

Log into your account. See the other tutorials or contact our office if you need help logging in.

Select the "DOCUMENTS" tab in your account.

Then choose the "+ Add" button to bring up a dialog box. You can either drag and drop files into this box or search your computer for the files that you need.

You can upload documents while in either the Folder view or the List view. If you are in the folder view, please select the file with your name on it so that we can easily find your uploaded files.

If you have the documents open to the List view the files will automatically go to our preferred folder.

You can upload multiple files at once, but we suggest batches no larger than 10 files to prevent the system timing out during your upload.

It is possible to upload zip files if you want to maintain a file structure or upload many files at once.

Stenseth Samuelson & Boese, Ltd.

