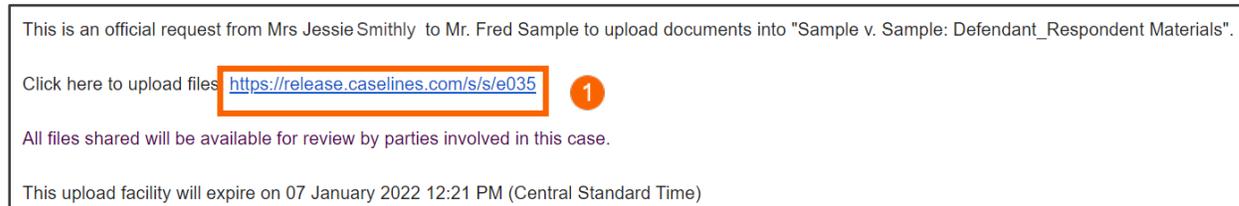




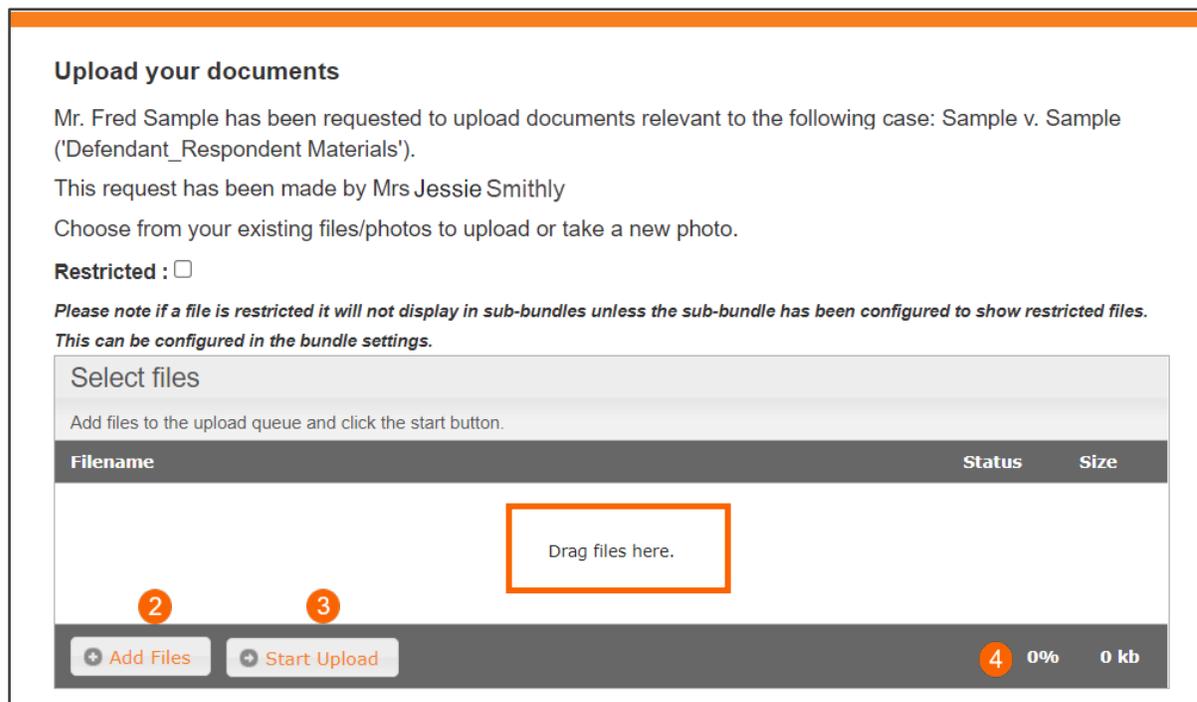
How to upload documents from a request

A case participant without registered access to the system will receive an email, text message, or both requesting the upload of case materials. The messages will contain the sender's name, the case name, and a direct link to the case section to upload files. The message will also contain the date and time the link will expire.

1. Open the link in the message on a device that contains your files. You can also open the link on your mobile phone and take pictures of your materials or upload files stored on your phone.



2. You will be brought to the **Upload your documents** page. Select the **Add Files** button, browse for the files on your device, or drag and drop your files into the **Select Files** window.
3. Once you select the files, select Start Upload.
4. Do not leave the page until the status bar reads **100%**. The requestor will receive an email to notify them that files have been uploaded.



Expired Link

If your link has expired, you can request that the link be re-activated. Select the link included in the email or text message you received. You will be prompted to request additional time. Select the **New Request** button. A message will be displayed to confirm your request has been sent.