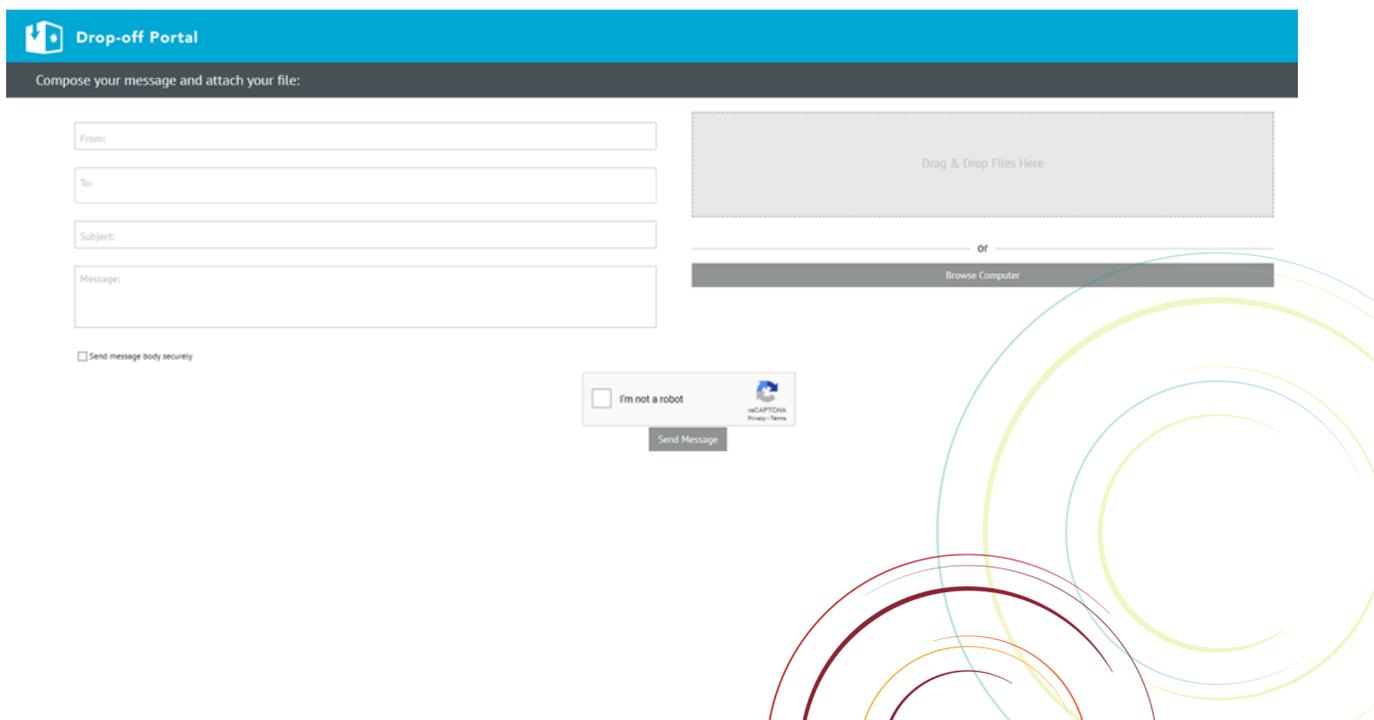


## Drop-it File Sharing Instructions

1.	<b>Navigate to:</b>	<a href="https://dropit.corefirstbank.com/dropit">https://dropit.corefirstbank.com/dropit</a> (no user ID or password needed)
2.	<b>Complete:</b>	 Perform the Google reCaptcha at the bottom of the page by checking “I’m not a robot” and following the instructions. <b>You will not be able to download a file without completing the reCaptcha.</b>
3.	<b>Complete the following fields:</b>	
	<b>From:</b>	Your email address
	<b>To:</b>	Choose <b>CoreExpress</b> from the drop down menu
	<b>Subject:</b>	Purpose of email
	<b>Browse:</b>	Add files from your PC or you can drag and drop files
	<b>Message:</b>	Include a message if needed but it is not required
	<b>Send:</b>	Click send when you have everything completed



**Drop-off Portal**

Compose your message and attach your file:

From:

To:

Subject:

Message:

Send message body securely

Drag & Drop Files Here

or

Browse Computer

I'm not a robot

reCAPTCHA

Send Message