

# Mobile Vault Upload

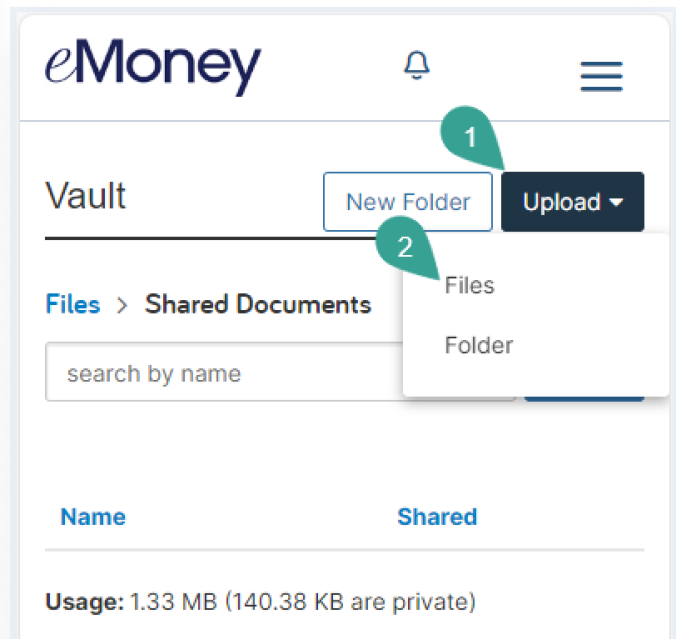
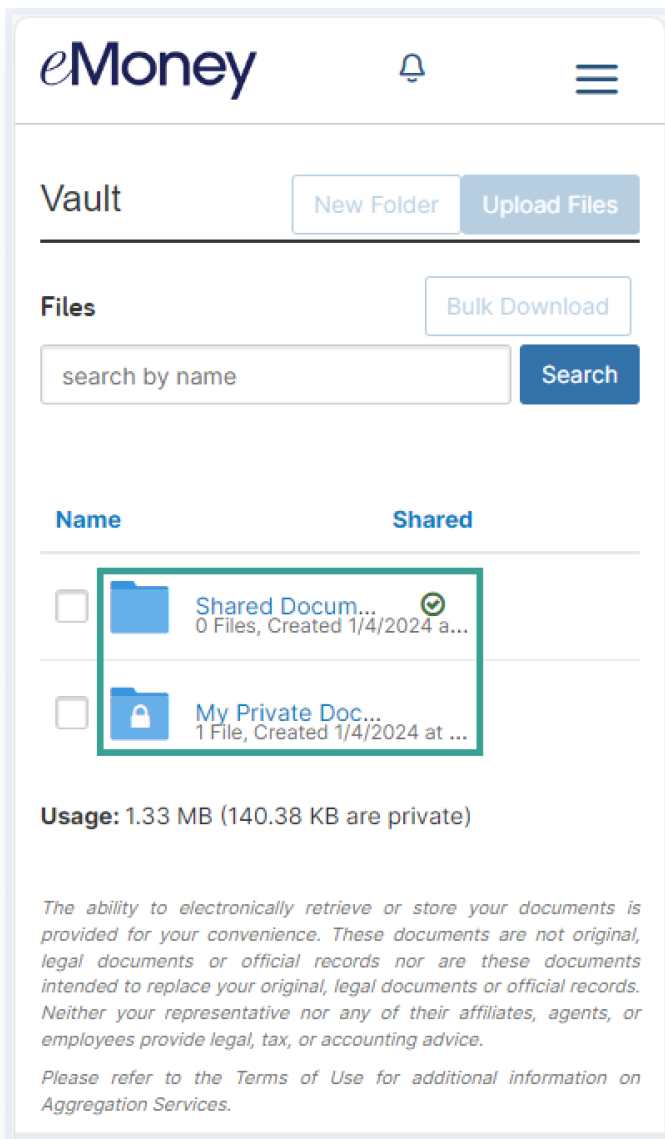
This user guide will demonstrate how to upload files into your Vault from your Mobile Personal Financial Website.

The Vault is where you can access all previously uploaded files and upload new files. Accessing your Vault is simple. Click the 3-line hamburger menu and select **Vault** from the drop-down.

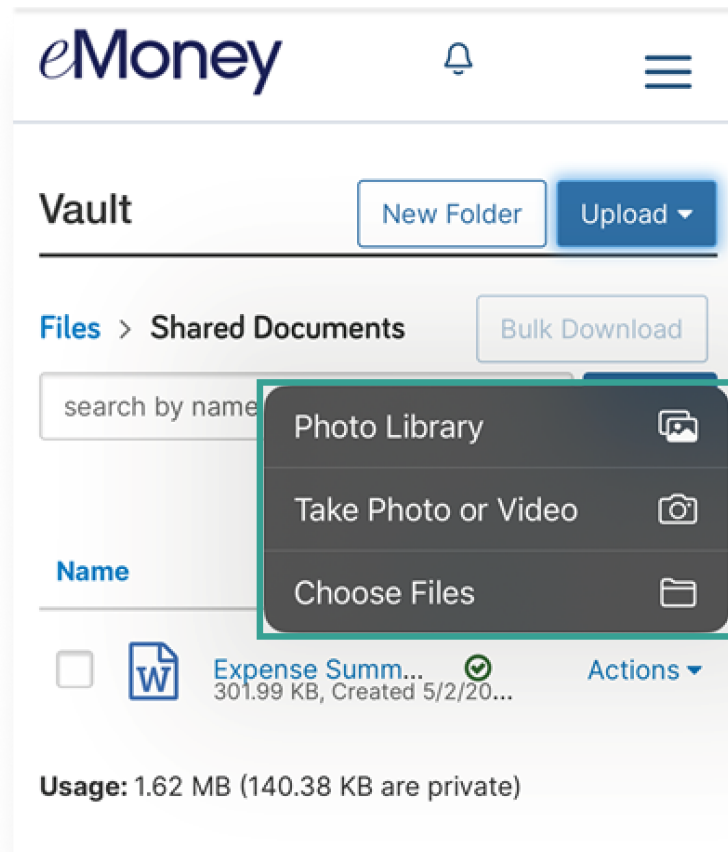
You can upload files into **My Private Documents** and **Shared Documents**. Use My Private Documents for personal items, as the contents of this folder are only viewable by you. The Shared Documents folder is where you should upload any files that will be useful for our team.

## Upload a File

1. To upload a file, click either the **My Private Documents** or **Shared Documents** folder. Click **Upload** and select Files. You can also create custom folders by selecting **Folder**.



2. Select **Photo Library**, **Take Photo of Video**, or **Choose Files** on your device.



A message will be displayed showing that the file has been uploaded, and a new file will appear in the list.

📌 **Note**

- Note that taking a photo with your camera will save the image directly into the Vault and not be stored on your device.
- Most common file types are supported.
- The individual file size limit is 30MB.