

Exchanging Electronic Documents with Farm Credit Illinois

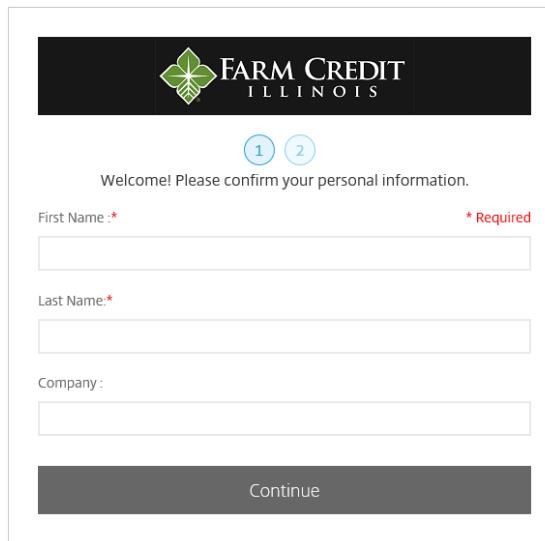
One of FCI's highest priorities is to keep confidential member information secure, especially when sending and receiving documents electronically. Email is not secure and, unless used properly, can put information at risk. To minimize threat, FCI employs a cloud service called ShareFile for sending and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



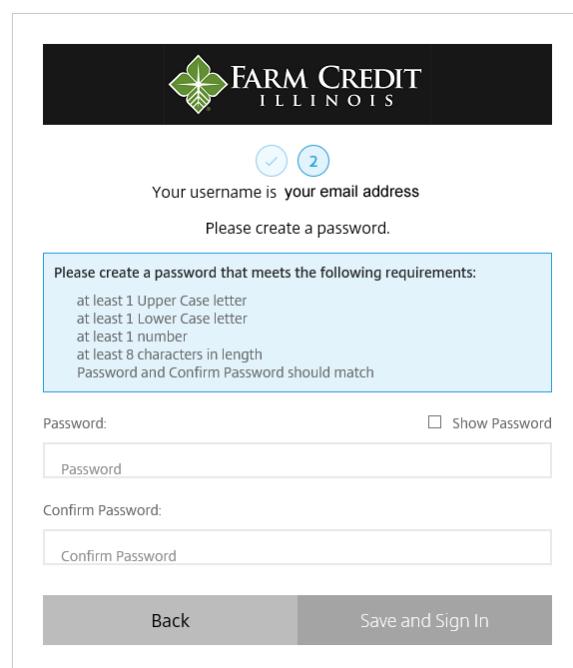
Welcome! Please confirm your personal information.

First Name: * Required

Last Name: *

Company:

Continue



Your username is your email address

Please create a password.

Please create a password that meets the following requirements:

- at least 1 Upper Case letter
- at least 1 Lower Case letter
- at least 1 number
- at least 8 characters in length
- Password and Confirm Password should match

Password: Show Password

Confirm Password:

Back **Save and Sign In**

Password requirements:

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

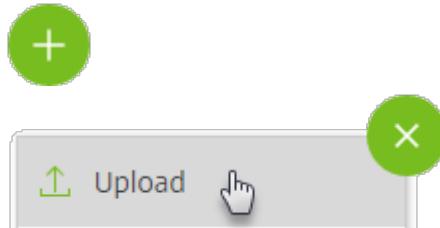
Account Dashboard

- 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



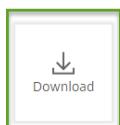
Upload speed can vary based on your internet connection.

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

My File.docx
395 KB
Modified: 11/29/16 2:18 PM



Email With ShareFile

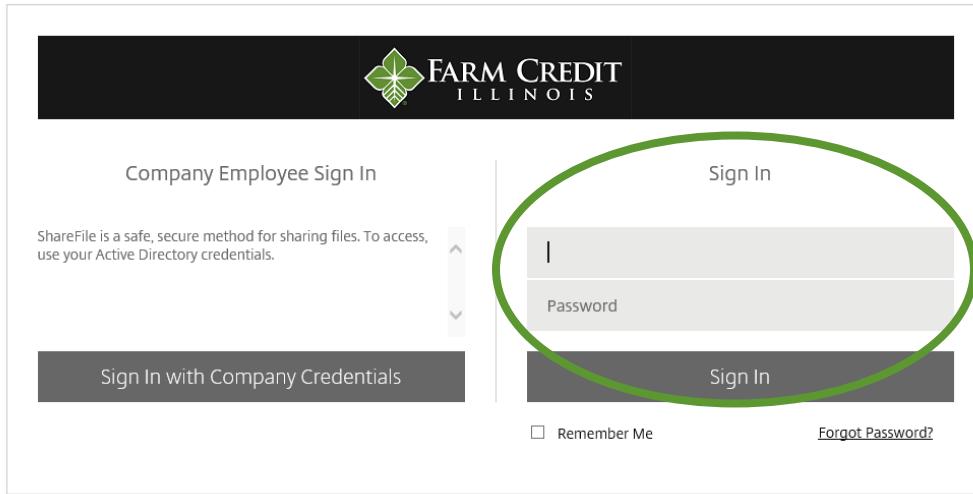
Note – You can download multiple files at once by using the checkboxes on the left side of each file name. Select the files then click the **Download** button that appears in the content menu above the file list.

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**.



The image shows a web-based sign-in form for Farm Credit Illinois. At the top, there is a logo for 'FARM CREDIT ILLINOIS' with a stylized green leaf icon. Below the logo, the text 'Company Employee Sign In' is displayed. A note below it states: 'ShareFile is a safe, secure method for sharing files. To access, use your Active Directory credentials.' On the left, there is a button labeled 'Sign In with Company Credentials'. The main sign-in area has a green oval highlighting the input fields. It contains two input fields: one for 'Email' and one for 'Password', both with placeholder text. Below these fields is a 'Sign In' button. At the bottom of the form, there is a 'Remember Me' checkbox and a 'Forgot Password?' link.

How to set notification preferences

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



FARM CREDIT
ILLINOIS

 Dashboard

 Folders >

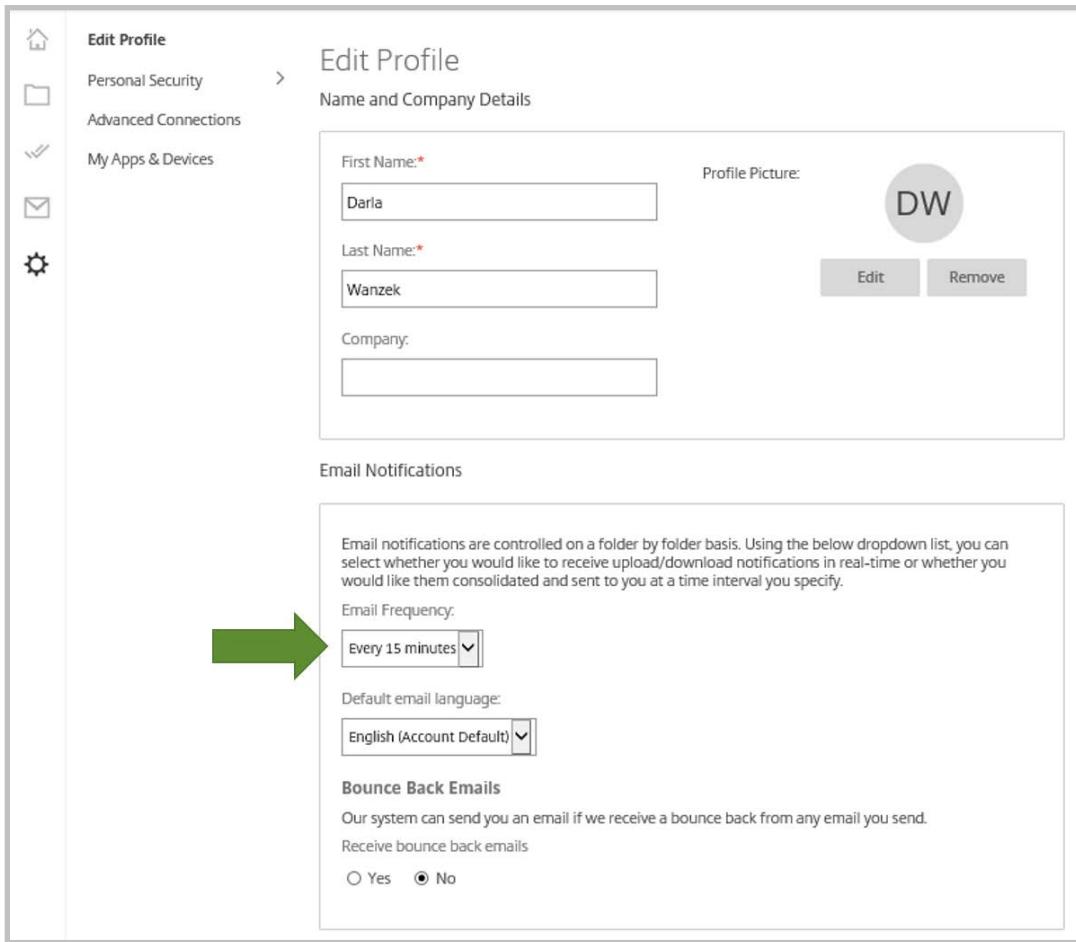
 Feedback and Approval

 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 the following details:

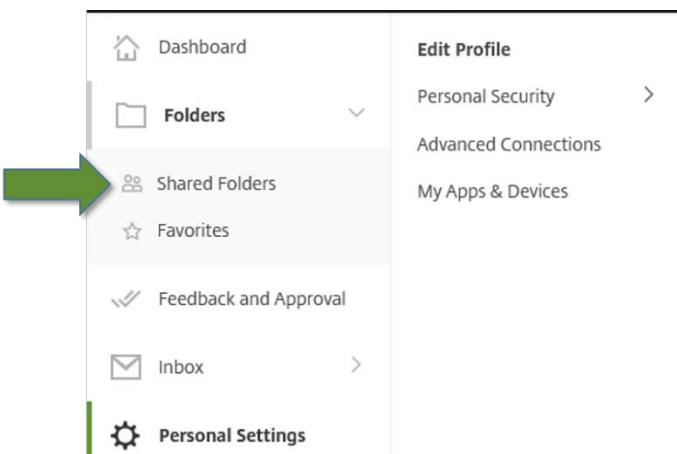
- Name and Company Details:**
 - First Name: Darla
 - Last Name: Wanzek
 - Company: (empty)
- Email Notifications:**
 - Email Frequency:** Every 15 minutes (highlighted with a green arrow)
 - Default email language:** English (Account Default)
 - Bounce Back Emails:**
 - Our system can send you an email if we receive a bounce back from any email you send.
 - Receive bounce back emails:
 - Yes
 - No

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

Save

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

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



The screenshot shows the navigation sidebar with the following structure:

- Dashboard**
- Folders** (highlighted with a green arrow)
 - Shared Folders
 - Favorites
- Feedback and Approval**
- Inbox**
- Personal Settings**

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