

Exchanging Electronic Documents with Farm Credit Illinois

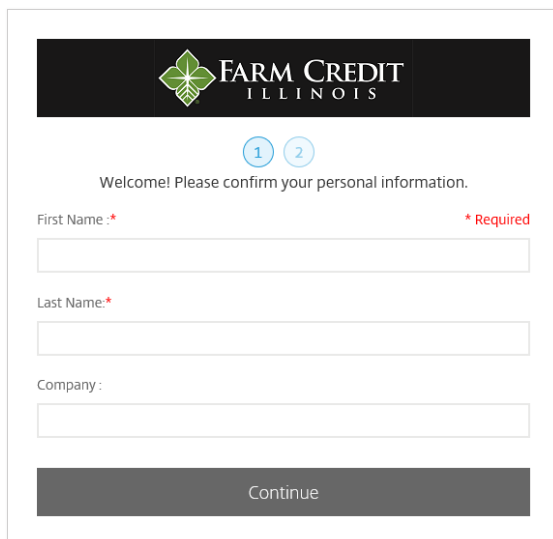
One of FCI's highest priorities is to keep confidential member information secure, especially when sending and receiving documents electronically. Email is not secure and, unless used properly, can put information at risk. To minimize threat, FCI employs a cloud service called ShareFile for sending and receiving files.

If you don't have an account and want to exchange documents with FCI securely, request access from your local Farm Credit office. They will need your first and last name and email address.

After creating an account, you will receive an email with a link to configure your account. As always you should be skeptical of any link you receive over email, so please confirm that the link begins with "https://farmcreditil.sharefile.com" before clicking.

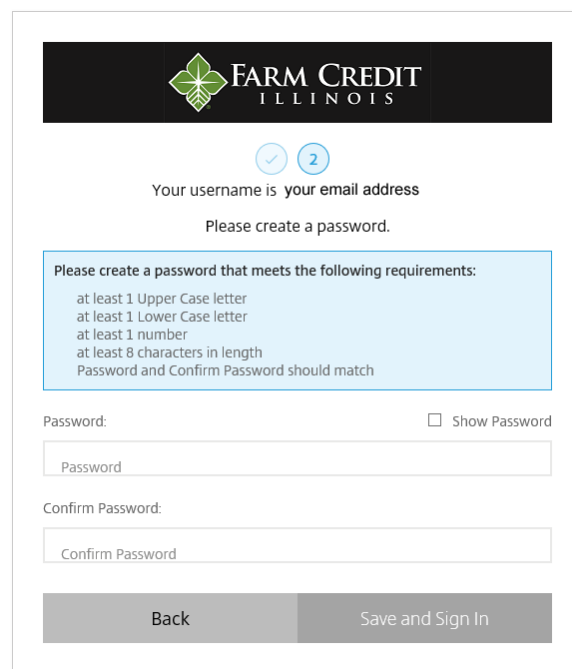
First Time Use

The first time you log on, you will need to confirm your personal information and set your password.



Password requirements:

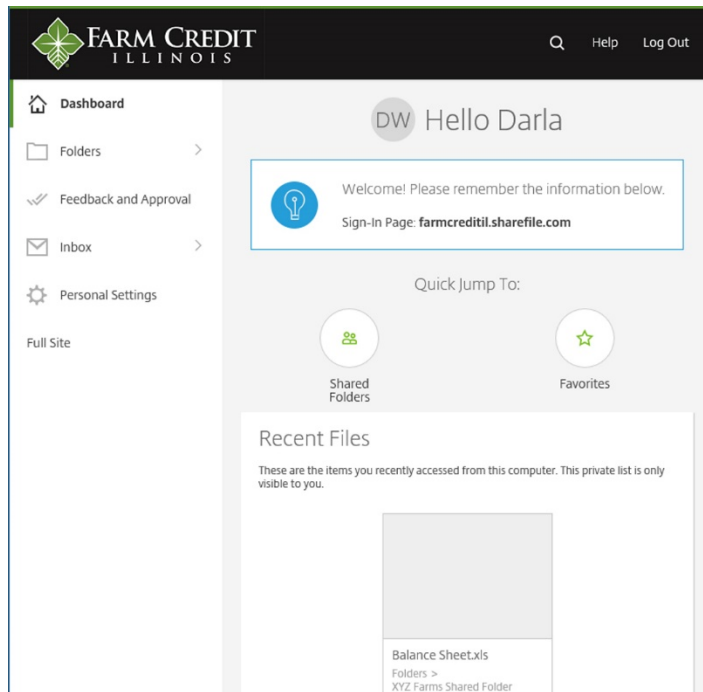
- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number
- At least 8 characters in length



Account Dashboard

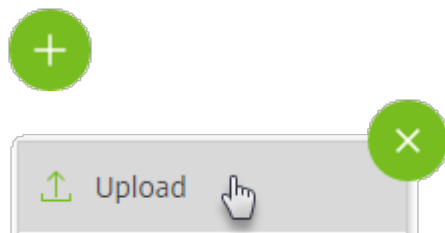
- The Dashboard is the first page you will see after signing into your ShareFile account
- The permissions set by your local FCI contact determine what activities you can perform, which may include uploading, downloading, and deleting files
- **Recent Files** will display up to five files previously accessed from the current web browser

- Use the navigation menu on the left side of the page to access folders and settings; if you do not have a menu, consult your Farm Credit office to obtain permissions



How to upload files in your account

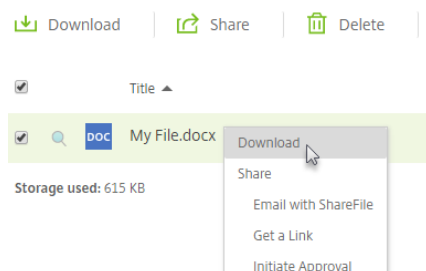
- Navigate to the folder where you wish to upload files
- Access the green **Action** button and select **Upload**
- Drag your files from your computer into the **Drag Files Here** area, or click **Browse Files** to select them manually
- Click **Upload** when ready



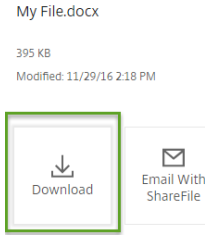
Upload speed can vary based on your internet connection.

How to download files from a ShareFile

1. Navigate to the folder in your ShareFile account that contains the file you wish to download
2. To download a single file, right-click the file and select **Download**



3. To preview the file before downloading it, simply click the file name once to open it in the content viewer. From the viewer, click the **Download** button on the right



Note – You can download multiple files at once by using the checkboxes on the left side of each file name. Select the files then click the **Download** button that appears in the content menu above the file list.

4. Depending on browser settings, you may be prompted to select the download location

How to log in

- Enter the URL **farmcreditIL.sharefile.com** in any web browser
- Enter your email address
- Enter your password and click **Sign In**; you will be taken to the Dashboard menu

*If you cannot remember your password, click **Forgot Password**.*

A screenshot of the Farm Credit Illinois login page. The header features the Farm Credit Illinois logo. Below the header, there are two main sections: 'Company Employee Sign In' on the left and 'Sign In' on the right. The 'Sign In' section contains a text input field for the email address, a password input field, and a 'Sign In' button. These three elements are circled with a green oval. Below the password field, there is a 'Remember Me' checkbox and a 'Forgot Password?' link. The 'Company Employee Sign In' section includes a description of ShareFile and a 'Sign In with Company Credentials' button.

How to set notification preferences

1. After you log on, click **Personal Settings**



FARM CREDIT
ILLINOIS



Dashboard



Folders



Feedback and Approval



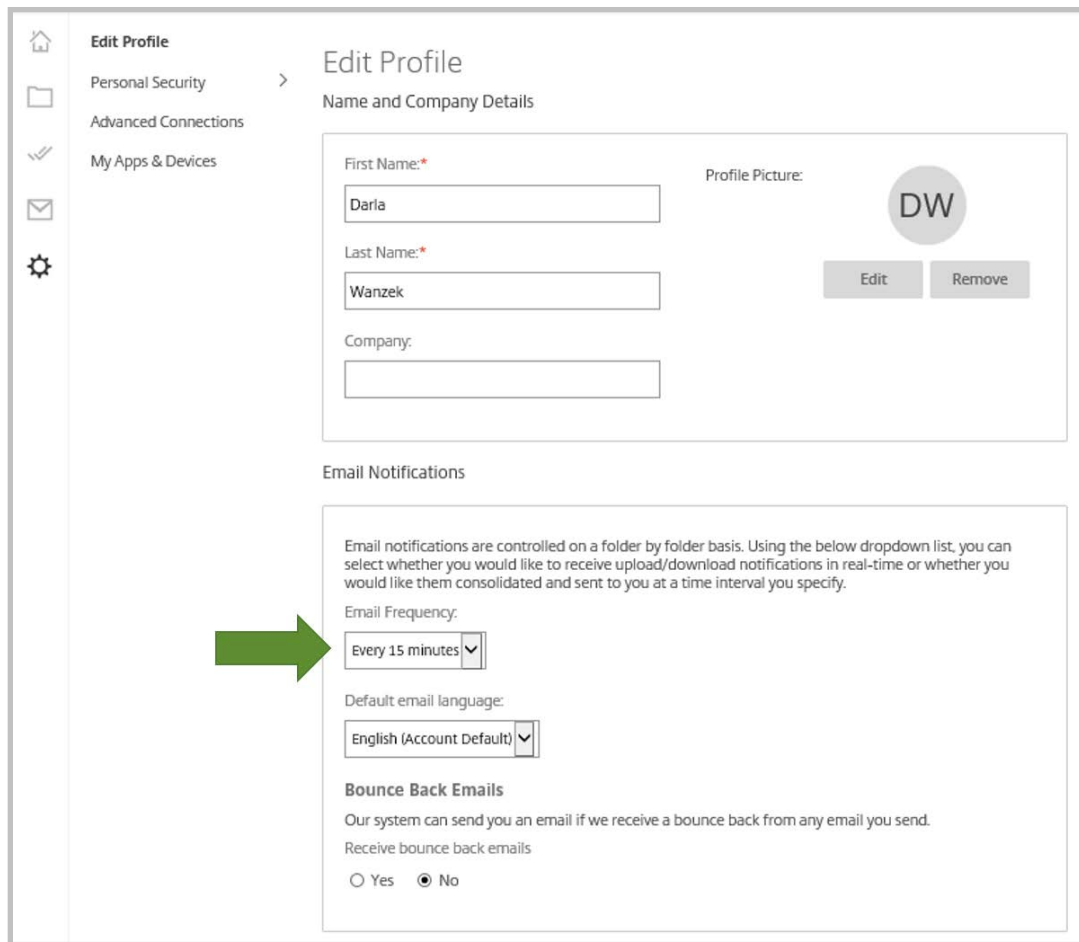
Inbox



Personal Settings



2. On the Edit Profile page, under Email Notifications, select the **Email Frequency** from the drop down; your options are as follows: in real-time; every 15 minutes; every hour; twice a day; or once a day



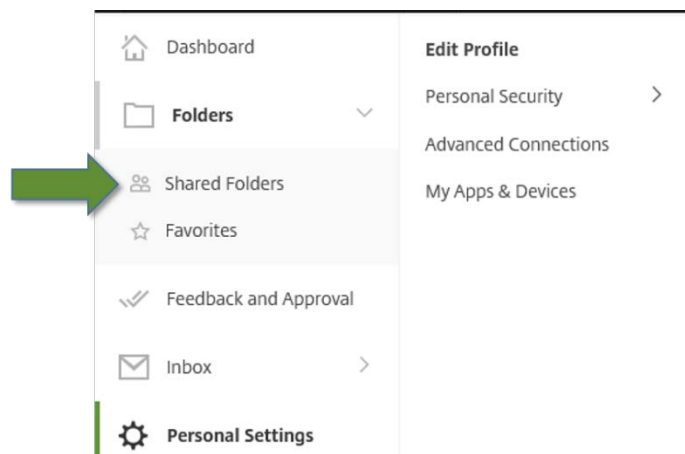
The screenshot shows the 'Edit Profile' page with a sidebar on the left containing links: Home, Personal Security, Advanced Connections, My Apps & Devices, and a gear icon for settings. The main content area is titled 'Edit Profile' and 'Name and Company Details'. It includes input fields for 'First Name' (Daria), 'Last Name' (Wanzek), and 'Company'. To the right is a 'Profile Picture' section with a circular image containing 'DW' and 'Edit'/'Remove' buttons. Below this is the 'Email Notifications' section, which contains explanatory text, an 'Email Frequency' dropdown menu (highlighted with a green arrow and set to 'Every 15 minutes'), a 'Default email language' dropdown (set to 'English (Account Default)'), and a 'Bounce Back Emails' section with a radio button selection for 'Yes' or 'No' (currently 'No' is selected).

3. Scroll down the page and click **Save**



You should see a message that your changes have been saved.

4. Click **Folders + Shared Folders** to return



For more information about ShareFile, please visit <https://www.sharefile.com/features#>.