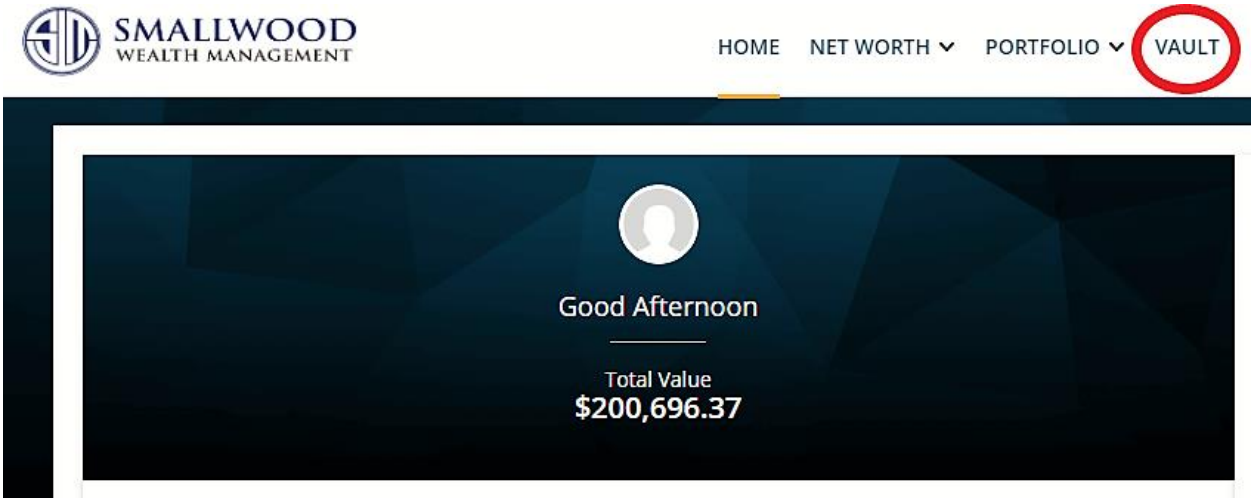
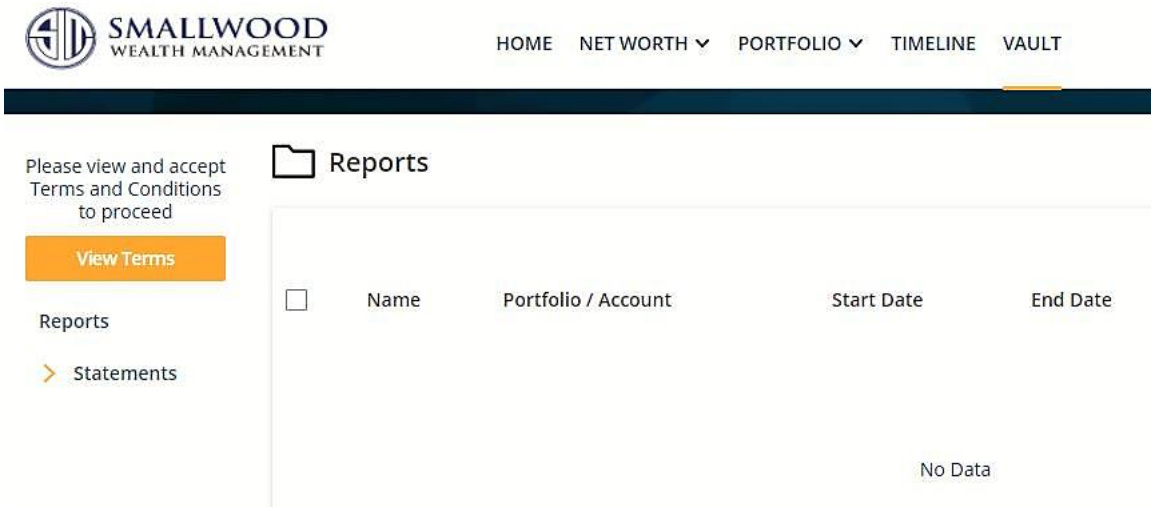
Uploading Documents to Your Client Portal Vault

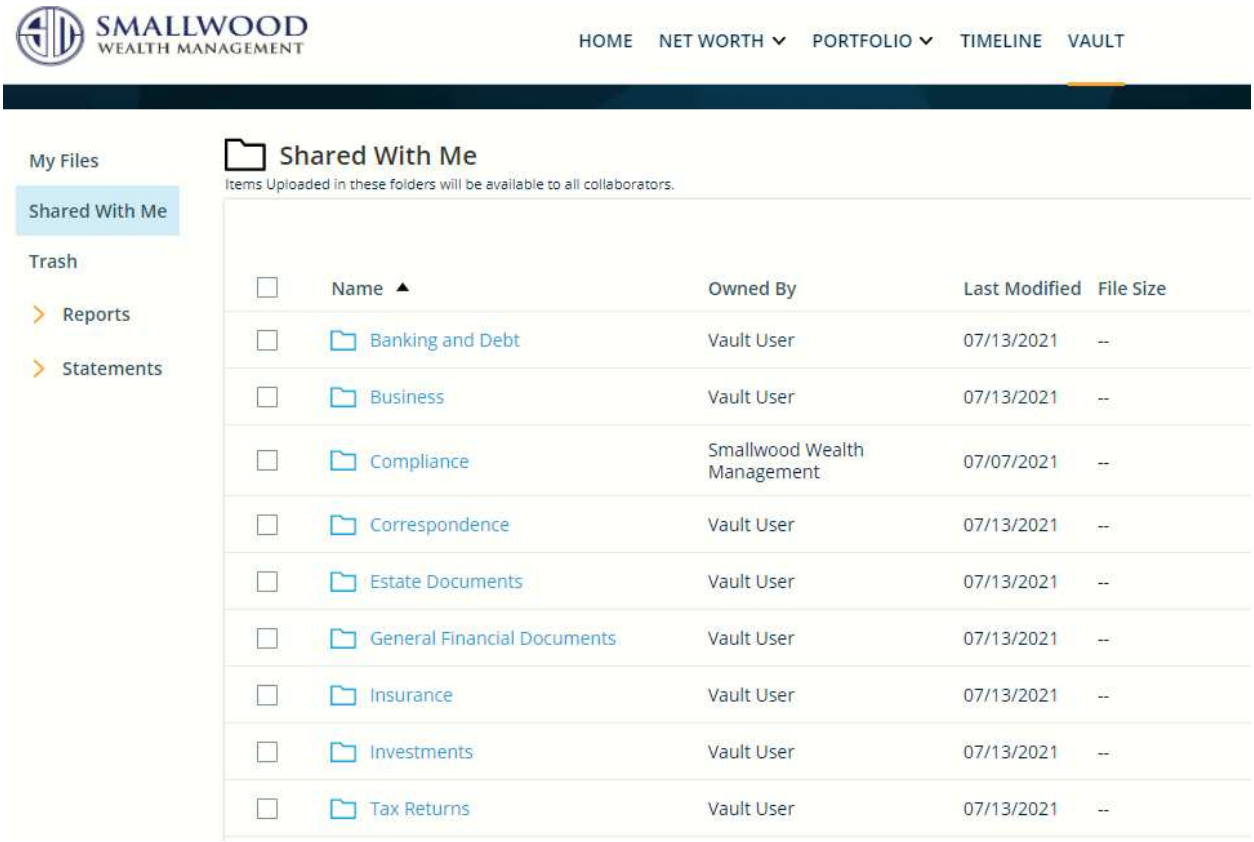
1. When you log into your client portal, please click on the "*Vault*" section at the top right side of your screen.



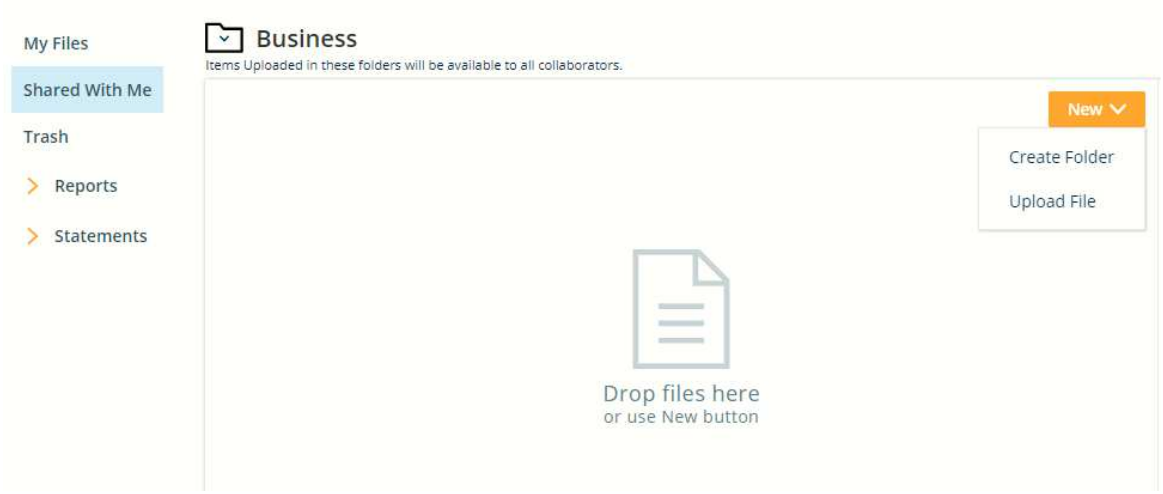
2. Once you are in there, you will need to review and accept the *Terms and Conditions* of the document vault (top left of the screen) before being able to upload your documents.

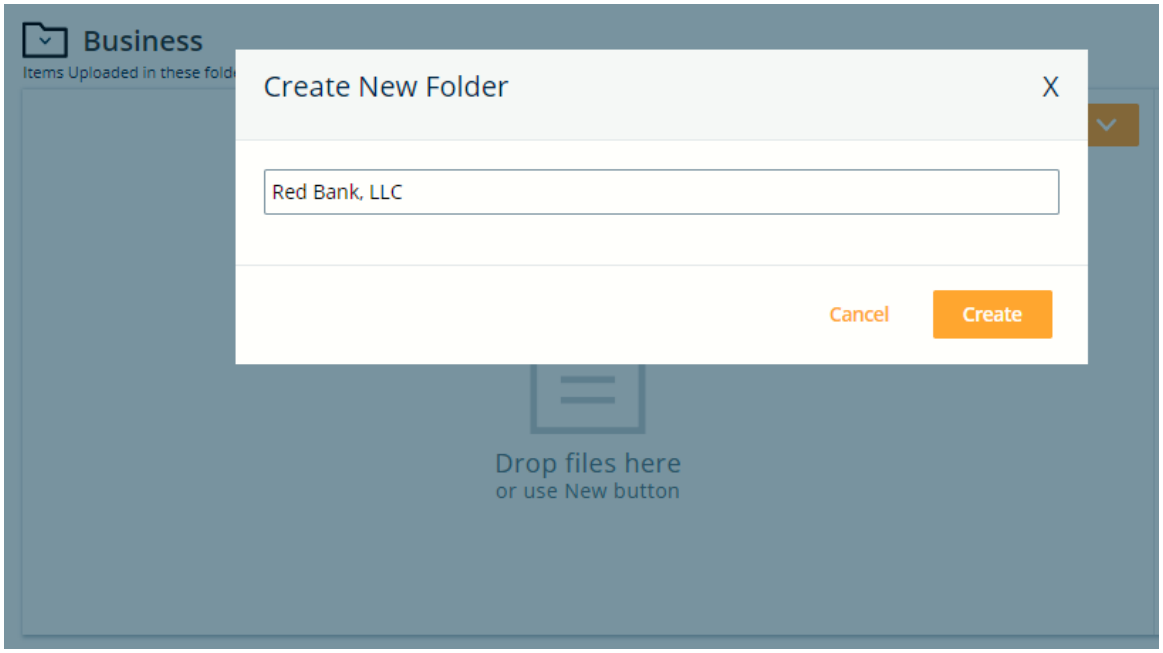


3. Once accepted, you will see the "*Shared with Me*" option appear on the left. After selecting it, you will see the folder structure that you can use to begin uploading your documents for our review. The folders will be for the following:
    a. **Banking and Debt:** Bank statements, mortgage statements, other loans, etc.
    b. **Business:** Anything for your business (even if it fits in another category), such as business tax return, workers compensation insurance, buy/sell agreement, etc.
    c. **Compliance:** This folder is only for firm documents such as Form ADV, Privacy Policy, Form CRS, etc.
    d. **Estate Documents:** Wills, trusts, powers of attorney, advanced healthcare directives (aka living wills), etc.
    e. **General Financial Documents:** For documents that do not seem to fit into any of your other folders (ex: paystub, confidential client questionnaire, financial planning agreement, etc.) or if you are not sure, please drop into this folder.
    f. **Insurance:** Policies for life insurance, disability insurance, long term care, homeowner insurance, auto insurance, umbrella insurance, etc.
    g. **Investments:** Brokerage account statements, retirement account statements, 529 plan statements, stock certificates, stock options, etc.
    h. **Tax Returns:** Federal tax returns, state tax returns, and tax related documents



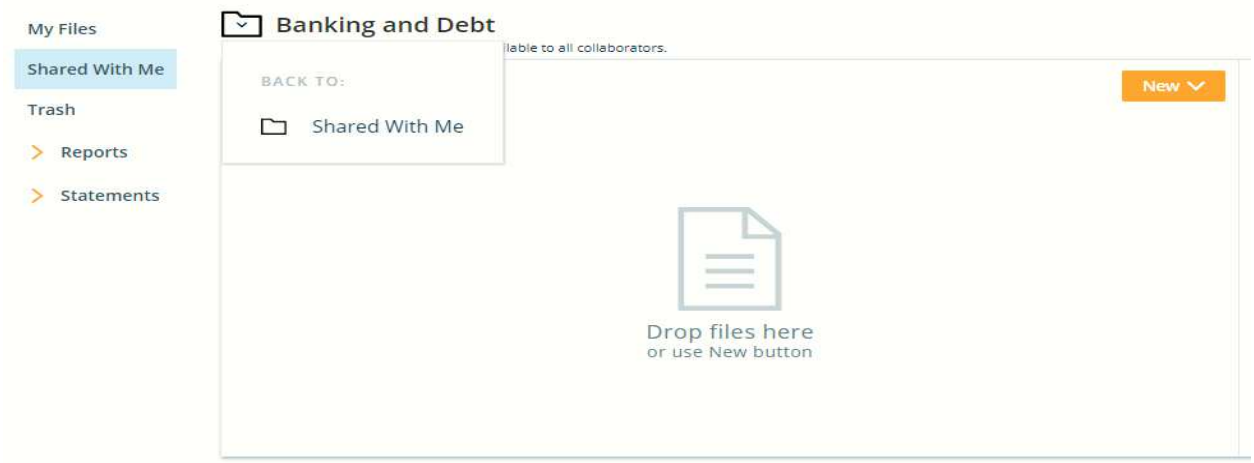
4. If you decide to add a folder, please add it within one of the folders in "*Shared With Me*." You can do this by choosing the applicable folder, then clicking "*New*" and selecting "*Create Folder*". Title the folder and click "*Create*."





5. To add a document, please drag and drop the files from your *File Explorer* into the "*Drop files here*" section. We will be notified whenever documents are added to the *Vault*.

6. To go back to the folder structure for documents from a different category, please click "*Shared With Me*" on the left side OR select the folder icon in the top right and then click "*Shared With Me*."



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