

How do I access My Virtual StrongBox?

After logging into Online Banking, locate the 'Documents' link within the Accounts tab. No additional username or password is required once signed into Online Banking.

What are the system requirements to use My Virtual StrongBox?

To effectively use My Virtual StrongBox, it is recommended that you use an up to date browser (IE 8 or higher, Firefox 3 or higher, Chrome, or Safari). Whichever browser you choose, you must enable JavaScript, First-party Cookies, and Third-party Cookies. If you do not already have Microsoft Silverlight installed, you will be prompted to do so before opening My Virtual StrongBox.

Note: My Virtual StrongBox is not optimized for mobile devices. It may work on some devices however, there may be limited functionality.

What options are available in the My Virtual StrongBox toolbar?

The following options are available:

- + **ADD FILE:** Upload files from your computer to the currently selected folder.
- + **NEW FOLDER:** Create a new sub-folder with a custom name within the currently selected folder.
- + **DOWNLOAD:** Download files from the currently selected folder onto your computer.
- + **RENAME:** Change the name of a file that you previously uploaded.
- + **DELETE:** Move one or more items from the current folder into the Recycle Bin. Files in the Recycle Bin still count against available space until they are removed permanently.
- + **MOVE:** Move one or more items from their current folder to a different folder or sub-folder.
- + **SHARE:** Share file(s) by sending a link to that file via e-mail.

- + HELP: Displays the User's Guide.
- + RECYCLE BIN: This is a folder that contains all deleted items. Those that are deleted from within the Recycle Bin will be removed from your My Virtual StrongBox permanently.
- + RESTORE: This option is only available from the Recycle Bin. Items can be restored to their previous folder.

Are there file size or file type limitations for uploading to My Virtual StrongBox?

Files cannot exceed 250MB. For security purposes, My Virtual StrongBox will not accept executable file types (ie. .exe files). File names are limited to 100 characters.

Is more storage available?

Every Align Member receives 25 MB FREE storage. You are able to purchase additional storage, if needed. Simply select 'Upgrade My Storage' to purchase more space.

Pricing is as follows:

Annual Pricing	Storage Amounts
\$5.95	50 MB
\$8.95	100 MB
\$14.95	250 MB
\$23.95	500 MB
\$36.95	1 GB
\$69.95	2 GB
\$110.00	5 GB
\$150.00	10 GB

How do I share files stored in My Virtual StrongBox?

To share a file within the currently selected folder, select the file and select 'Share' from the toolbar. A window will open to set up the File Share Link options.

Download options:

- + One-time: The file share link is good for only one (1) download before the expiration date/time is reached.

- + Multiple: The recipient(s) of the file share link may download the file multiple times until the date/time is reached.

Expiration Options allow you to set the number of days the share link will be available for the recipient(s) to retrieve the shared file. The default is 1 day; however you may change the number to be anything from 0-365. The file will not be available for download after the last day selected, at time of day it was created.

Note: A value of zero (0) will make the file always available for download. If the multiple download option was selected, the file share link will always be valid until it is manually removed from the system.

The file share link can be sent to anyone by selecting the Copy Link button and then pasting the URL into an email. To remove an Active Share Link once it has been created, select the Remove Link button.

Note: Once a file share link is created it cannot be edited. To adjust options for the active share link, you must remove the current link and generate a new one. For added protection, you can password protect or encrypt your document before uploading to My Virtual StrongBox.

*For any additional questions about My Virtual StrongBox,
please contact the Member Care Center at 800-942-9575
or email info@AlignCU.com.*