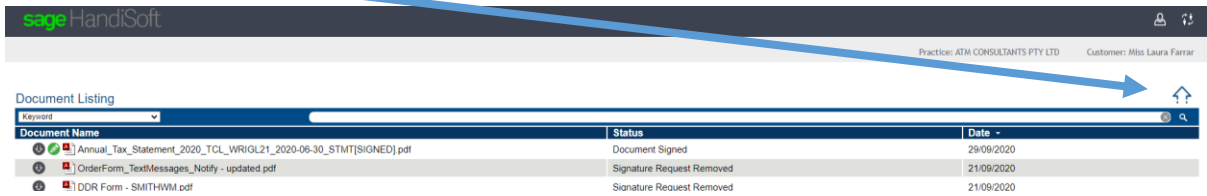
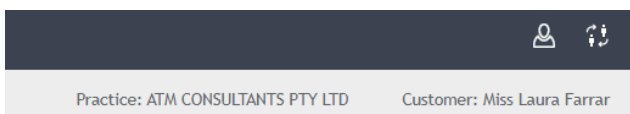


Client Portal – How to upload Documents

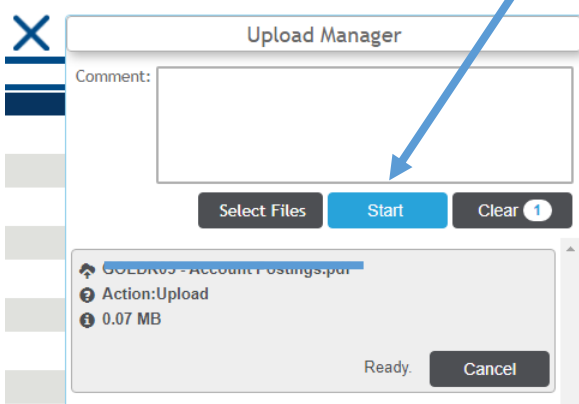
- Log into Sage Handisoft
- Click the 'Up Arrow' in the top right hand corner of the screen



- This will bring up the Upload Manager to the right of the screen



- Click Select Files
- Choose file/s from your computer
- Once relevant files have been selected, press start



- Your files will now show under the Documents listing
- We will receive an email notification, letting us know that document/s have been uploaded