

Uploading Files

This article will walk users through how they can upload files through the user portal.

Quick Steps:

1. Login to the 'User Portal' then go to your 'Profile' menu and click 'Upload Documents'.
2. Click 'Select Files to Upload' and select your file.
3. Click 'Upload File'.

Step-by-Step Instructions:

1. **Access Your Profile Menu:** After logging into the 'User Portal', click on your name to access your profile menu and click on 'Upload Documents'.
2. **Go to the Account Uploads Screen:** After selecting 'Upload Documents', you'll be directed to the 'Account Uploads' screen.
3. **Choose Your File:** On the 'Account Uploads' screen, click the 'Select Files to Upload' button and select the file you want to upload.
4. **Save Your Changes:** Once you've selected the file, click 'Upload File' to save your changes.
5. **Confirmation:** You should now be able to your file under 'Uploaded Documents' on the 'Account Uploads' screen.

Only the following file types are currently supported for upload: .pdf, .png, .jpg, .jpeg. If you try to upload unsupported files (such as videos or Excel files), you will receive an error message.