

How To: Upload Files To File Exchange

Log in

Go to www.huththompson.com and enter your log in credentials into the client access center. Once logged into your portal click on the words 'File Exchange' on the left hand side of the screen.

STEP
01



Click On Folder

Click on the folder labeled 'to Huth Thompson' to upload your documents.

STEP
02

Click on Upload

At the top of the screen there will be an upload icon. Click on that. It will prompt you to 'add file' by dragging a previously scanned or saved document from your computer and drop it into the folder.

STEP
03



Start Upload

Click on 'Start Upload' and the files will be listed on the screen when it is done.

STEP
04



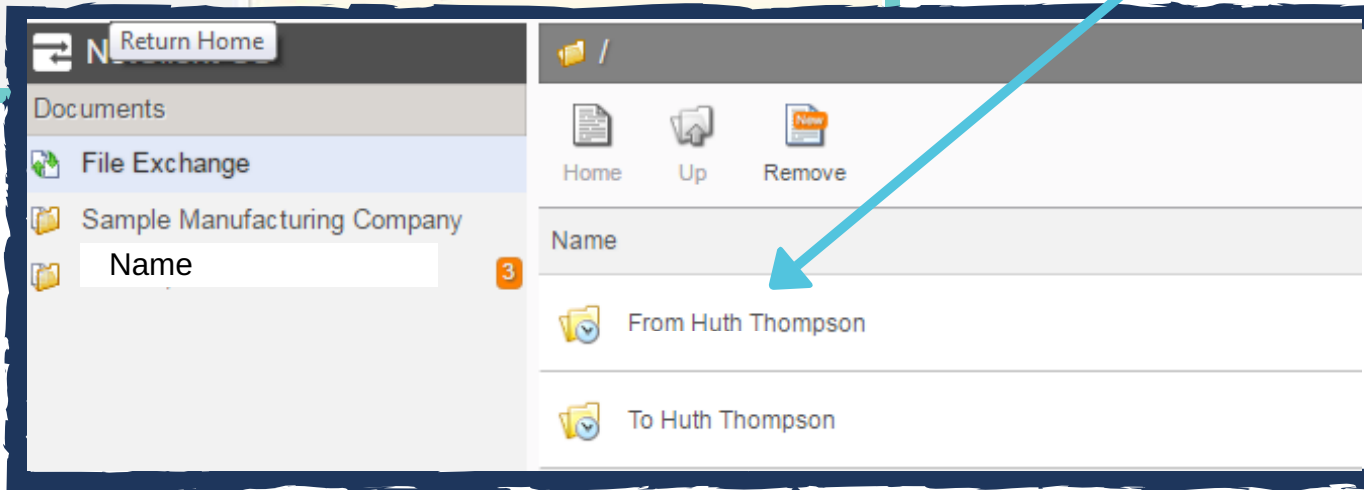
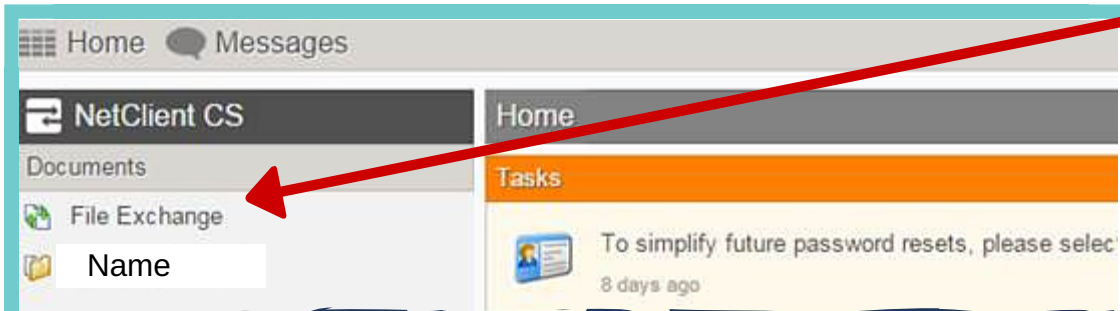
Follow Pictures on the next page.



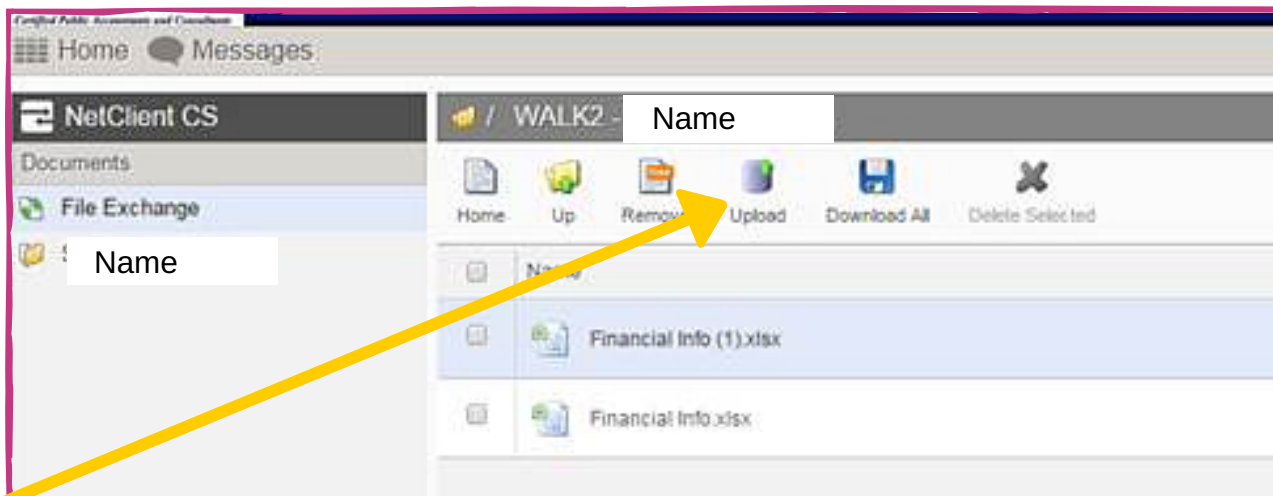
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**STEP
01**

**STEP
02**



**STEP
03**



**STEP
04**

