

Uploading Secure Documents to Maine Capital Group

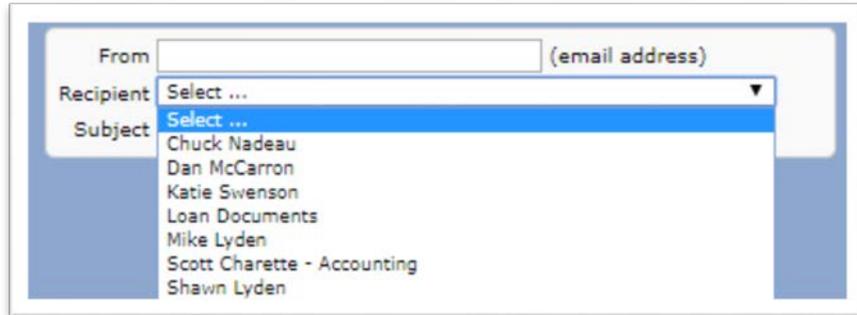
Step 1. At the bottom of every page on the Maine Capital Group Website (www.maincapitalgroup.com), there is a list of links. Click “Secure File Transfer” to begin the process.



Step 2. The link will take you to the Secure File Upload Page on the Maine Capital Group website. It should look like this:

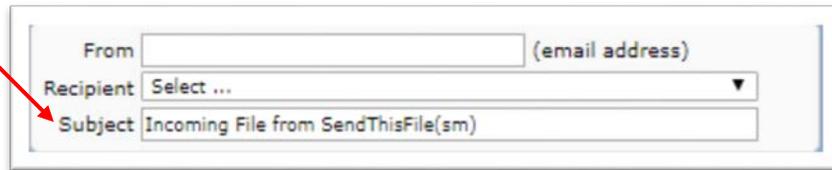
Step 3. Enter your email in the “From” box. This will be where any notices you select will be sent.

Step 4. Select your Recipient from the drop down button. You may only select one recipient, however MCG has an internal process of managing and securely sharing documents, so all parties involved will receive what's needed.



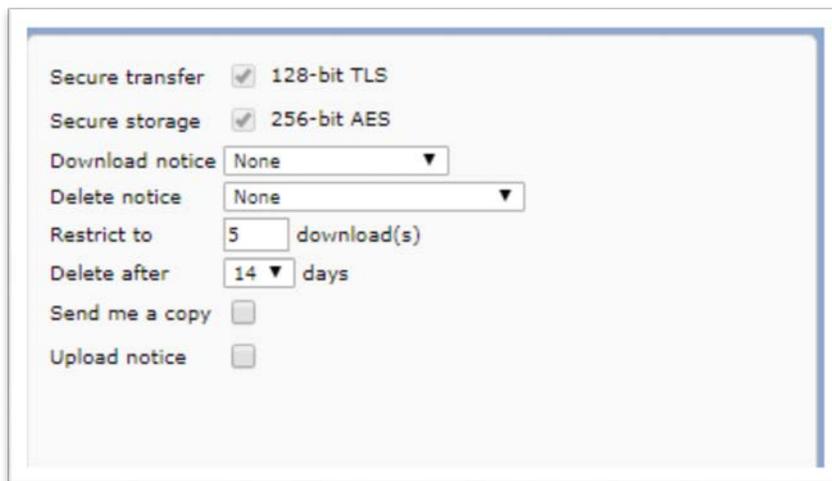
A screenshot of a web form. The 'From' field is empty with '(email address)' as a placeholder. The 'Recipient' dropdown menu is open, showing a list of names: 'Select ...', 'Chuck Nadeau', 'Dan McCarron', 'Katie Swenson', 'Loan Documents', 'Mike Lyden', 'Scott Charette - Accounting', and 'Shawn Lyden'. The 'Subject' field is also empty with 'Select ...' as a placeholder.

Step 5. You may change the subject if you would like, otherwise the generic "Incoming File from SendThisFile(cm)" will remain.



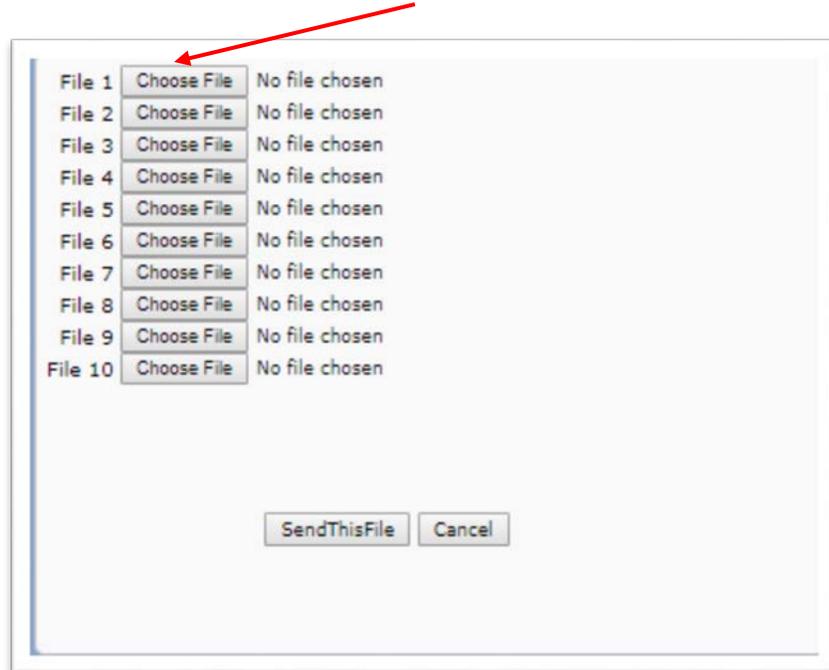
A screenshot of a web form. The 'From' field is empty with '(email address)' as a placeholder. The 'Recipient' dropdown menu is closed and shows 'Select ...'. The 'Subject' field contains the text 'Incoming File from SendThisFile(sm)'. A red arrow points from the text in Step 5 to the 'Subject' field.

Step 6. Select your preferences regarding the files. You can choose to receive notices when the documents are downloaded or deleted. You can also choose to restrict the number of times the document can be downloaded, as well as how many days until the documents submitted are deleted from the system. You check the boxes for options to receive a copy of the email.



A screenshot of a web form showing preferences. The 'Secure transfer' checkbox is checked next to '128-bit TLS'. The 'Secure storage' checkbox is checked next to '256-bit AES'. The 'Download notice' dropdown menu is set to 'None'. The 'Delete notice' dropdown menu is set to 'None'. The 'Restrict to' field is set to '5' download(s). The 'Delete after' field is set to '14' days. The 'Send me a copy' checkbox is unchecked. The 'Upload notice' checkbox is unchecked.

Step 7. You may upload up to 10 files at once. Click the “Choose File” button and a window will pop open which will allow you to select your document from your files. Once chosen the name of the document will appear next to the corresponding “Choose File” button.



File 1	Choose File	No file chosen
File 2	Choose File	No file chosen
File 3	Choose File	No file chosen
File 4	Choose File	No file chosen
File 5	Choose File	No file chosen
File 6	Choose File	No file chosen
File 7	Choose File	No file chosen
File 8	Choose File	No file chosen
File 9	Choose File	No file chosen
File 10	Choose File	No file chosen

Step 8. Once all your desired files have been chosen. Click the “SendThisFile” button. Doing so will email your recipient a notification that your files have been securely sent and prompt us to download them the SendThisFile website, for our system. If you need to send more than 10 documents simply repeat the previous steps.