



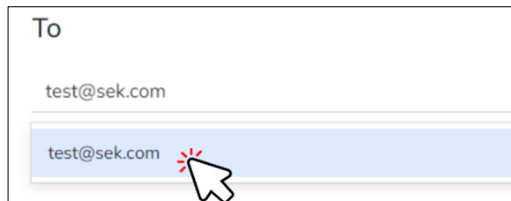
Secure File Exchange Instructions

Privacy and confidentiality of your personal and business information are top priorities for SEK. Many electronic methods of information transfer are susceptible to security risks. Traditional e-mail is not secure and does not support large files. Copying files to CD or USB drive to drop off at our office can be inconvenient as well as presenting security and virus risks.

We recognize the sharing of information is an integral part of our client relationships and allows us to offer more efficient service. We have adopted a secure online file exchange called SafeSend Exchange to directly support the confidential and secure file transfer needs of our clients. You will be able to transfer files to SEK *securely*, right from your computer, simply by using your internet connection.

Here's how it works:

1. Go to <https://www.sek.com/>.
2. Click **Client Access** at the top right of the page beside Schedule a Consultation.
3. Click **Secure File Exchange** (paper airplane image) on the Client Access page.
4. In the From section, enter your email address, First Name, and Last Name.
5. In the To section, enter the e-mail address of the intended SEK recipient, subject, and message.
 - Note: When you enter the e-mail address of the SEK recipient, press Enter or Tab on your keyboard so that it accepts the e-mail address. Alternatively, you can click the blue highlighted e-mail address that populates below what you typed (see image below).



6. Select files you wish to transfer by clicking on the **Attach Files** button at the bottom of the page. Browse your computer to select the file(s) you want to transfer.
7. Click the **Send** button to complete the transfer.

The SEK recipient will immediately receive an e-mail alerting them of your file transfer, and you will receive notification when the files are downloaded by our staff.

SEK has initiated using SafeSend Exchange as the preferred method of file transfer. SafeSend Exchange **does not require any software to be downloaded to your computer; the only requirement is that you have an internet connection.** If you are currently using other methods to transfer files to SEK, please follow the instructions above to begin using SafeSend Exchange or ask your SEK Client Relationship Manager for assistance.