



First National Bank

First National Bank is committed to protecting your personal and confidential information. We utilize industry best practices to ensure that the appropriate safeguards and controls are in place to guard your information.

It is our pleasure to inform you that First National Bank has partnered with Sharefile to bring our customers peace of mind when sending confidential information via email. With Sharefile, we can ensure all messages are delivered in the most secure and easy manner possible.

The following Step-by-Step instructions will guide you through the process of sending your documents confidentially with Sharefile.

Please feel free to call us at **(800) 460-6678**, send us a message through our messaging service in Online Banking, or visit your local First National Bank branch location for more questions or comments.

1. Click on the link in the email you received from First National Bank.
 - a. Or click on this link: <https://fnbtxdocs.sharefile.com/r-r92cef1eb364748e6a11728b58b3859c7>
2. This will immediately open a Sharefile window to enter your company information:



First National Bank

To continue, please enter your information below.

Email

First Name

Last Name

Company

Continue

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

3. Enter your Name and Company info as requested and click “Continue”



First National Bank

To continue, please enter your information below.

Email

test@fnbtx.com

First Name

Test

Last Name

User

Company

ABC Company

Continue

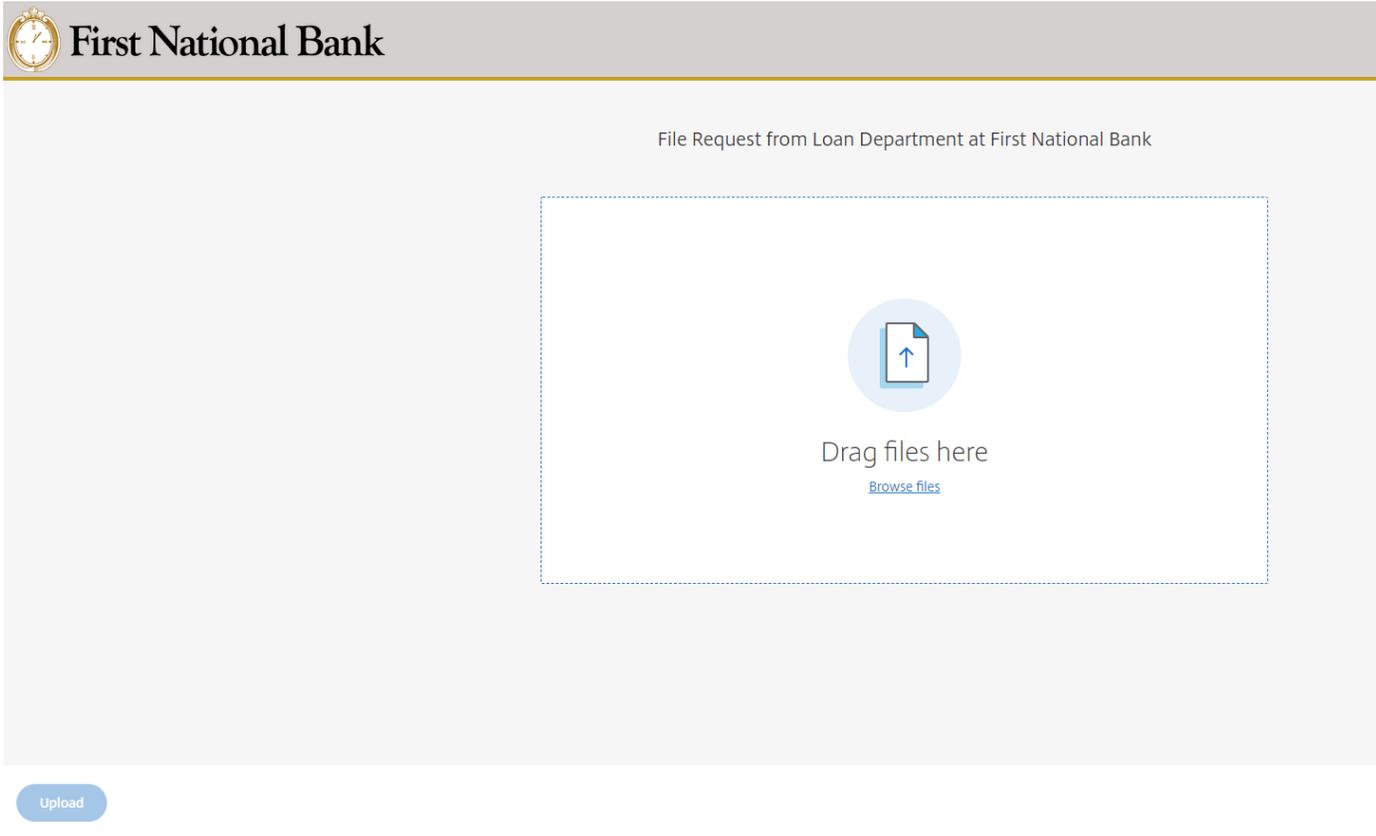
Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

- This will open a Sharefile upload window with the option to “Drag Files Here” or “Browse Files”.

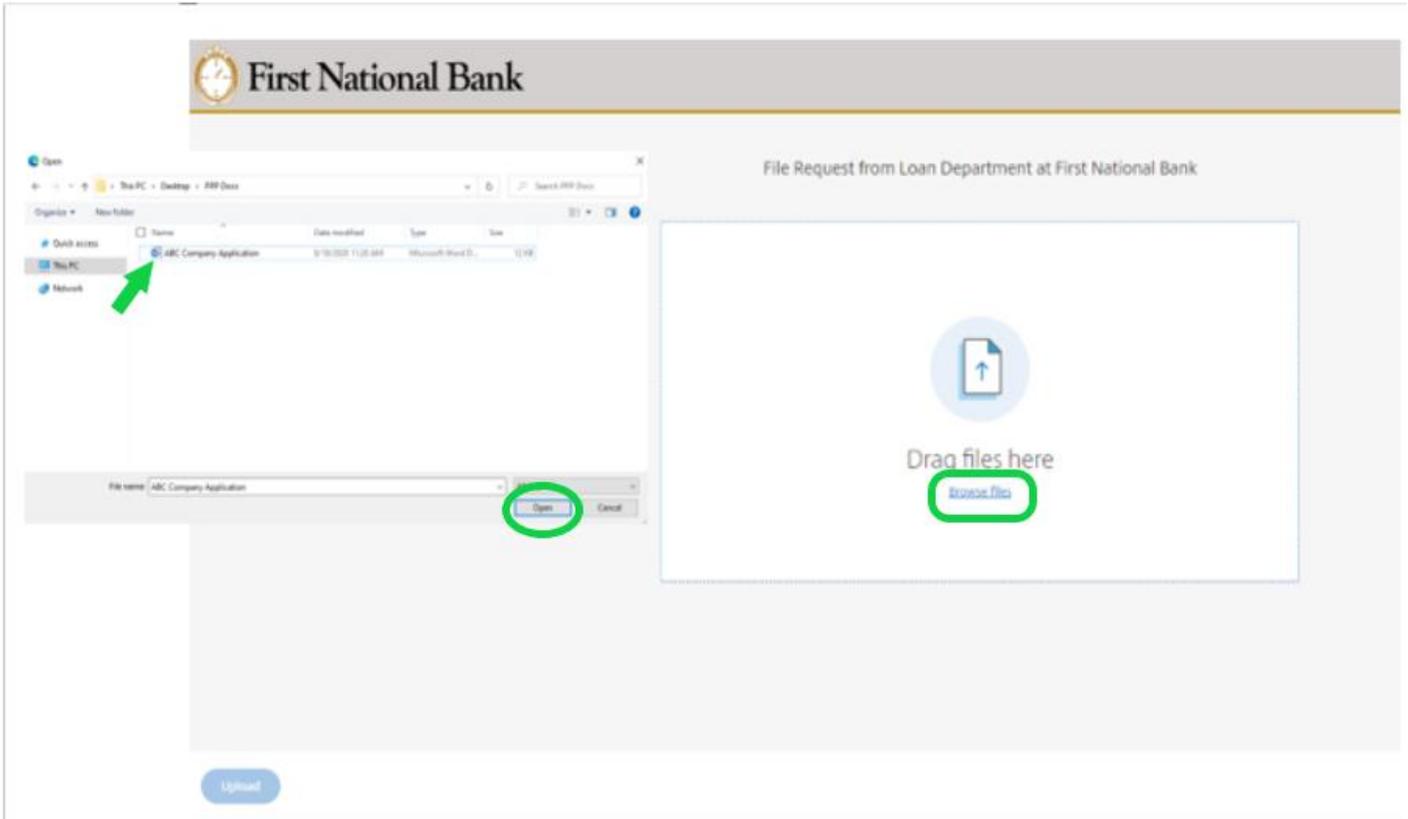
Please name your files with your company name and the type of document you are providing. For example, ABC Company Application or ABC Company Payroll.

- If you have your files ready, you can simply drag your file from your desktop folder to the folder icon on the screen and drop your files. Otherwise, you may click Browse Files.

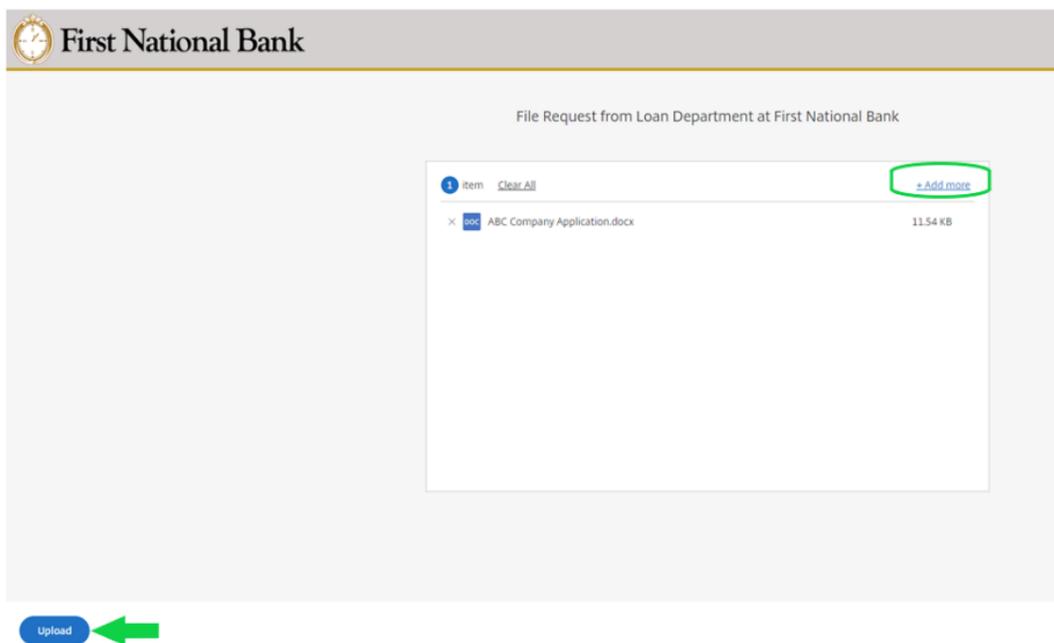


The screenshot shows the First National Bank logo in the top left corner. The main heading is "File Request from Loan Department at First National Bank". In the center, there is a dashed blue box containing a circular icon with a document and an upward arrow, the text "Drag files here", and a blue link labeled "Browse files". At the bottom left, there is a blue "Upload" button.

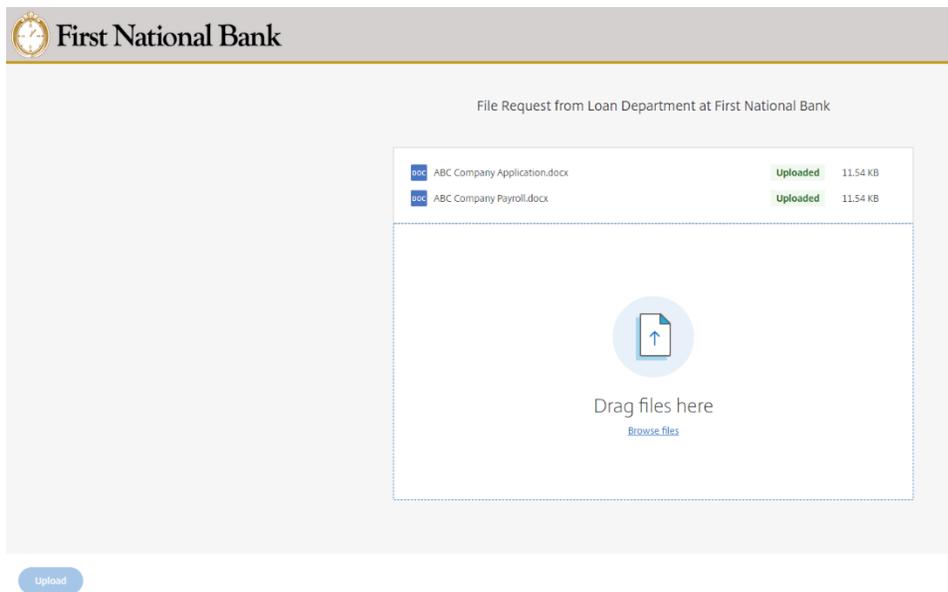
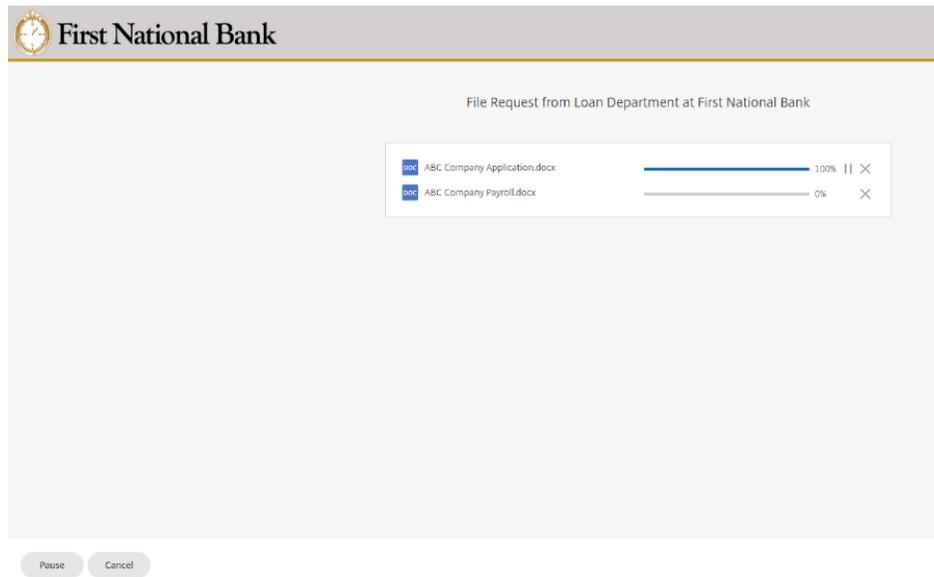
6. If you prefer, you may select the “Browse files” option and this will open a File Explorer window for you to search and select your files.
 - a. Find the file you need and click open.



7. You will see the option in the uploader window where you can add more files if needed.
8. When finished adding files, click the “Upload” button in the bottom left corner.



9. Then, you will see the loading status of your file.



10. Once complete, your files are available for the bank to retrieve and you may exit the program.

If you have more documents to upload later, you can access the link at anytime and begin again.

Thank you for trusting First National Bank for your banking and lending needs. If you have any questions, please call us at (800) 460-6678, send us a message through our messaging service in Online Banking, or visit your local First National Bank branch location.