the example below (figure C).

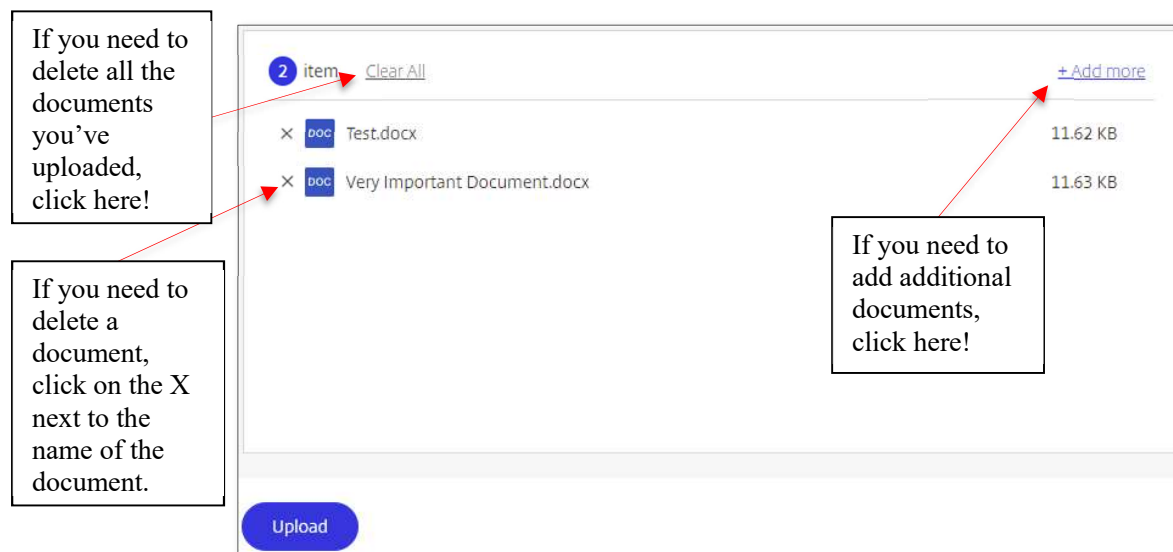


Figure C

5. Once you have uploaded all the documents you need to, click the blue button “Upload” and you are done! You can now close out of the page.

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