

How To: Upload Files To File Exchange

Log In

Login at the Client Center on the homepage of our website: www.huththompson.com. Click on Client Portal Login.

STEP
01



Click on Folder

Click on File Exchange then click on the folder labeled "To Huth Thompson" to upload your documents.

STEP
02

Click on Upload

Click on the Upload icon located at the top of the screen.

STEP
03



Start Upload

It will prompt you to 'add file' by dragging a previously scanned or saved document from your computer into the folder. Click on "Start Upload". Once the files have been uploaded they will be listed on the screen.

STEP
04

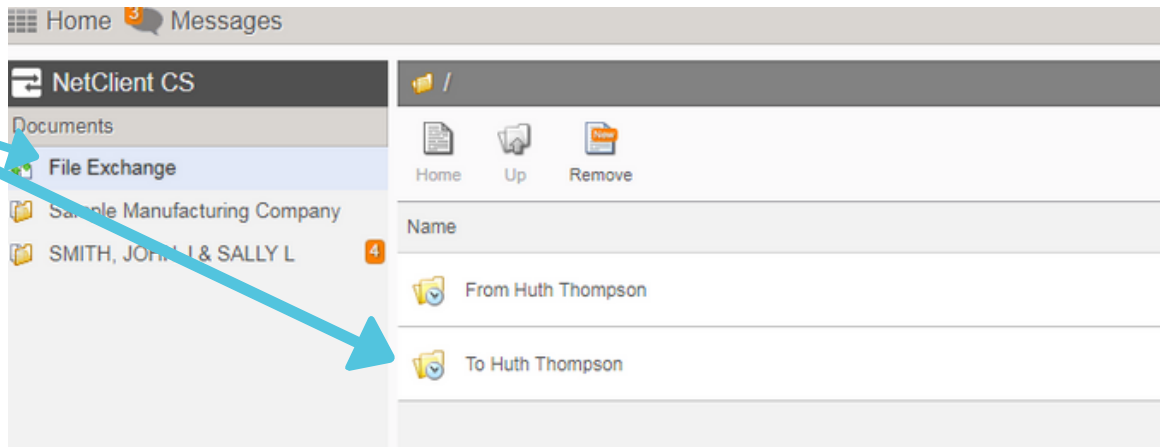


Follow Pictures on the next page.

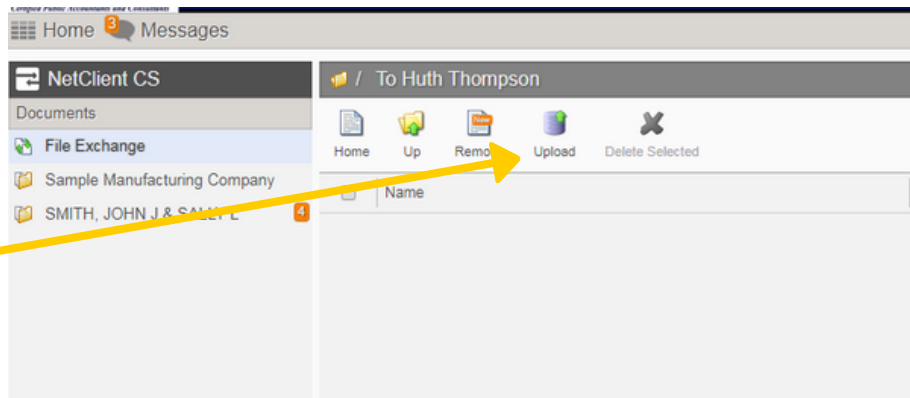


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STEP
02



STEP
03



STEP
04

