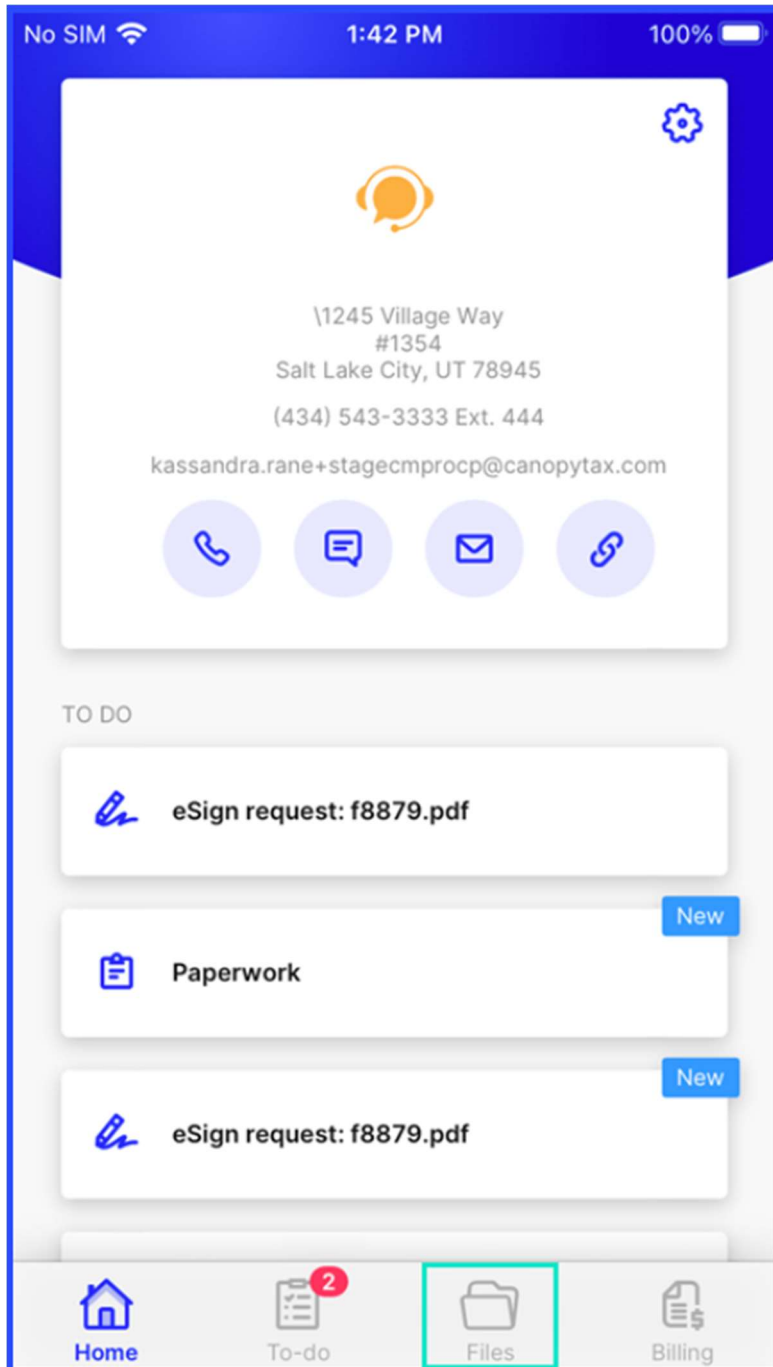


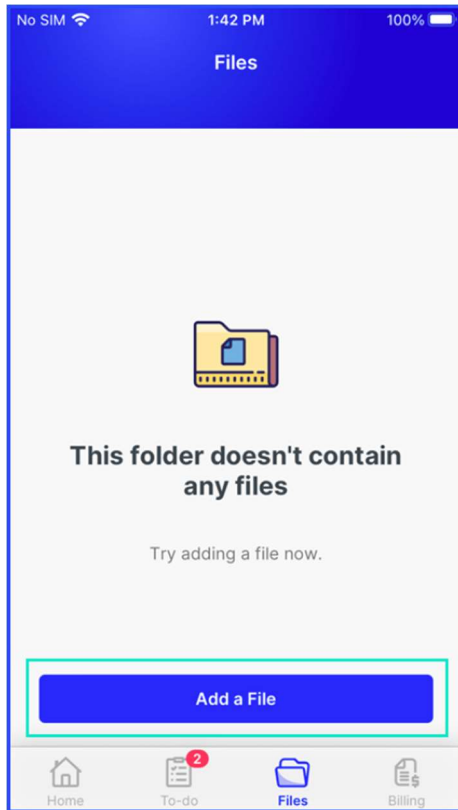
Upload a File on the Client Portal App

Files can be uploaded quickly and easily from directly within the Client Portal Mobile App. To get started, **log in** to the Client Portal App on your mobile device.

1. Tap on the **Files** tab.

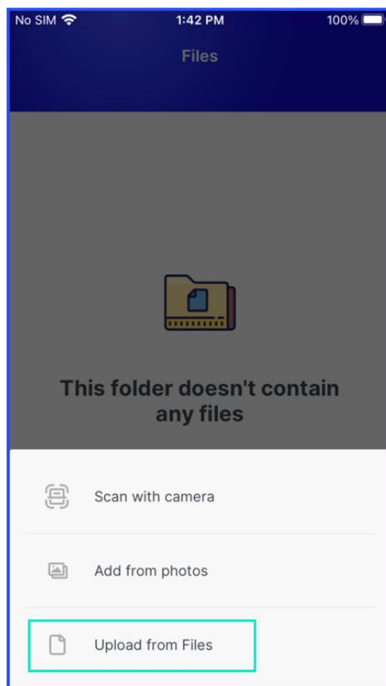


2. Tap *Add a file*.



3. Choose from the available file upload options.

- Options include: [Scan with camera](#), Add from photos, or Upload from files.
- For information about scanning a file, please refer to the linked guide.



4. Tap and hold to select a file. Once selected, tap any additional files to add them to the selection.

5. Tap *Select* to upload the files.

Uploaded files use the same name as those stored on your phone.

