

# How to Upload Documents to Widget

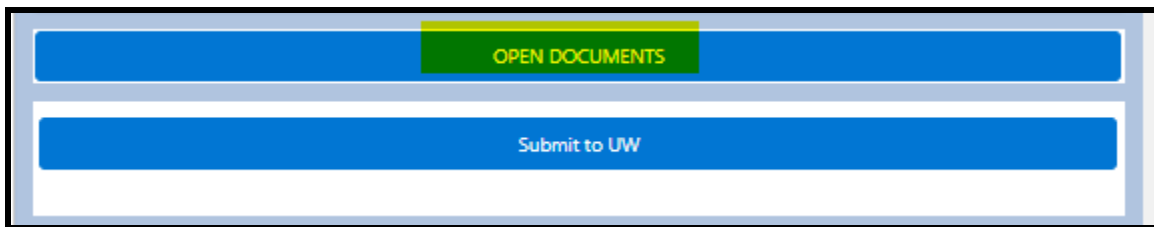
**Purpose/Summary:** The purpose of this document outlines the process of uploading required documents into Widget.

## **Audience:**

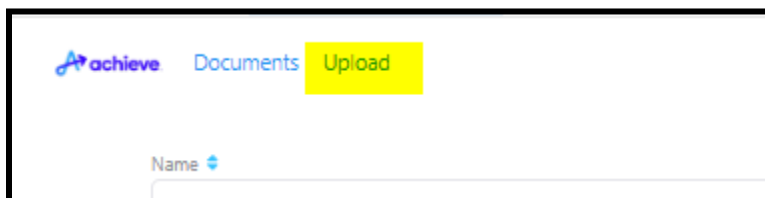
- Wholesale
- Wholesale Account Manager

## **The process:**

1. Select Open Documents on the right hand side of the screen



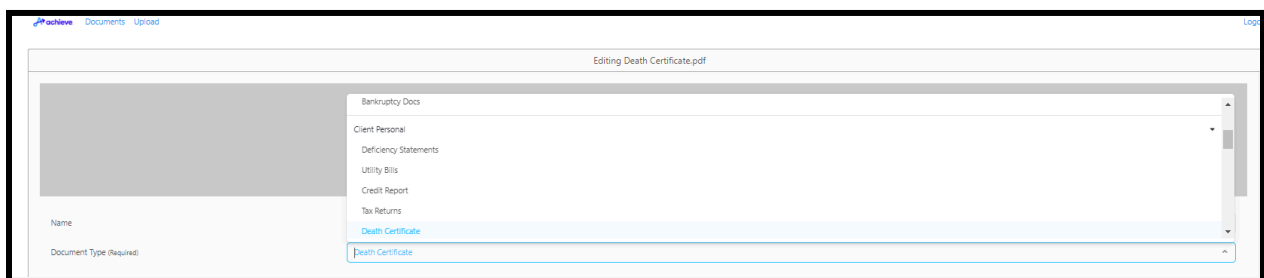
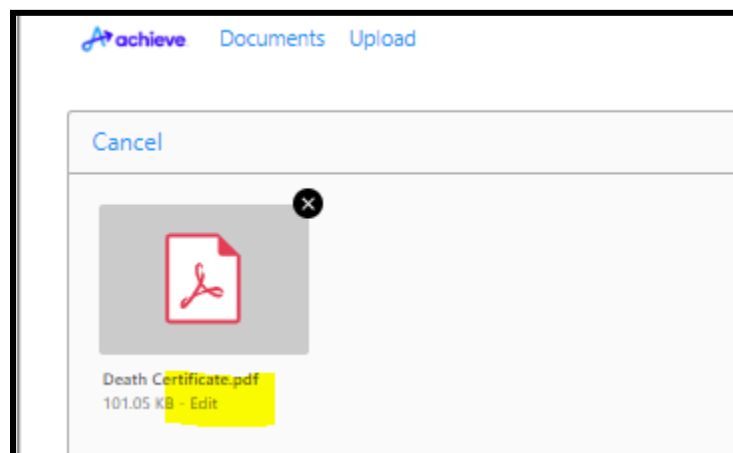
2. Select the Upload button



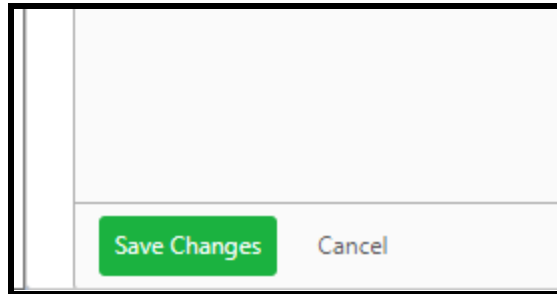
3. Drag and drop the document(s) into Widget



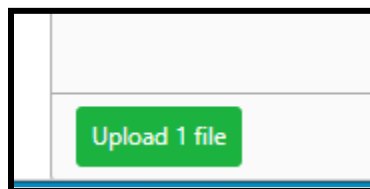
4. Under the document, there is an EDIT button, select that and choose the correct document type



5. Once the correct document type has been selected, scroll down to the bottom of the page and select Save Changes



6. Once Select Changes has been selected, another button will appear Upload 1 File, select that button



7. After clicking Upload, all documents will be added into Widget

