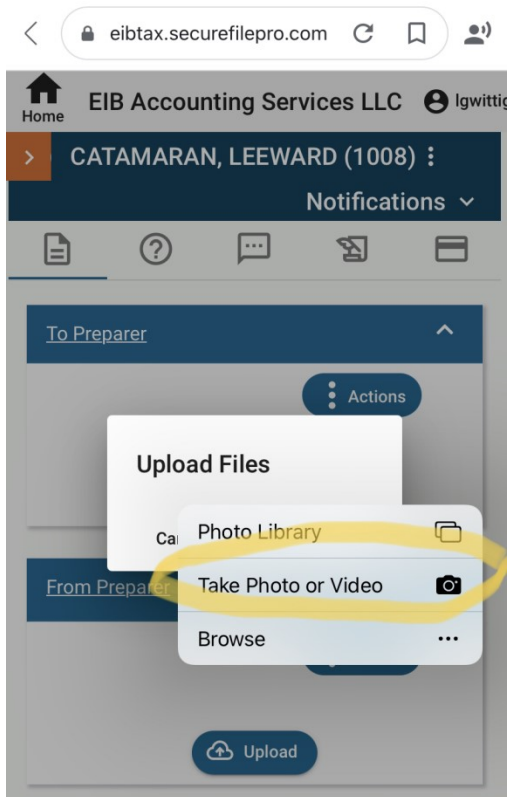**STEP 1**

Once you sign in you should see a "To Preparer" box and a"From Preparer" box.

You will use the "To Preparer" box and select the "Upload" button

STEP 2

Once you select "Upload", you will have a choice of selecting from the Photo Library, Take a Photo or Video, or Browse files.

If you have already taken a Photo of your documents, please select "Photo Library". This will take you to your camera roll and you can select all the photos. Proceed to STEP 6

If you have not taken photos already, please select "Take Photo or Video"

STEP 3

Your camera will turn on and you should take a photo as usual.

Please try and get as clear of an image as possible of the documentation and all of it should be in the frame.
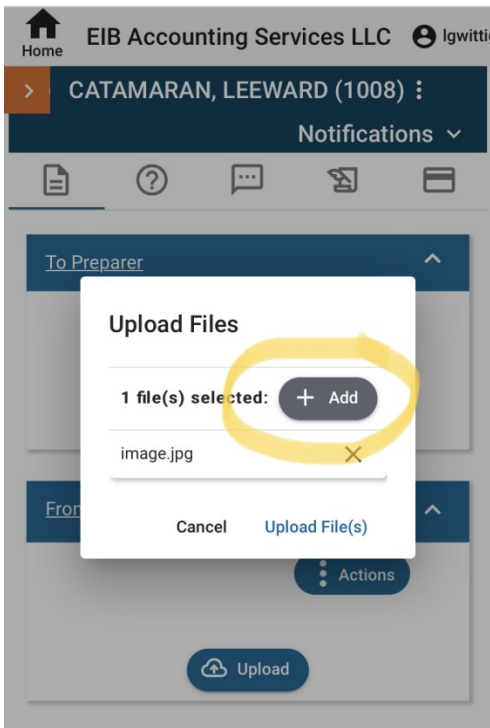
STEP 4

If you are happy with the photo please select "Use Photo" otherwise, "Retake"

STEP 5

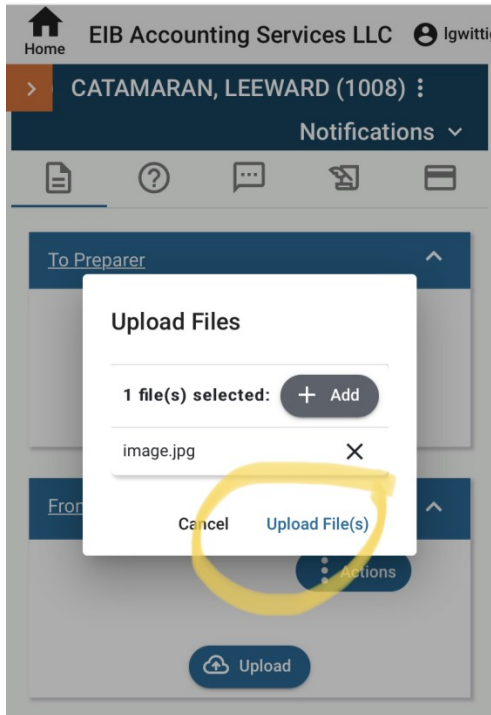If you have more than one file to add, at this point you can click on the "Add" button until you've taken an image of all the documentation.
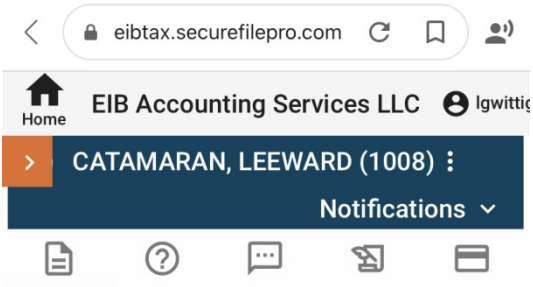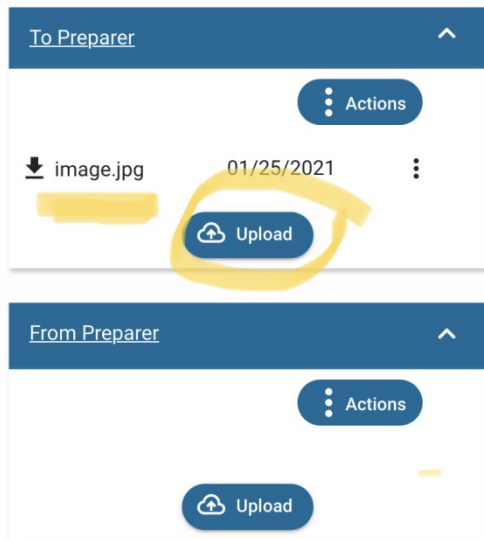

STEP 6

Once you're ready click the "Upload File (s)" button

STEP 7

Your file(s) should now be listed in the "To Preparer" section. There is nothing else to do. We will get an automatic email letting us know that you've uploaded your documentation.

If you need to upload more documents after the initial upload, you can always come back and click the "upload" button again.