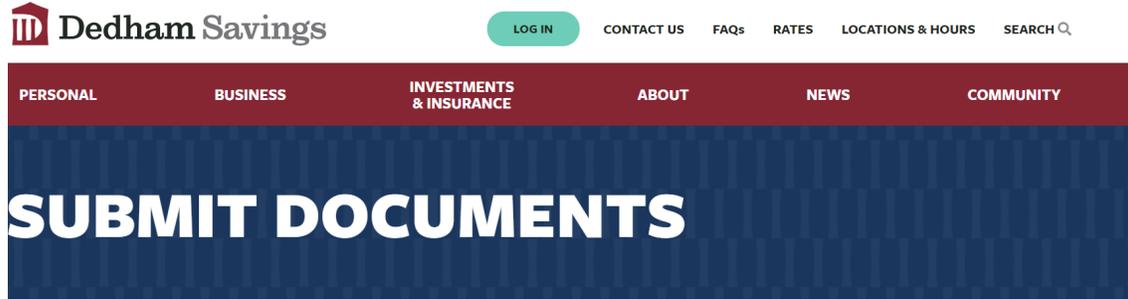


Dedham Savings – Access and submit financial reporting documentation.

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**Step 1:**

Go to [dedhamsavings.com/documents](https://dedhamsavings.com/documents). On this page is a list of commonly requested financial forms, as well to securely submit completed documentation.



As a business that banks with Dedham Savings, we periodically request financial documents from you. In order to assure that your financial information remains secure at all times, we have a special online portal that allows you to safely upload your business financial documents.

Commonly requested financial forms and documents are listed below. You are able to open these files, add your information, save the updated document on your computer, and securely upload the updated files to Dedham Savings using the instructions down below.

- **Financial Statement**
- **Real Estate Owned**
- **Rent Roll**

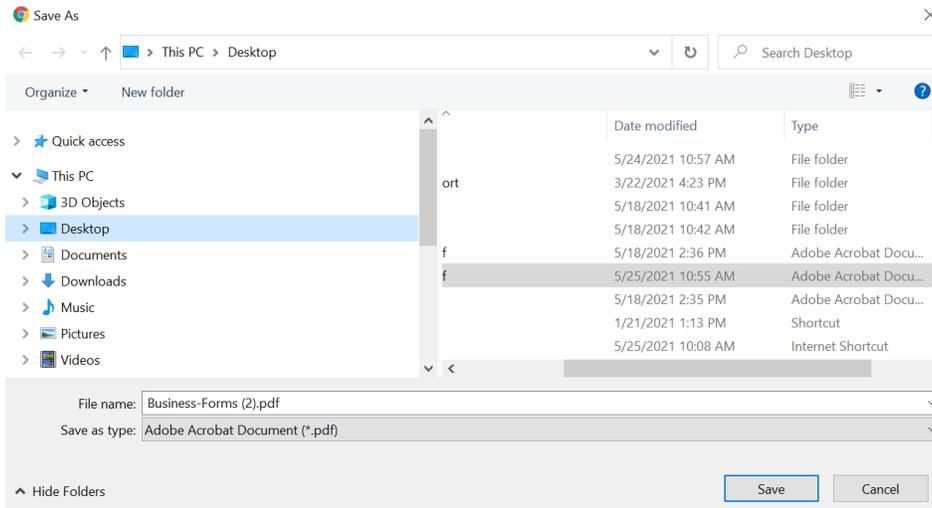


**Step 2:** Choose the document(s) that you need to complete.

Commonly requested financial forms and documents are listed below. You are able to open these files, add your information, save the updated document on your computer, and securely upload the updated files to Dedham Savings using the instructions down below.

- **Financial Statement** ←
- **Real Estate Owned** ←
- **Rent Roll** ←

**Step 3:** After clicking the document, open and save the file to your computer to complete and re-upload to the website.



**Step 4:** Locate the document in the location you saved it. Open the document and complete all required information. If you need more room for any fields, please include a separate schedule.

**Step 5:** If you have the ability to e-sign a PDF, you may do so. If not, please print the document, ink sign it, and scan it to your computer for upload. If you are unable to complete either of these options, please email [sharon.wood@dedhamsavings.com](mailto:sharon.wood@dedhamsavings.com).

**Step 6:** Once all necessary documents are complete, upload them securely in the same location you downloaded the documents from – [dedhamsavings.com/documents](https://dedhamsavings.com/documents).

Fill out your contact information in the required fields. If you are a third-party uploading on behalf of a customer, fill out the customers information.

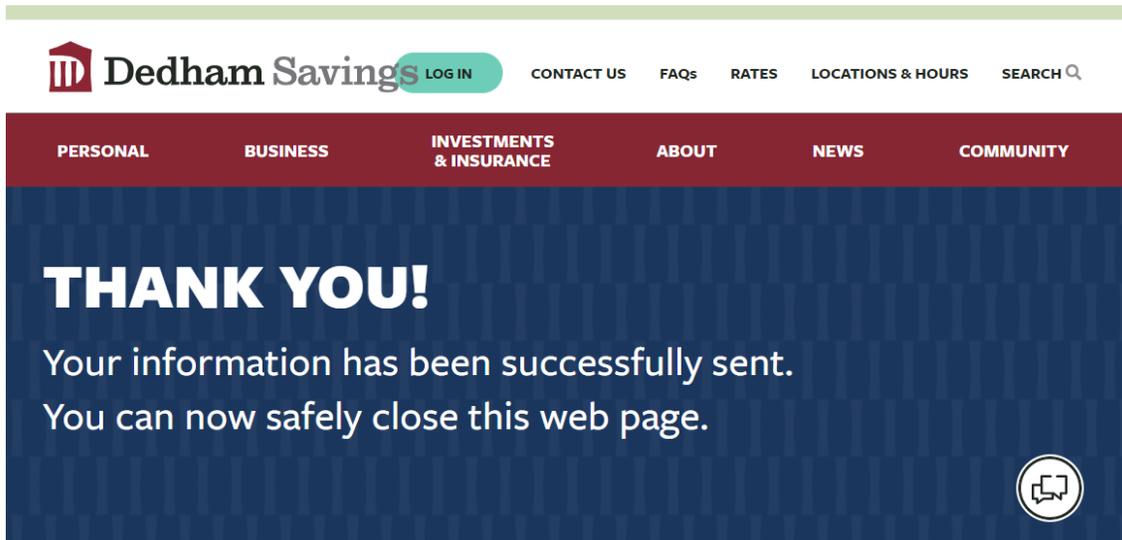
Email	<input type="text" value="creditdepartment@dedhamsavings.com"/>	 <p>Drag files here</p> <p><a href="#">Browse files</a></p>
First Name	<input type="text" value="credit"/>	
Last Name	<input type="text" value="department"/>	
Company	<input type="text" value="Dedham Savings"/>	
Telephone Number	<input type="text" value="781-329-6700"/>	
Loan Officer	<input type="text"/>	
	<input type="button" value="Upload"/>	

**Step 7:** Once all contact information has been input, you may begin uploading the necessary documents. Either drag the document from a location on your computer into the box or click the *Browse files* option on the website to search your computer. Once all documents you need to submit are shown in the box, click upload to complete the process.

4 item [Clear All](#) [+ Add more](#)

×	 Business-Forms (2).pdf	1.22 MB
×	 Business-Forms (1).pdf	1.22 MB
×	 Business-Forms.pdf	1.23 MB
×	 Real-Estate-Owned-4.15.2021 (7).xlsx	23.69 KB

Once all documents have been securely uploaded, you will see the confirmation message on the screen.



The screenshot shows the Dedham Savings website header with navigation links: PERSONAL, BUSINESS, INVESTMENTS & INSURANCE, ABOUT, NEWS, and COMMUNITY. Below the header is a dark blue confirmation message box with the text: **THANK YOU!** Your information has been successfully sent. You can now safely close this web page. A small icon of a document with a checkmark is visible in the bottom right corner of the message box.

Thank you for submitting your documents!