

How To: Access Files Sent To You

STEP 01

Click File Exchange

Once inside your portal, click on 'File Exchange' on the left side of the screen.



STEP 02

Click On Folder

Click on the folder that is labeled "From Huth Thompson". In this folder you will find the most recent sent documents. The dates of sent items will be listed on the right side of the screen. Click on each item that is listed and print it or save it on your computer.



Once you are in File Exchange and have viewed/printed the item you received, use the Home button to get back to the Main screen.



Follow Pictures on the next page.



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STEP
01

STEP
02

