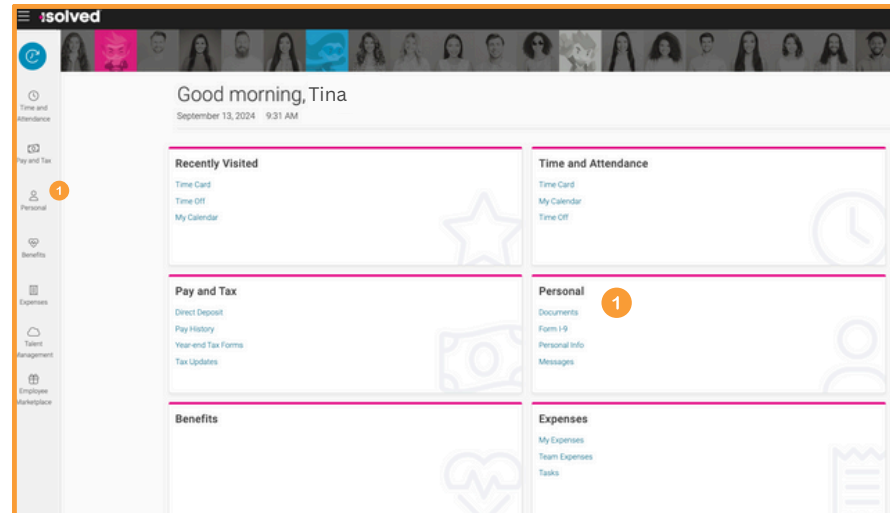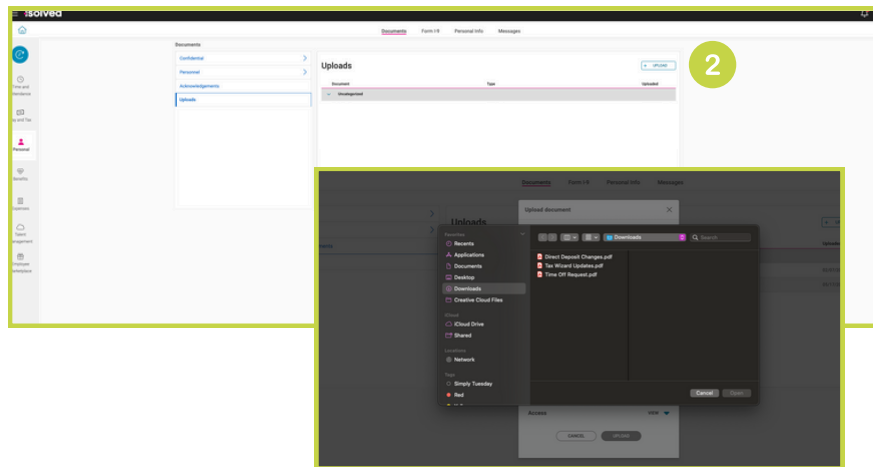# How to Upload Documents

1 From the left side bar, or from the tiles in the center of the homepage, navigate to the Personal section and select Uploads.

2 Click the + Upload button and select your file from the finder box that pops up.

3 Fill in the upload type and description then hit Submit.