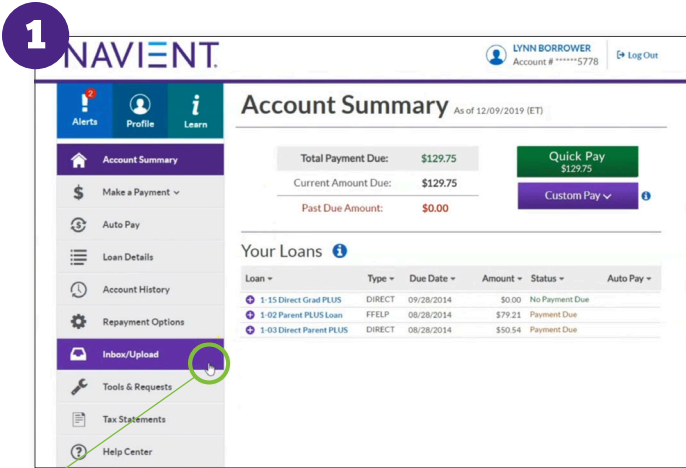
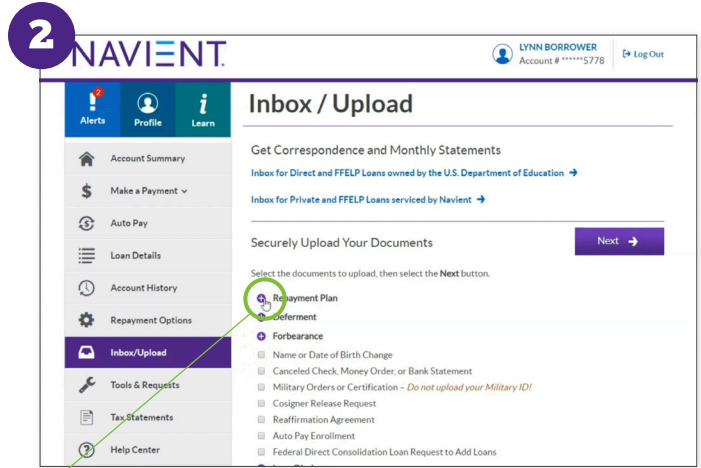


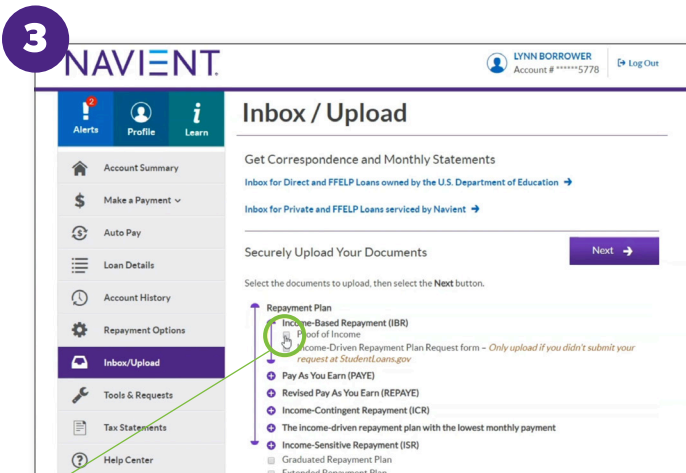
## How to upload a document



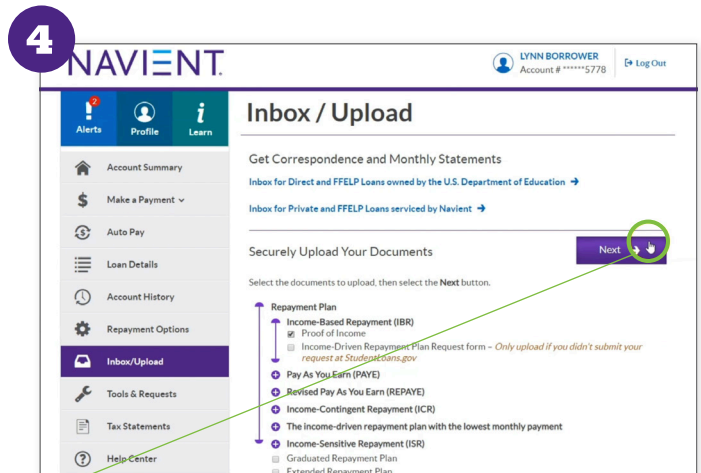
Click "Inbox/Upload"



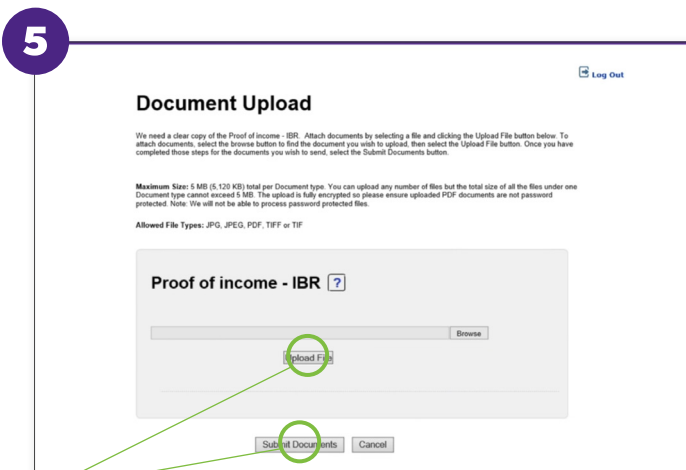
Check the boxes of items you would like to upload



You may need to click the purple plus icon to view more options



Then, Click "Next"



Browse your computer to select the file path, then click "Upload File"  
Click "Submit Documents" once all files are uploaded