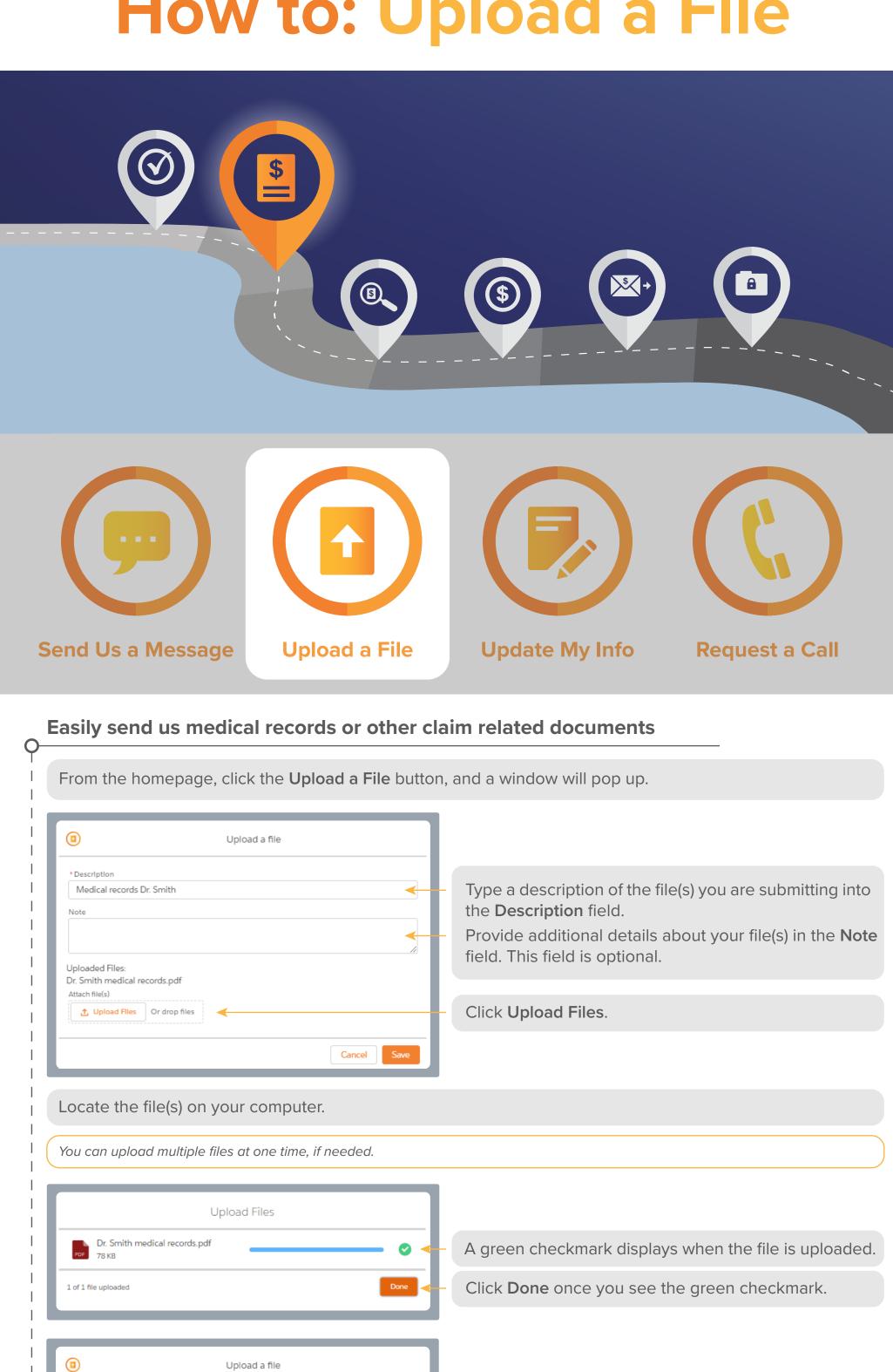
## Client Success Center

## How to: Upload a File



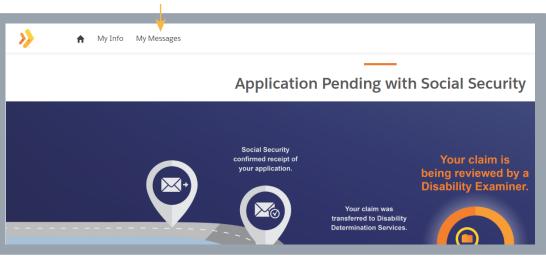
Medical records Dr. Smith Uploaded Files: Dr. Smith medical records.pdf Cancel

When finished, click Save.

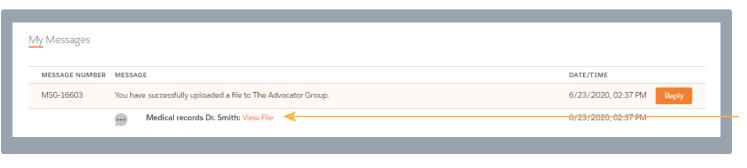
Your advocate will be notified each time you upload a file into the portal and they will review all files you submit.

## View all files uploaded by you and your advocate

From the homepage, click My Messages in the top left menu.

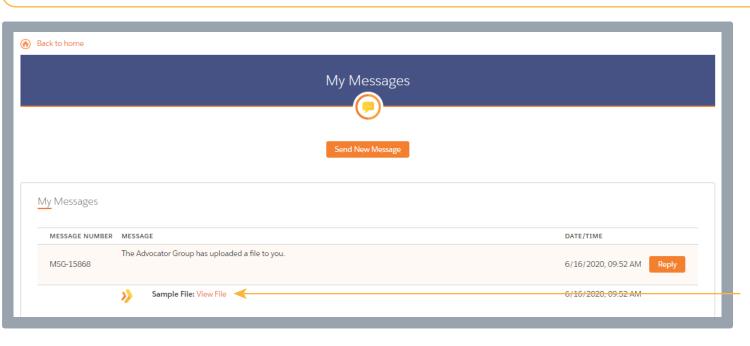


Here you can easily see what files you have submitted to us through the portal and download those files at any time.



Click View File to download the file.

Your advocate can send files to you through this page as well. You will be notified by email when your advocate sends you files.



Click View File to download the file.

