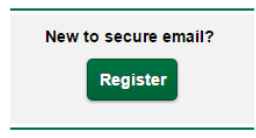




Secure Email Instructions

Protecting your personal information is a top priority for us each and every day. Regular email is not 100% secure. That is why we provide a secure way to send and receive emails containing your personal data. To transmit your application or other bank-related correspondence securely, please do the following:

1. Go to the [Secure Email](#) set up page.
2. Click on REGISTER.



3. Follow the steps to set up an account. Enter your email address and select a password.

Register Account

Enter your email address and a password to register and begin sending and receiving secure messages.

A registration form with three input fields: 'Email Address:', 'Password:', and 'Re-enter Password:'. At the bottom right, there are 'Cancel' and 'Register' buttons.

Password Rules

Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#%&^*

4. A confirmation will be sent to your email address. Follow the instructions to activate the changes.
5. Once your Secure Email account has been established, you can email information securely to any email address at the State Bank of Waterloo.
6. When submitting an application or if you do not know who should receive your correspondence, send it to ibanking@sbw.bank. You can save our fillable pdfs to your computer and attach them to an email to us. Our Operations Department will ensure that your information gets to the right person.
7. Once logged in to Secure Email select COMPOSE. Enter the email address, subject and click ATTACH FILE. Choose the file that you have saved to your personal computer, and attach it by clicking on ADD FILE. Next click FINISH. Add a personal message if desired and complete by clicking SEND.

Inbox | Address | Compose | Sent Mail | Drafts ?

Send **Save Draft** **Update Attachments** lpigg@sbw.bank **Sign Out**

Last Sign In: Mar 10, 2017 12:41 PM

To:

Cc:

Subject:

Attachments: **Remove File**

B **I** **U** | | | | | | | | | Font | Size | |

Attached is my new account application.

Please contact us if you need assistance during normal business hours at:

Phone: 618-939-7194

Fax: 618-939-4140