

Interfaith Federal Credit Union - Submitting Documents using the Secured Portal

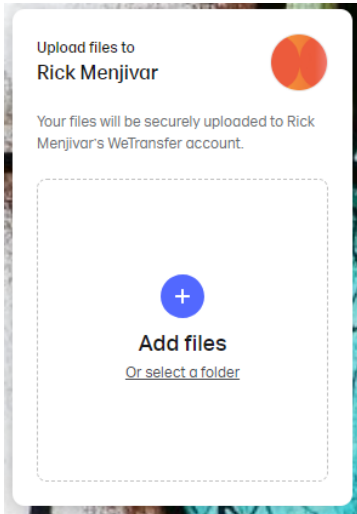
Strongly suggest reading the FULL instructions before beginning the process.

1. Click on “Secured Document Portal” link you can find in the black footer section of any page on the IFCU website OR go directly to Go to <https://umfcu.wetransfer.com/>

SECURED DOCUMENT PORTAL

2. Click on the blue “I agree” button (this step may not appear if you have recently used the service)

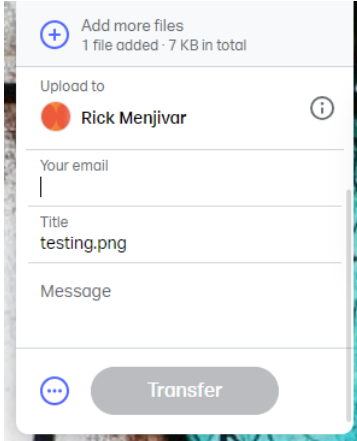
NEXT SCREEN



3. Click on the Plus Sign to “Add files”

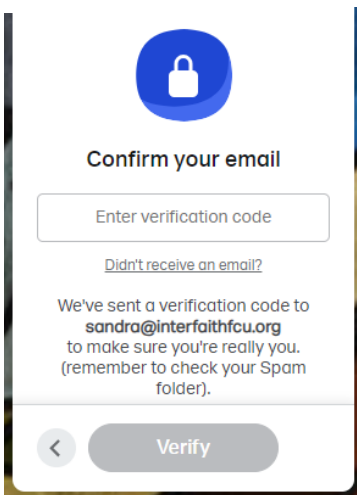
4. Choose the file on your device you want to upload

NEXT SCREEN



5. Enter your email in the space provided.
6. Enter Title for your transmission if not already auto filled.
7. Enter any message you desire in the space provided.
8. Add any additional files using the plus sign at the top.
9. When ready, Click on the Transfer button.

NEXT SCREEN



10. Stay on the website to enter verification code.
11. You will receive an email with the code.
12. Enter code from the email, then click “Verify” button.
13. Do Not Leave until it states ‘You’re Done!’

FINAL SCREEN

