

# Mobile Upload to Vault

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

The **Vault** is where you can access all previously uploaded files as well as upload new files. Accessing your vault is simple, click the Menu on the upper left of your screen and select Vault.

You have permission to upload into two folders: **My Documents** or **Shared Documents**. Use My Documents for personal items, as this folder is not visible to our staff. The Shared Documents folder is where you should upload any files that will be useful for our team.

## Upload a File:

To upload a file, click in to either the My Documents or Shared Documents folder.

Next, click the **Upload Files** button. You will then have the option to Take Photo or Video from your phone's camera, or choose from your Photo Library. Taking a Photo using your camera will save directly into the Vault and not in your device storage.

Most common file types are supported. The individual file size limit is 30mb.

