



## **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 webbrowser.

## Hello Member!

First, please respond to this email with the account type you'd like to pull funds from (savings, checking, etc.) and the amount of the wire. Then, as a way to securely upload your document(s), you will be required to upload your document(s) through the link below. After you have done that, I will give you a call back to the number on file and we will complete a verbal verification.

https://cypruscreditunion.sharefile.com/r-re43efb02b6db4c2784266cd6be8fcaaa



Best regards,

## Cyprus Representative

Contact Center Representative PH: 801.260.7600 FAX: 801.260.7904



Notice: The information contained in the email may be privileged, confidential and protected from disclosure. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to this message, then delete it from your computer. Cyprus Federal Credit Union will never send or request personal information or private information via the Internet.

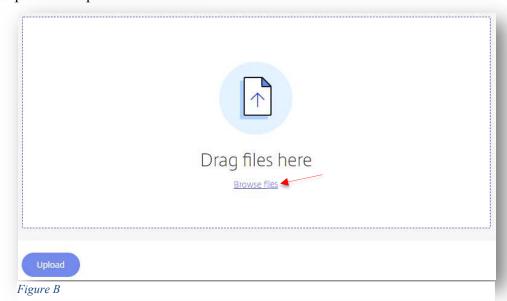


Please consider the environment before printing this e-mail or any associated attachments.

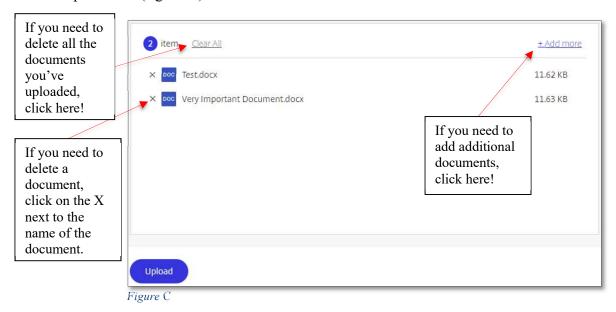
Figure A

**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.



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