

Mobile Vault Upload

This user guide will demonstrate how to upload files into your Vault from your Mobile Personal Financial Website.

Vault Overview

The **Vault** is where you can access all previously uploaded files as well as upload new files. Accessing your Vault is simple; click **Menu**, then select **Vault** from the drop-down.

You can upload files into two folders: **My Private Documents** and **Shared Documents**. Use My Private Documents for personal items as the contents of this folder are only viewable by you. The Shared Documents folder is where you should upload any files that will be useful for our team.

Upload a File

To upload a file, click either the **My Private Documents** or **Shared Documents** folder.

Next, click **Upload Files** and choose from the available options. Note that when you take a photo with your camera, it will save directly into the Vault and not be stored on your device.

- The most common file types are supported
- The individual file size limit is 30MB

