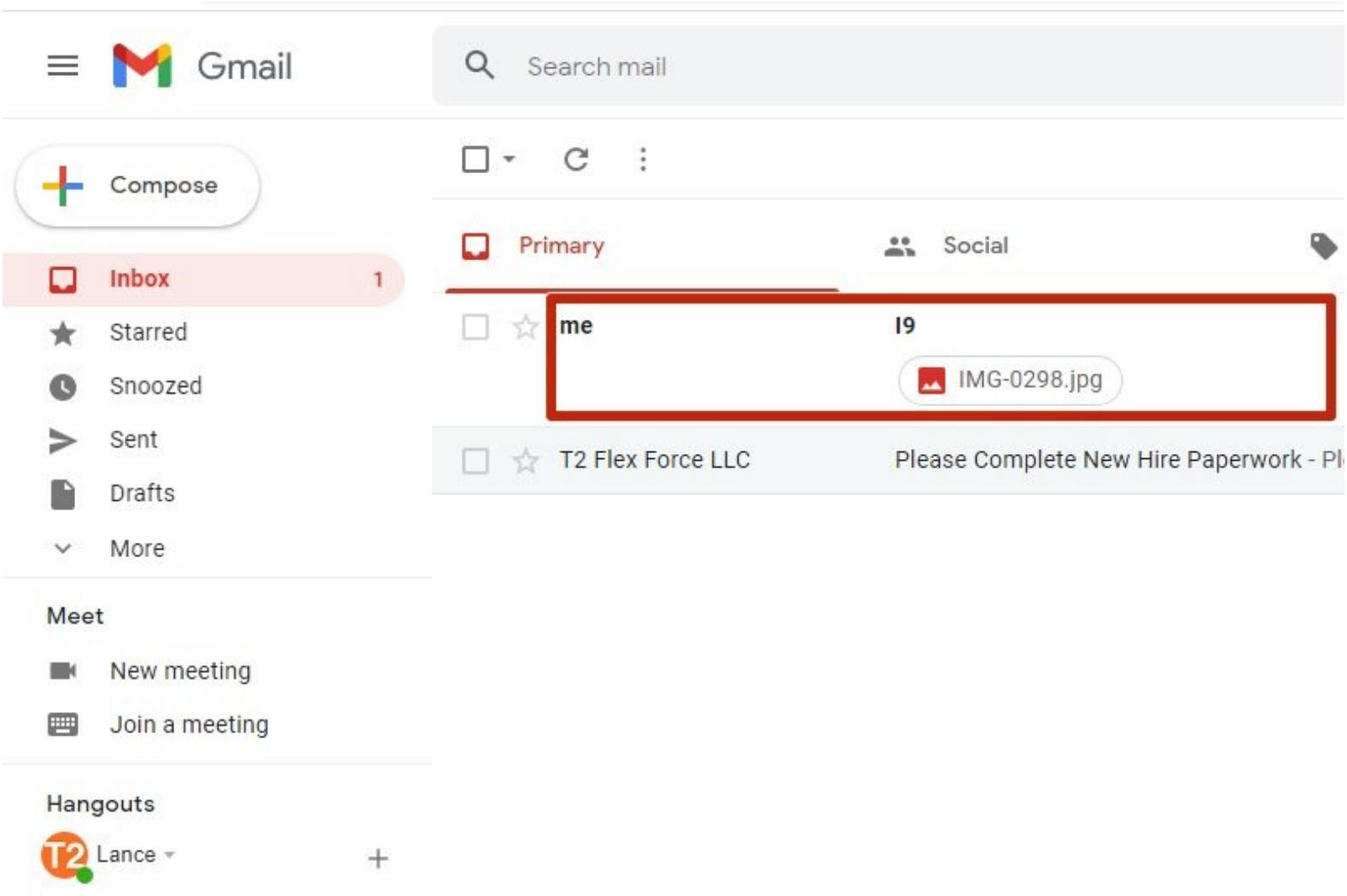
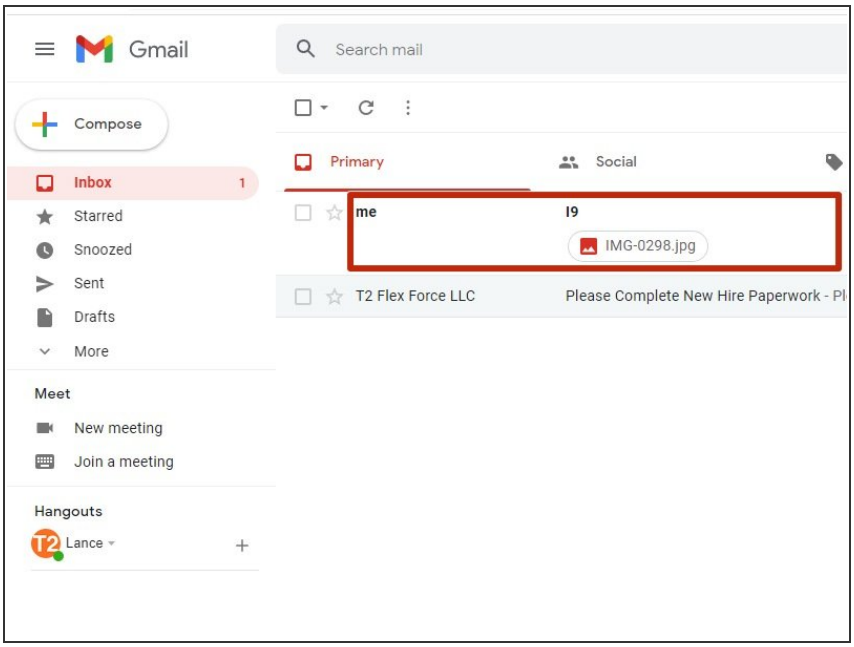
Downloading from Gmail and Uploading to Onboarding

Written By: Brendon Welch

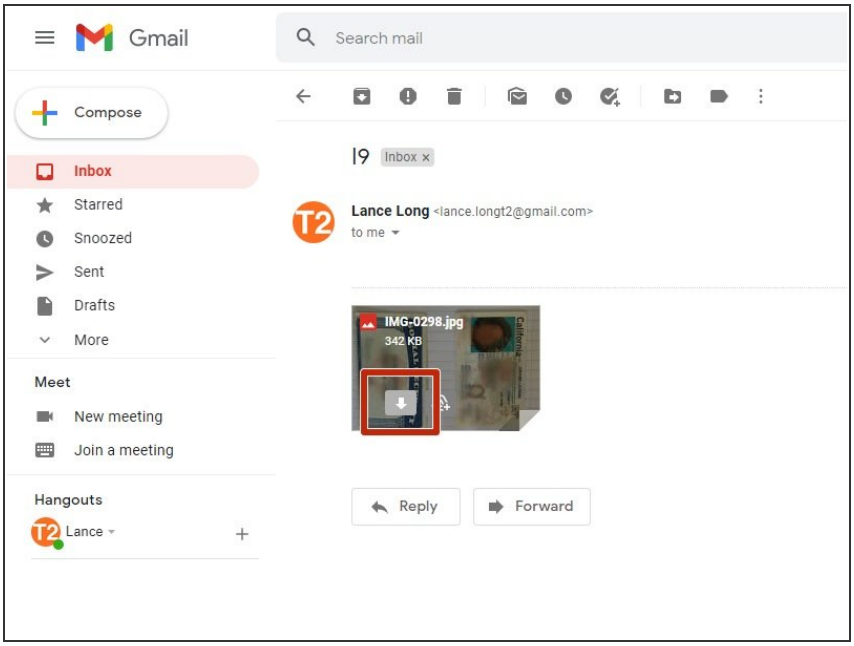


Step 1 — Downloading from Gmail and Uploading to Onboarding



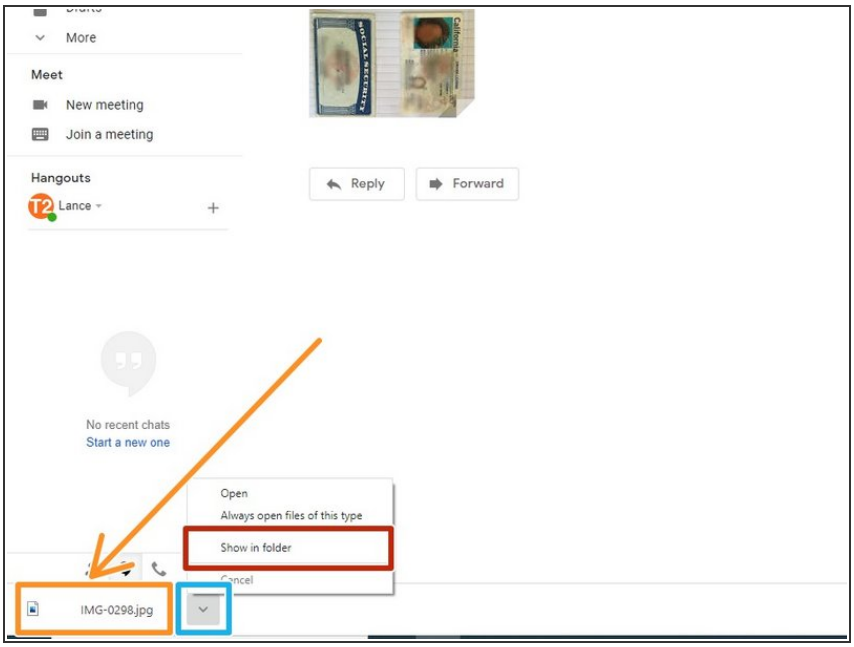
- Open the **Email** you sent yourself

Step 2



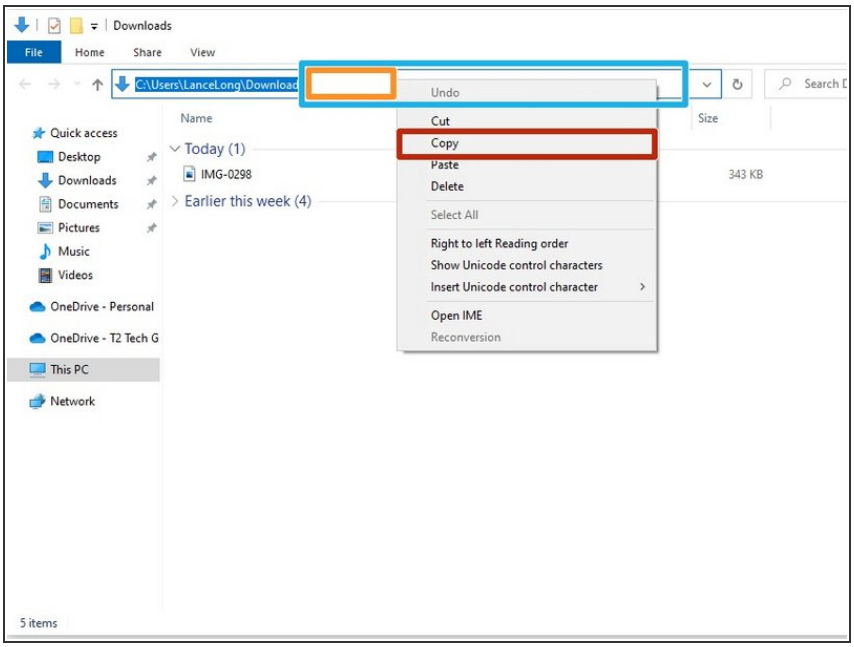
- Click the **Download** button in the attachment thumbnail

Step 3



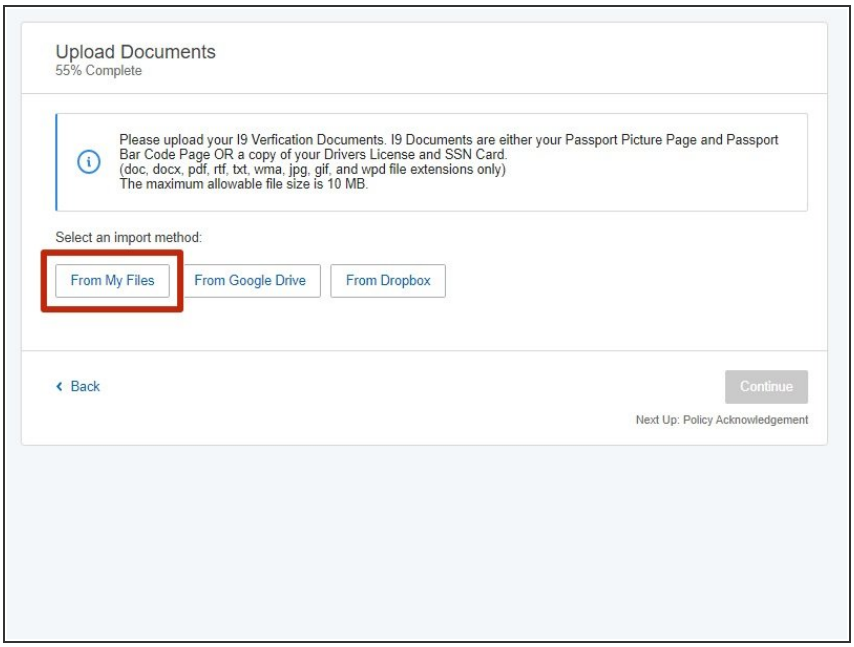
- Your **Download** will appear in the bottom left corner of your browser
- **Once the download has completed:**
- Click the **More Options** arrow
- Click **Show in folder**

Step 4



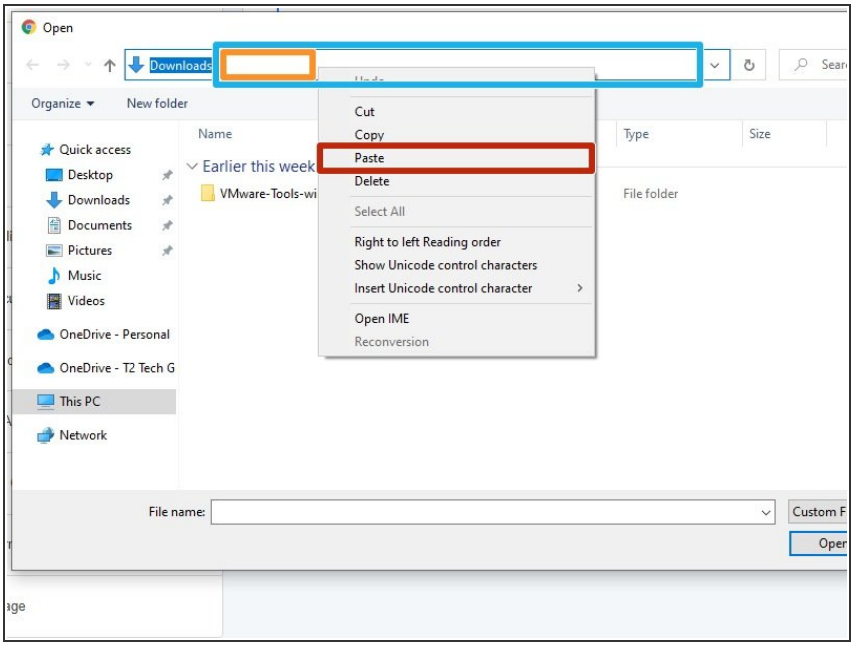
- A new File Explorer window will appear showing the file you downloaded.
- Click once in the **Address Field**
- The text in the address bar will be come highlighted.
- **Right-click your mouse in an empty portion of the address bar**
- Click **Copy**

Step 5



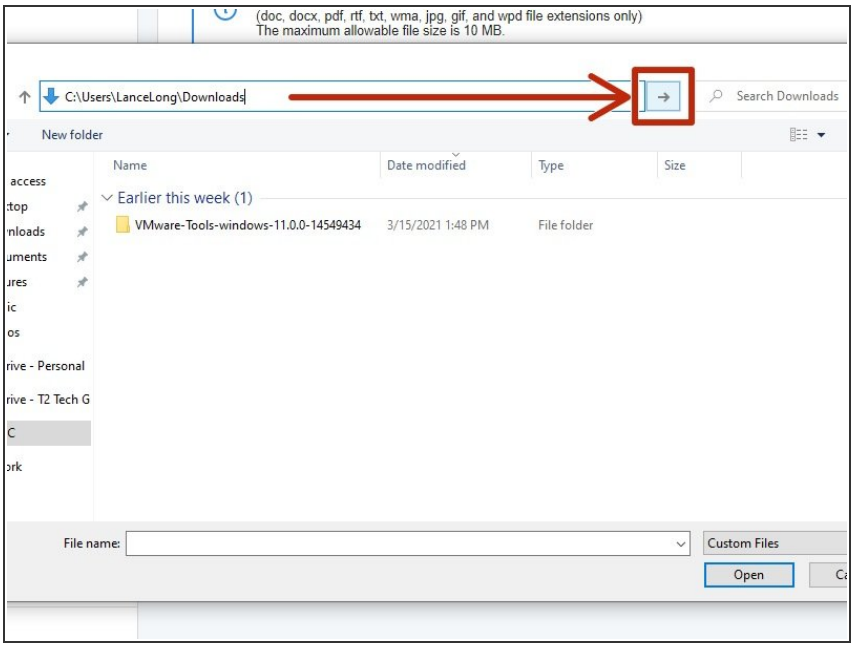
- Go back to the *Upload Documents*' page of your Onboarding.
- Click **From My Files**

Step 6



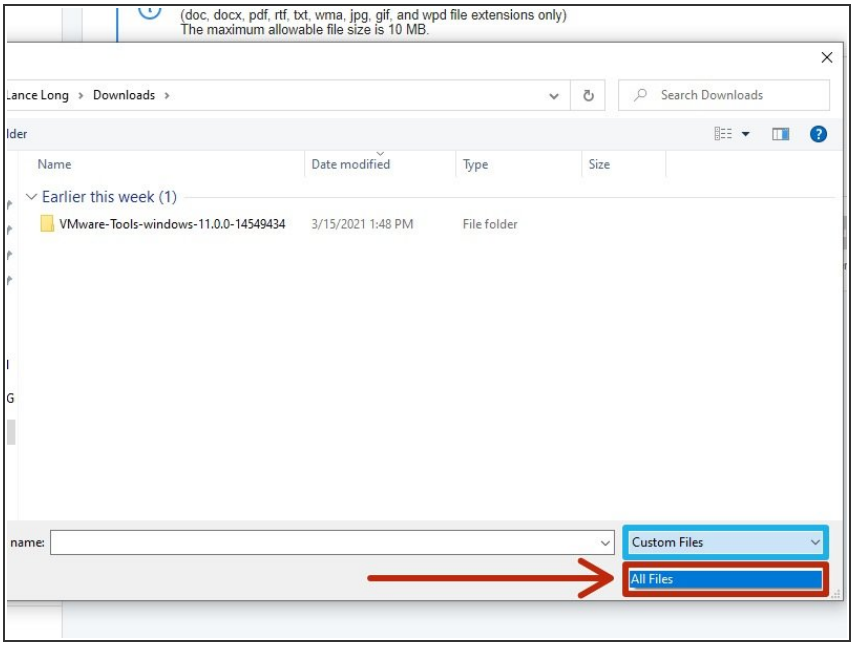
- An Open window will appear.
- Click once in the **Address Field**
- The text in the address bar will be come highlighted.
- **Right-click your mouse in an empty portion of the address bar**
- Click **Paste**

Step 7



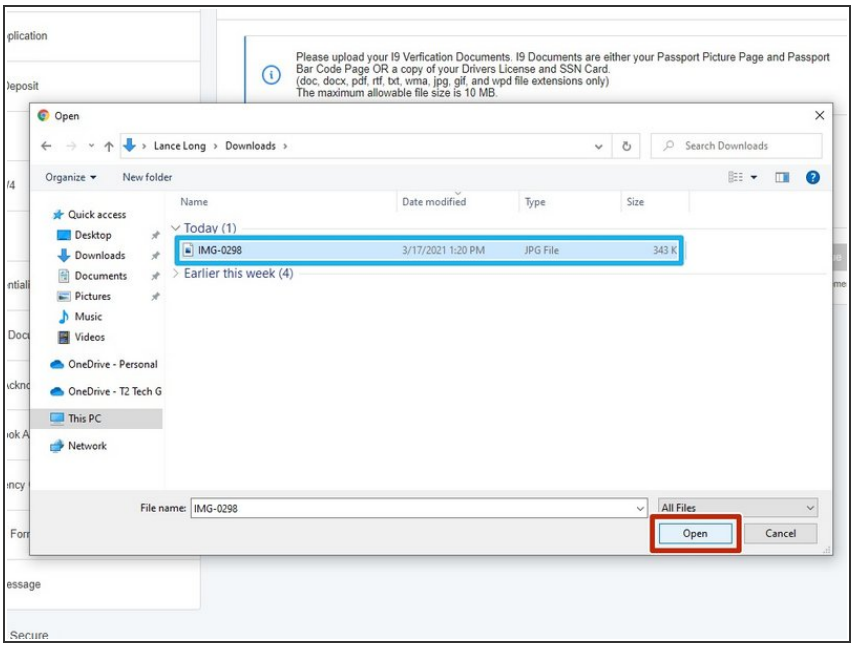
- The location of your image will appear in the address bar.
- Click the **Enter** button in the address bar

Step 8



- Click **Custom Files**
- Select **All Files**

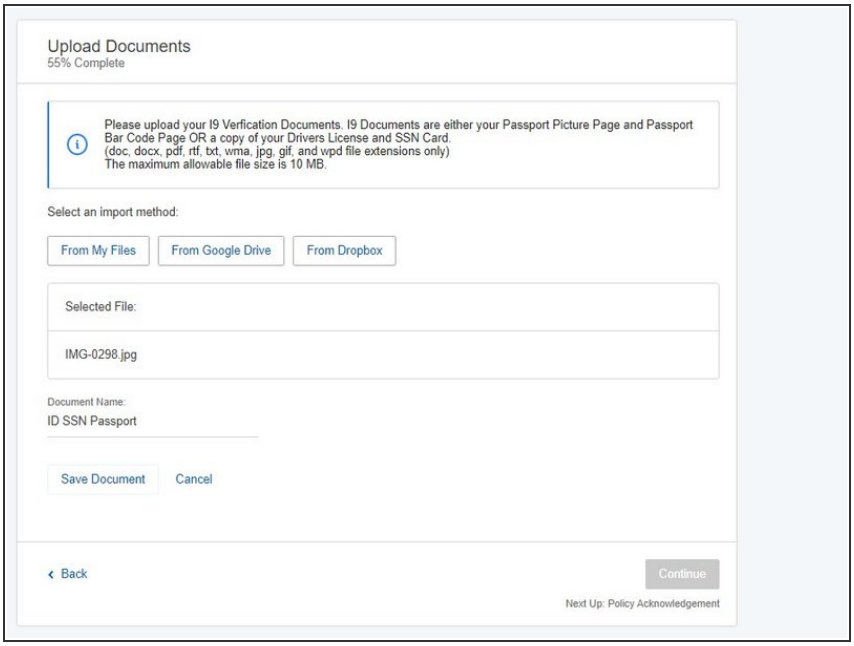
Step 9



ⓘ **Your image will now appear in the Open window.**

- Click the **Image**
- Click **Open**

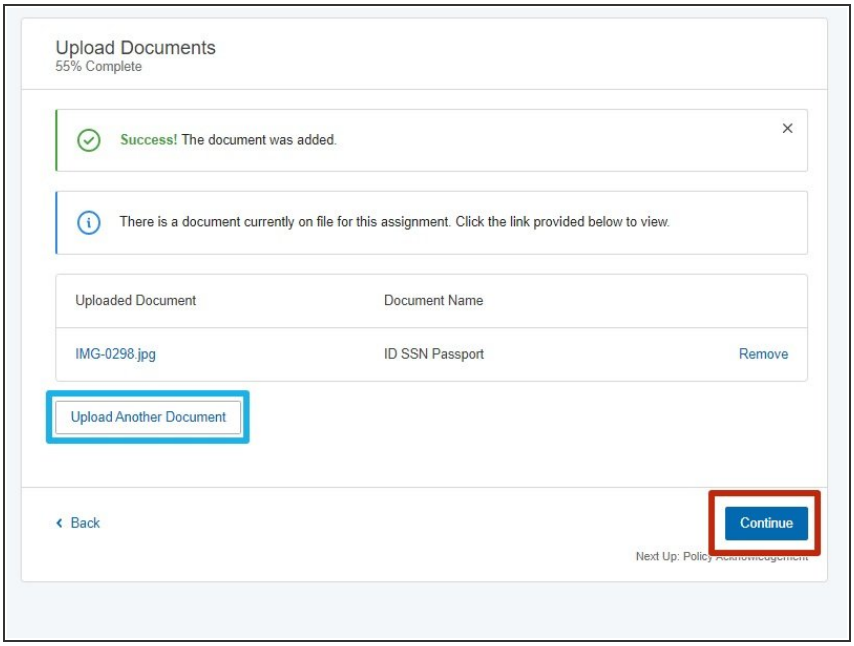
Step 10



⚠ Be patient while the image is uploaded. Depending on the speed of your connection, it can take a moment or two.

This document was generated on 2024-05-21 11:38:28 AM (MST).

Step 11



Once the file has been uploaded, you can upload another image, or continue with your onboarding.

If you need to upload another image:

- Click **Upload Another Document**
- CLICK HERE to Upload from an iPhone
- CLICK HERE to Upload from an Android
- Click **Continue** to proceed with your Onboarding