Upload Documents to a Transaction

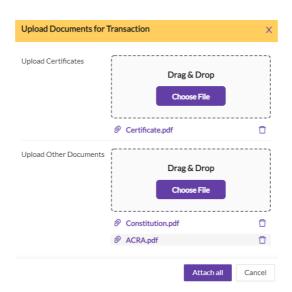
Modified on: Thu, 26 May, 2022 at 3:24 PM

To upload documents to a transaction:

- 1. Access the Transactions page by clicking **Transactions** in the menu on the left.
- 2. Navigate to the Transaction you want to edit, click

:

and select **Upload Documents**. The Upload Documents for Transaction screen is displayed.



- 3. Click Choose File. Navigate to the file location, select the file, and click Open.
- 4. Click Attach all to complete the process.