

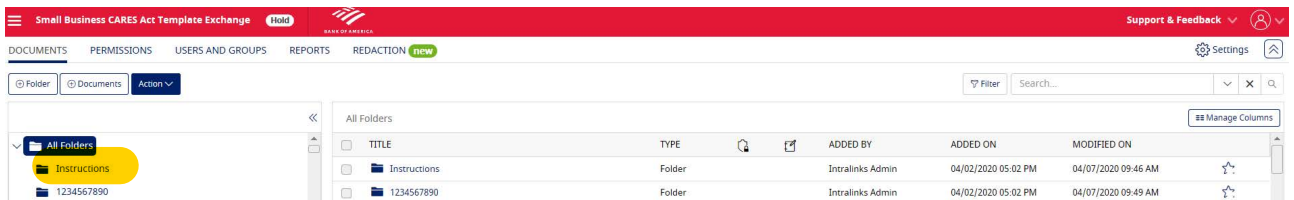
How to download and upload documents in Intralinks

Use the steps below to download and upload documents to a Bank of America exchange hosted by SS&C Intralinks.

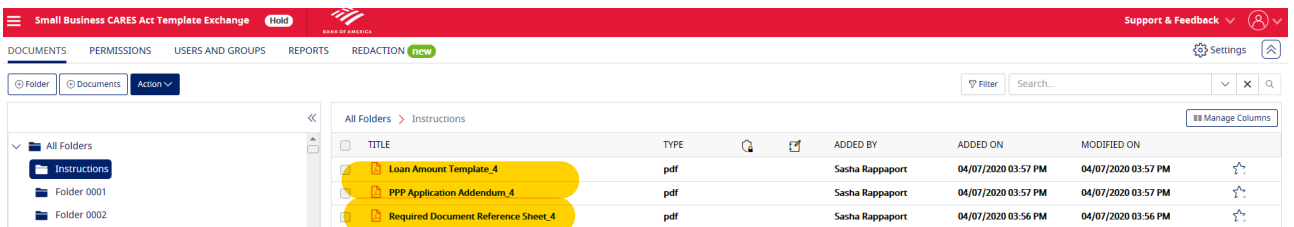
Bank representatives are available to assist with any technical difficulties but are unable to advise as to questions about eligibility

To download your documents

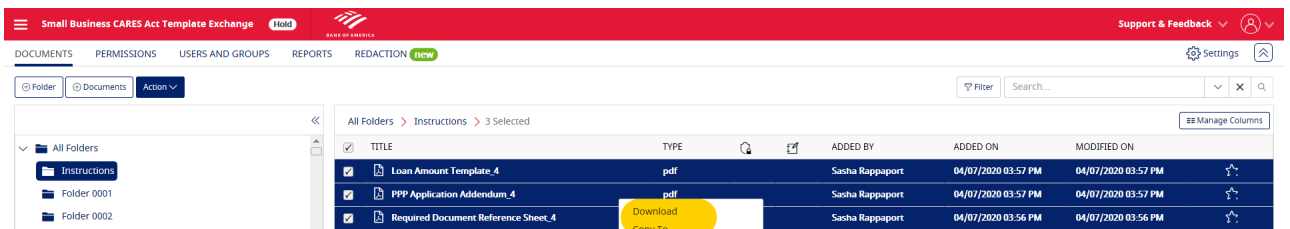
1. Go to your Intralinks exchange*. Instructions and a login link were emailed to you.
2. Using the list on the left side of the screen, **highlight** the Instructions folder.



3. Click on the Instructions folder, this will make the documents you need appear on the right.



4. Right-click and select Download from the menu.
The documents are downloaded to your computer in a compressed (ZIP) file.



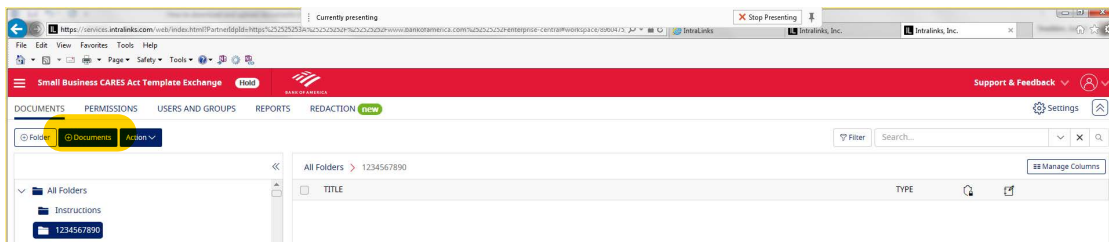
5. Open the ZIP file to view the documents.

**If you submitted multiple Paycheck Protection Program applications on behalf of different businesses, you will have access to multiple exchanges. Click on the exchange to see the associated reference number.*

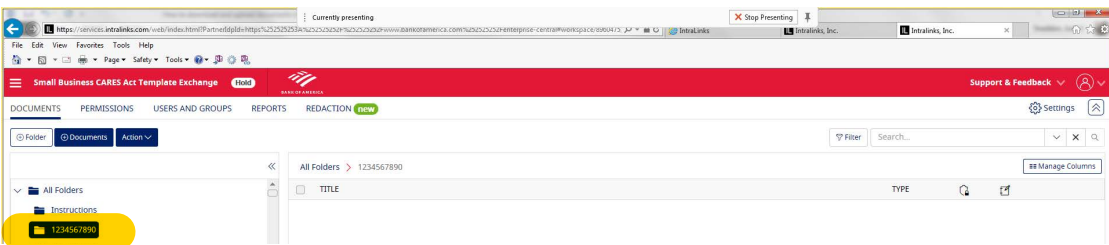
To upload your documents

When you are ready to upload your application and supporting documents, complete the steps below. Uploaded documents must be titled in accordance with the Required Document Reference Sheet. Do not change the titles of the documents you downloaded from IntraLinks

1. If your IntraLinks exchange is not open already, log into IntraLinks. Use the instructions and login link that were emailed to you.
2. Be sure the Documents tab is selected.



3. Using the list on the left side of the screen, highlight the folder labeled with your reference number.



4. Drag the documents from your desktop into the documents list. A window appears, allowing you to complete your upload.

