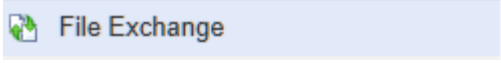



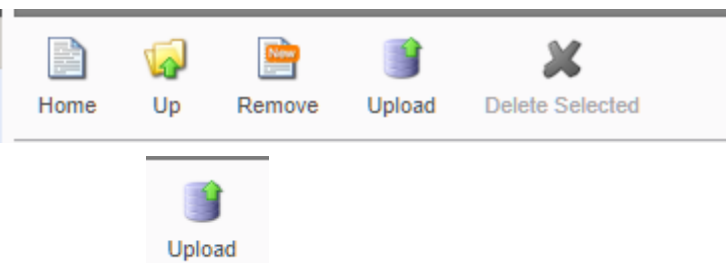


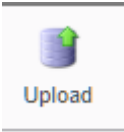
Uploading Files to Your Portal

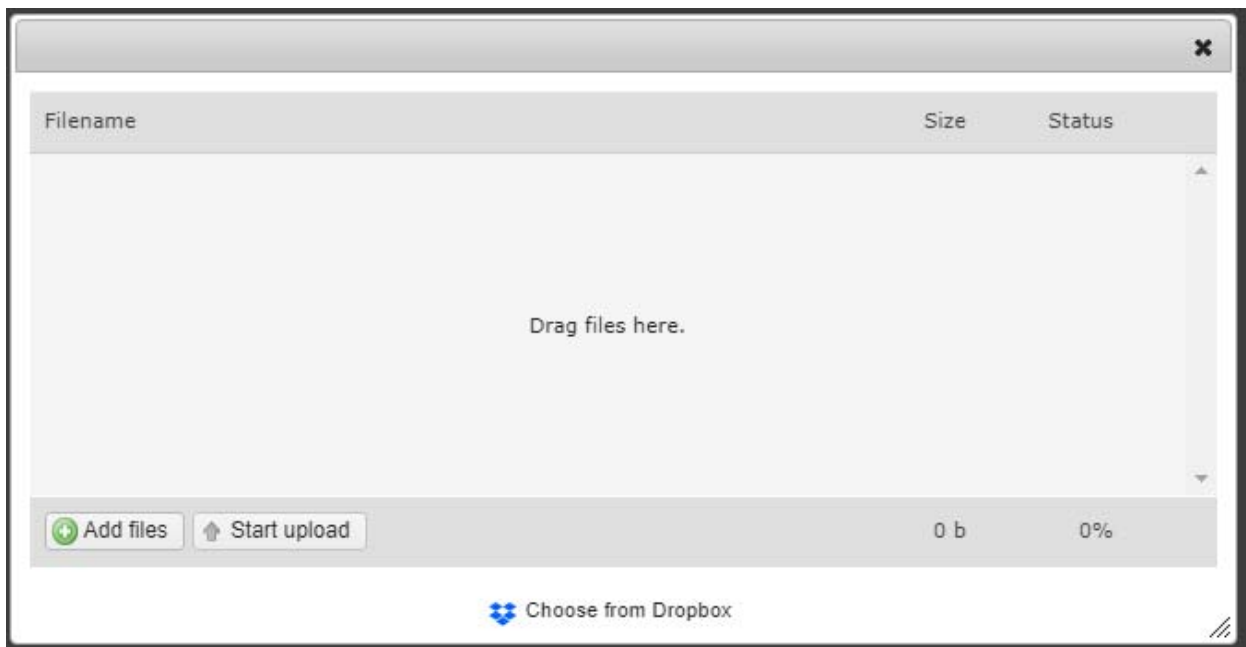
1. After you are logged into your portal, click on  on the left side.
2. You should have a least one folder that appears:

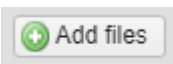
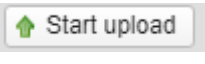
Name
 Tax Notices
 Tax Returns 

3. Click on the folder where you want to upload your documents. You will then get another set of selections:



4. Click on the  Button. Once you do that you will get a dialog box.



5. Click on  Click on the files that you want to upload. Please note that you cannot upload an entire folder. Documents must be uploaded individually. Once you have selected all your files, you then select the  button. PBM will get an email notification that you have uploaded files to your portal.