

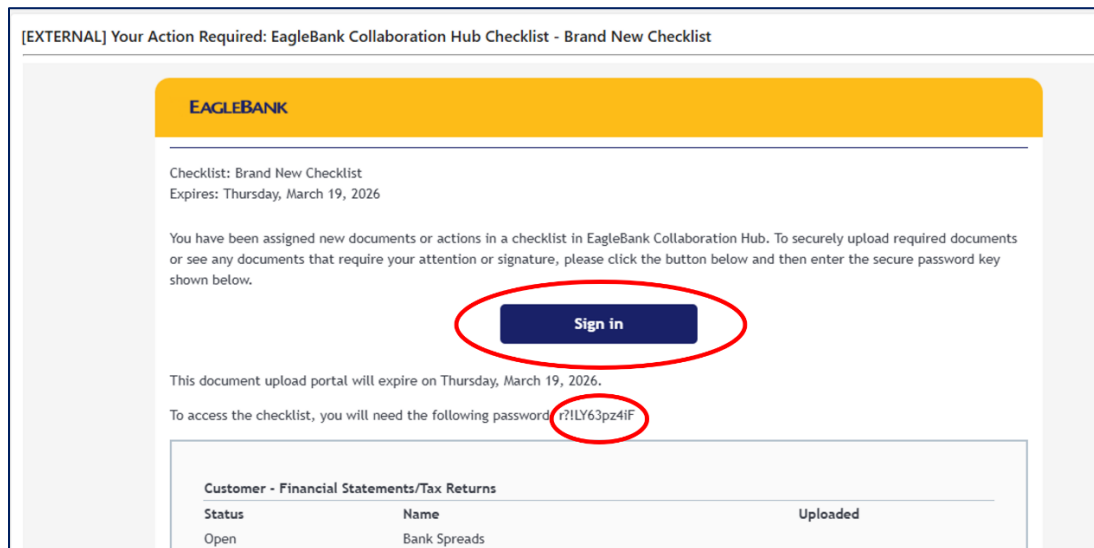


# Collaboration Hub Quick Start Guide

Use the guide below to learn how to navigate EagleBank's Collaboration Hub platform to complete document collection in a way that's simple, efficient and effective.

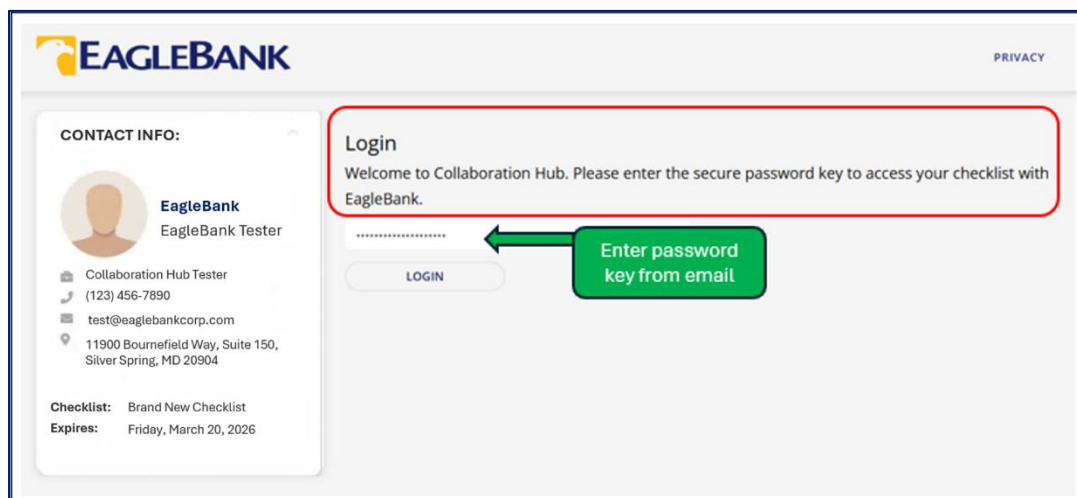
## 1. Receive an email invitation

When you start an account onboarding or document collection request with EagleBank, you'll receive an email from [noreply@eaglebankcorp.com](mailto:noreply@eaglebankcorp.com) inviting you to a secure Collaboration Hub Checklist for that request. Use the unique URL and password to get started. **Pro tip:** *You do not need to create an account to log in, just use the password key provided. Take note of the portal expiration date.*



## 2. Click the link to access your document collection checklist

Launch the link from email and log in with the password key provided.





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## 3. Enter the Collaboration Hub Portal

You will be brought to the home page, where you can see the documents requested from you at the current stage. Here, you can also see the contact information for your EagleBank associate, and the status of where you are in the document collection process.

**CONTACT INFO:**

**EagleBank**  
EagleBank Tester

Collaboration Hub Tester  
(123) 456-7890  
test@eaglebankcorp.com  
11900 Bournefield Way, Suite 150,  
Silver Spring, MD 20904

**Checklist:** Brand New Checklist  
**Expires:** Friday, March 20, 2026

**STATUS**

- Document Collection Stage
- Term Sheet - Negotiation Stage

Welcome to Collaboration Hub – your secure digital workspace to easily upload documents to your EagleBank checklist.

The list of documents due at this stage is below. You can upload a document by dragging and dropping it into the specific requested document line item, or by clicking the associated upload icon under “Actions.”

Download Files

**CUSTOMER - FINANCIAL STATEMENTS/TAX RETURNS**

INFO	DOCUMENT TITLE	LABEL	RESPONSIBLE	UPLOADED	STATUS	ACTIONS
<input type="checkbox"/>	Interim Financials - Semi-Annually		External		Open	
	Liquidity Statements		Internal		Open	

## 4. Upload documents securely

Add documents in two ways: via the ‘Upload’ button, or by dragging and dropping a document. When the document has finished uploading, the “Status” column will change from “Open” to “In file.”

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**Checklist:** Brand New Checklist  
**Expires:** Friday, March 20, 2026

**STATUS**

- Document Collection Stage
- Term Sheet - Negotiation Stage
- Closing Stage

Welcome to Collaboration Hub – your secure digital workspace to easily upload documents to your EagleBank checklist.

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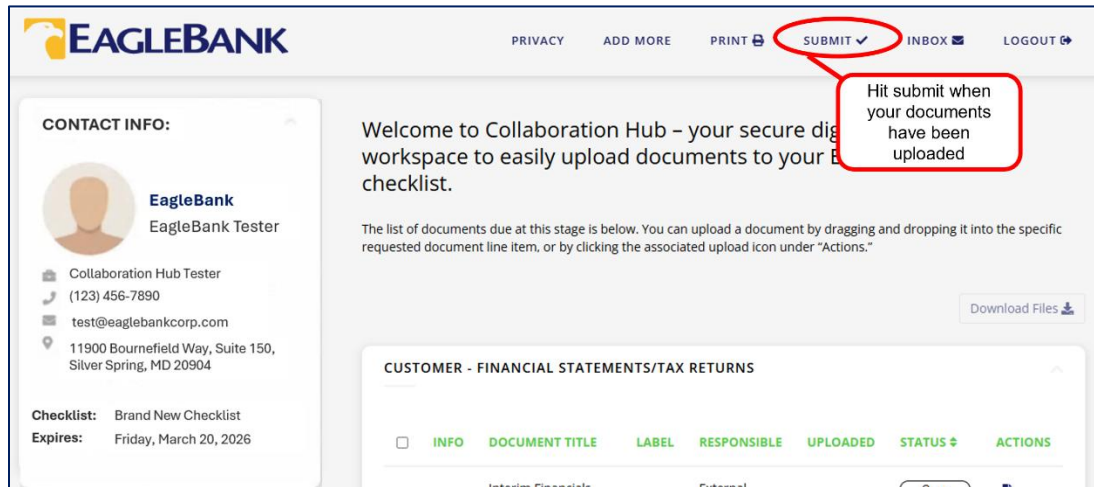
**CUSTOMER - FINANCIAL STATEMENTS/TAX RETURNS**

INFO	DOCUMENT TITLE	LABEL	RESPONSIBLE	UPLOADED	STATUS	ACTIONS
<input type="checkbox"/>	Interim Financials - Semi-Annually		External		Open	
	Liquidity Statements		Internal		Open	

Drag and drop your document

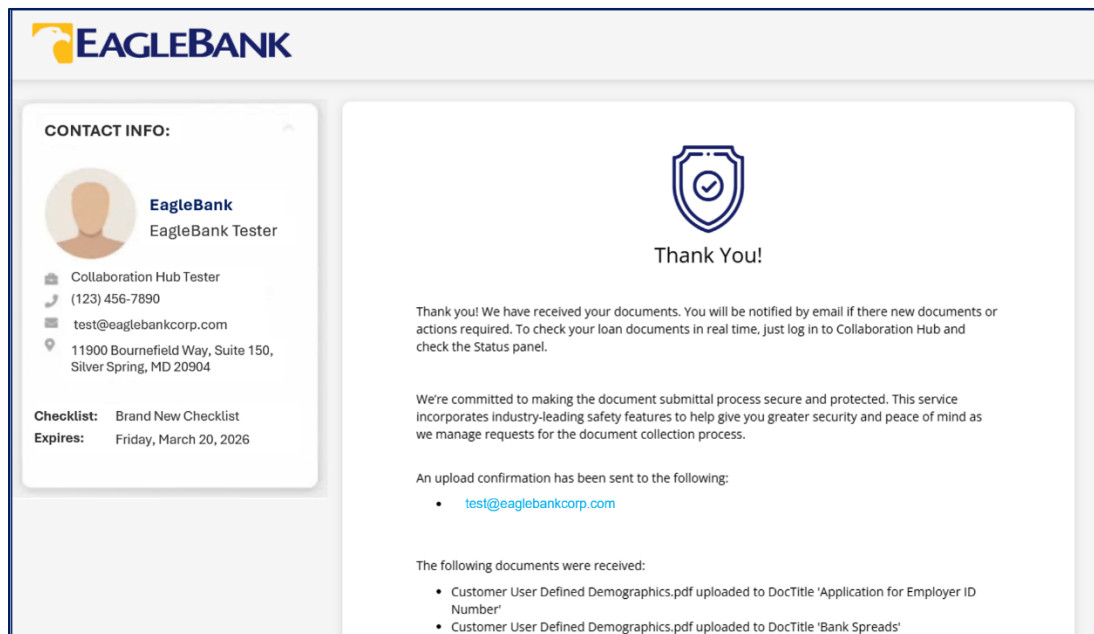
Or click the upload icon and select your document

**5. Submit** - Once your documents have been uploaded, click “Submit” to finalize the submission.



## 6. Confirm

You'll receive a confirmation message on your screen, as well as an email from [noreply@eaglebankcorp.com](mailto:noreply@eaglebankcorp.com) recapping which documents you submitted.



**7. Need additional help?** Our [6-min user video](#) covers additional steps, from viewing attachments (used if your EagleBank associate has a form for you to fill out), to messaging in Collaboration Hub. You can also reach out to your EagleBank associate for help: Their contact information will be on both your email invitation and on the home screen in Collaboration Hub.