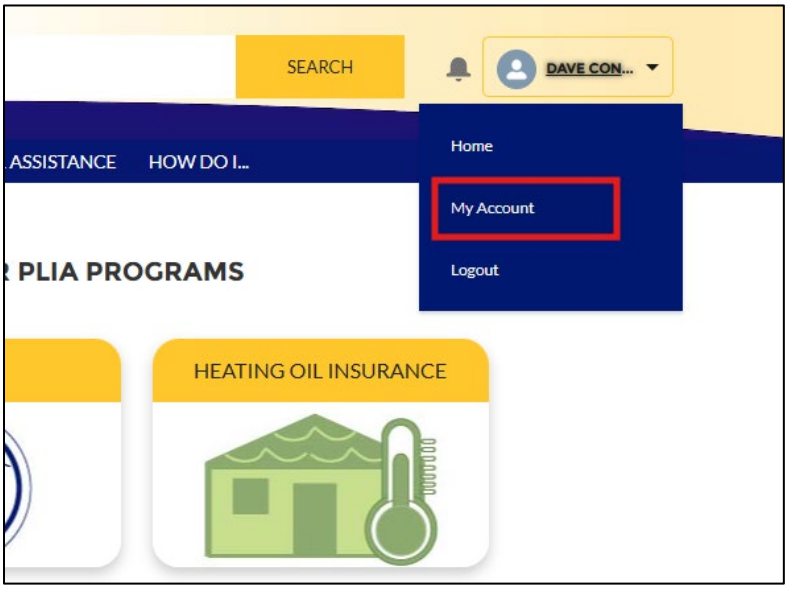
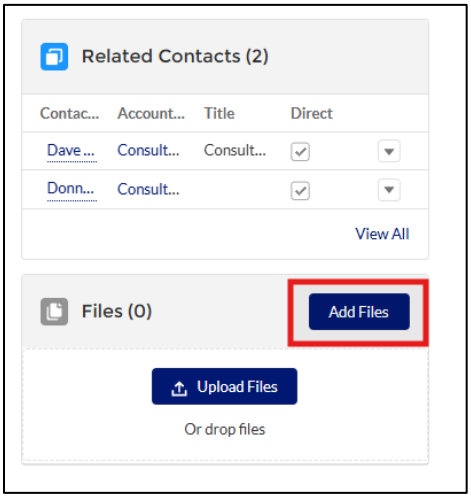
How to Upload Documentation in the Online Community

For Community Users, uploading documentation in the Online Community is a simple and secure process. In addition, uploading documentation directly into the Online Community ensures that it is tied to your contact record in the Community for as long as your contact remains valid.

Step-by-Step Process in Online Community

1. **Log into the Community**. Log into the Online Community using this link (also available on our website).
2. **Navigate to your Account**. Select your account name in the upper right-hand portion of the screen and select "My Account".



3. **Upload Files**. Files can be uploaded in two ways:
   a. Drag and drop files from your computer to the Files box located on the right portion of your screen.
   b. Select "Add Files" and navigate to the file location to upload documents to your account.