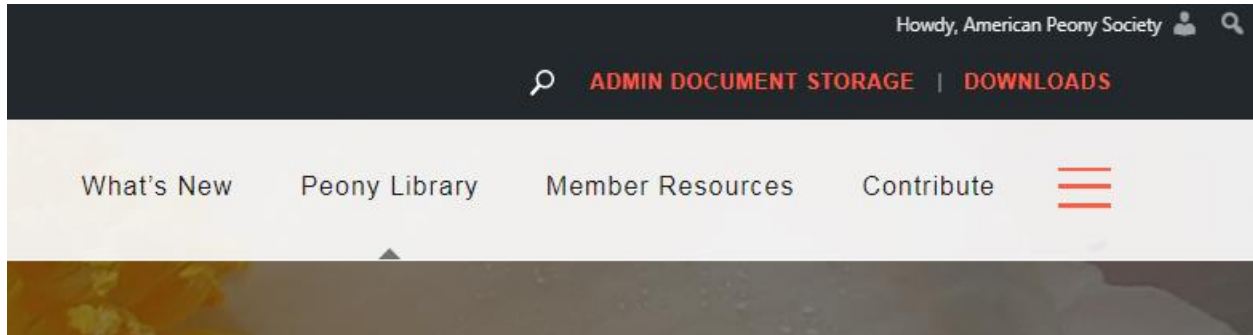
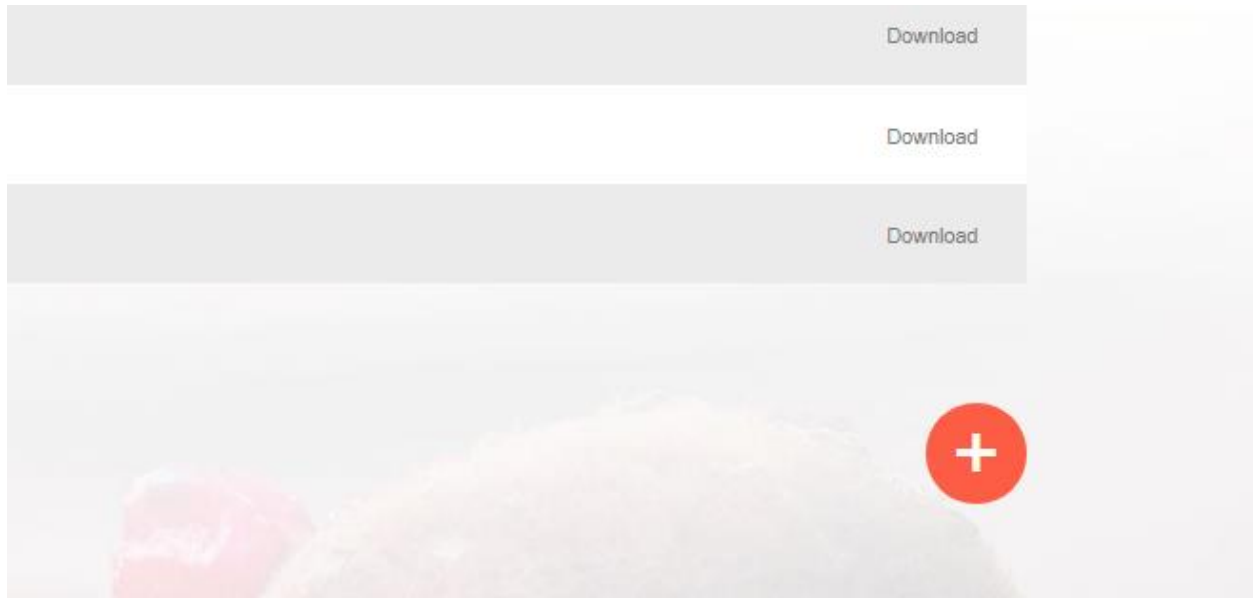


Instructions for uploading documents to ADMIN Documents

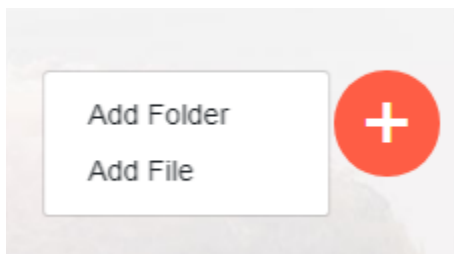
- 1.) Login to website and go to Member Portal.
- 2.) Click on red **ADMIN DOCUMENT STORAGE** in upper right hand corner.



- 3.) At the bottom-right of the Admin Document Storage page there is a red plus sign – click it.



- 4.) After clicking it looks like this:

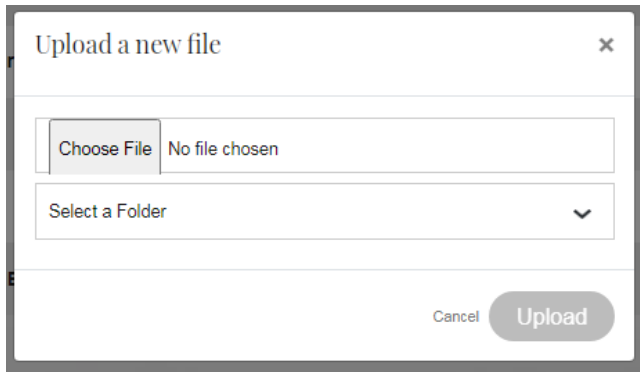


NOTE: All files you down load should have a date on them using the following format:

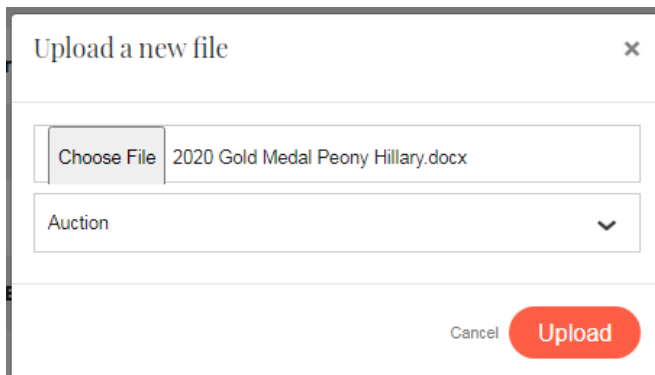
**Year.Month.Day or 0000.00.00 ex:
2020.07.21.**

Choose what you would like to upload. If a file (most common) you will be able to choose previously made folder. These folders are visible above. **It's best to upload .pdf files as they are more easily downloaded by various operating systems with different programs.**

- 5.) Select the folder you would like the document you would like to place your file in. There is a drop down menu for this.



- 6.) After selecting a folder, click “No file chosen”. This will bring up an open window from your local compute. Navigate to the file on your computer you would like to upload and open it (select). The file name will show up in the place that “No file chosen” had been.
- 7.) Click “Upload”



- 8.) The file will now be stored in the Admin Document Storage.

New folders may be added by clicking the plus sign at the bottom right and choosing “Add Folder”. This is straight forward and does not need explanation.

Documents may be downloaded to your computer by choosing the folder and finding the file you would like to look at. Choose “Download” at the right of the file listing to receive it locally on your computer for reading.