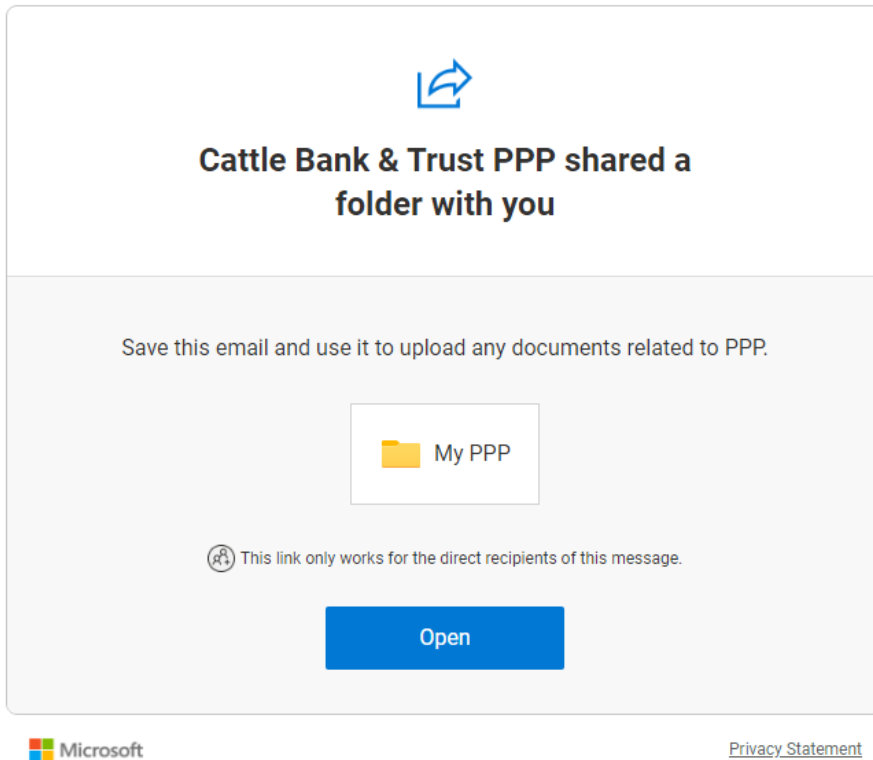


How to Access Your Upload Directory

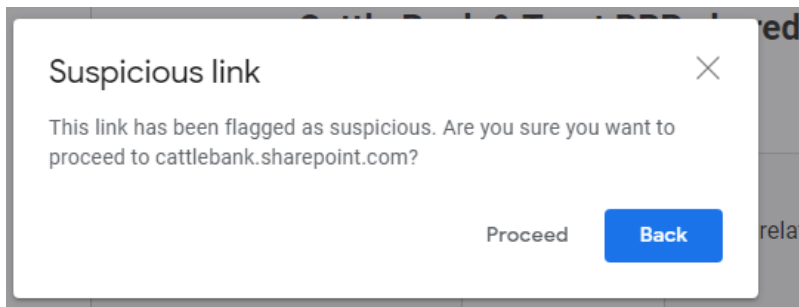
1 – You will receive an email with a subject similar to what is below; open this email.

Cattle Bank & Trust PPP shared the folder "My PPP" with you.

2 – The body of the email will contain the link to your upload directory. Click on the Open button.




3 – It is possible your browser or email provider may flag the attached link as suspicious. If so, click proceed or continue.



4 – For your safety and privacy, access to the folder will require a code. Click Send Code, the code will be sent to your email address.

Request Verification Code

You've received a secure link to:

 My PPP

To verify your identity, we'll send a code to you at **cbtppp@gmail.com**.

[Send Code](#)


By clicking Send Code you allow Cattle Bank & Trust to use your email address in accordance with their privacy statement. Cattle Bank & Trust has not provided links to their terms for you to review.

5 – The email you receive will come from no-reply and look like this. Enter the code and click Verify.

██████████ is your Microsoft SharePoint verification code.

Enter Verification Code

You've received a secure link to:

 My PPP

To open this link, enter the code we just emailed to **cbtppp@gmail.com**. [Send again](#)



ⓘ

[Verify](#)







Keep me signed in

6 – Once verified, you will be taken to your upload directory. Here you can drag and drop files to upload, or, use the upload button at the top of the page.

We will be notified when you have uploaded a file and if we need more information you will be contacted by your loan officer.

 Search  New  Upload  Share  Copy link  Download  Power Apps

Documents > **My PPP**

 Name 	Modified 	Modified By 
  my ppp.txt	About an hour ago	Cattle Bank & Trust PPP