

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 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.

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