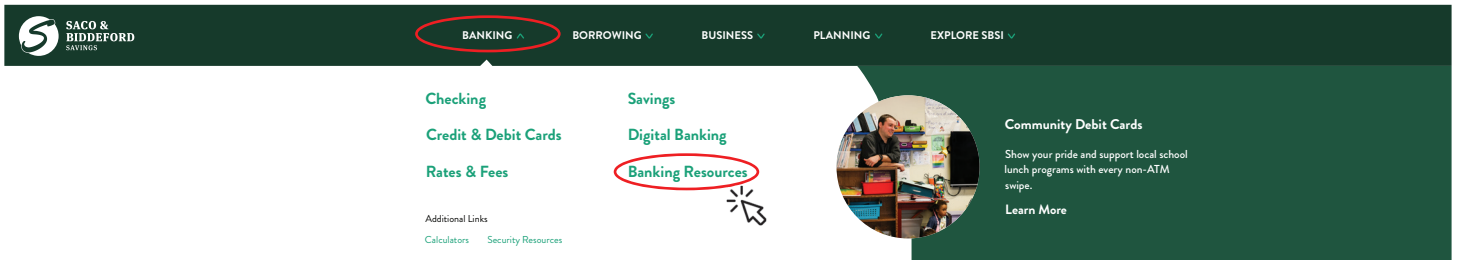# SACO & BIDDEFORD SAVINGS

IT'S A *mutual* THING.

sbsavings.bank | (207) 284-4591

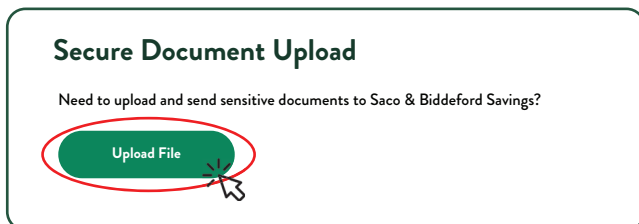# How to Use Our Secure Upload Feature

Step 1: Navigate to the bank's website (www.sbsavings.bank) and hover your mouse over 'BANKING'. A drop down menu will appear, click on 'BANKING RESOURCES'.
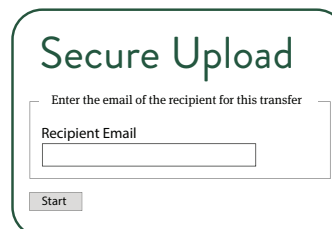

Step 2: From the Banking Resources landing page, scroll down to find the 'Secure Document Upload' section, or click on 'Secure Document Upload' in the Explore Banking Resources list to the right. Select 'Upload File'. You will be redirected to Secure Upload homepage. From here, type the email address for the appropriate department to receive the document, then press 'Start'.

Secure Document Upload

Need to upload and send sensitive documents to Saco & Biddeford Savings?

Upload File

Secure Upload

Enter the email of the recipient for this transfer
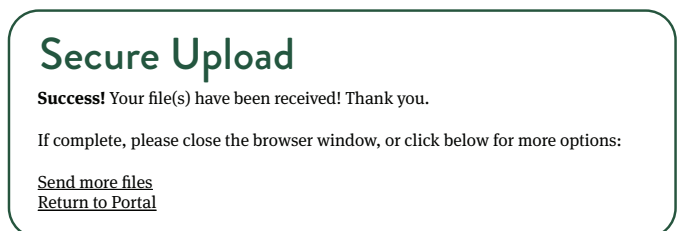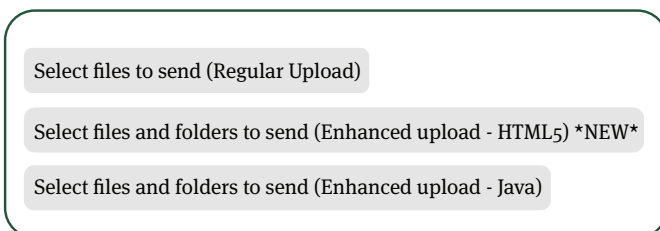
Recipient Email

Start

Note: If you do not know the department email, please call your bank contact or Customer Care at (207) 284-4591.

Personal email addresses are not allowable in this field and will be rejected.

Step 3: After pressing start, fill out your contact information and create a subject and message for your delivery. *Note: In the subject, please include the name of the employee that should receive the document.*

Step 4: When all required fields have been filled in, select how you want to upload your file(s) and/or folder(s). Choose your file(s) and click upload and send. A success page will appear confirming your upload.

Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload - HTML5) *NEW*

Select files and folders to send (Enhanced upload - Java)

Secure Upload

Success! Your file(s) have been received! Thank you.

If complete, please close the browser window, or click below for more options:

Send more files
Return to Portal

If you have any questions or concerns, call: (207) 284-4591