

Using pCloud to encrypt and email your sensitive files.

Go to <https://transfer.pcloud.com/>. This is a safe but free service.

To upload files, first select click on Encrypt Files above the box where you can drag and drop your files.

This will pop up a place to enter and re-enter a password for your recipient to unlock the encrypted files when they receive them. Choose a secure password with a mix of uppercase and lowercase letters plus numbers, at the very least.

Once the password is set, add your files. You can do this either by drag and drop or you can click the link to Add Files and browse your computer for the files.

Once all your files are loaded. Enter the email address of who you're sending to and your email address on the right. In the message box include the name of your business and indicate that the files are for your COVID-19 Emergency Loan Program application. **DO NOT PUT THE PASSWORD IN YOUR MESSAGE.** If you put the password in the message, you will defeat the purpose of encrypting the files. The password should be delivered to us either in a separate message, via text, or over the phone.

Don't forget to accept the privacy policy, which we know you will read.

You can now send your files to us.

When your files have been sent, you will get an email confirmation. When your recipient, in this case OOC, downloads the file, you will also get an email confirmation.

If you have any questions about this process, please email or call us.