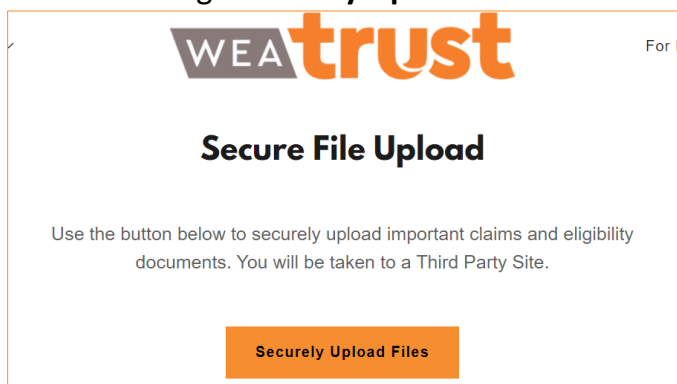


How To Use the *Secure File Upload* Feature at WEATrust.org

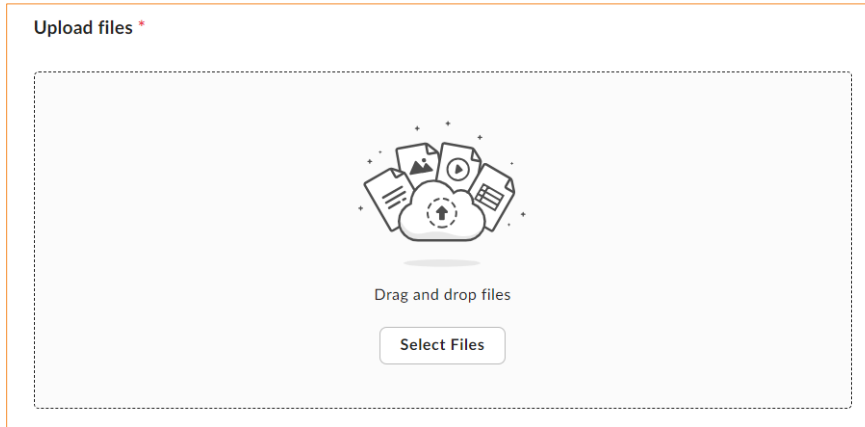
At the Trust, we recognize privacy and confidentiality are important issues for members. To securely send forms to us, use the [Secure File Upload](#) feature on our website.

If you are not familiar with uploading files through a website, use the information below to send us your information quickly, easily and securely.

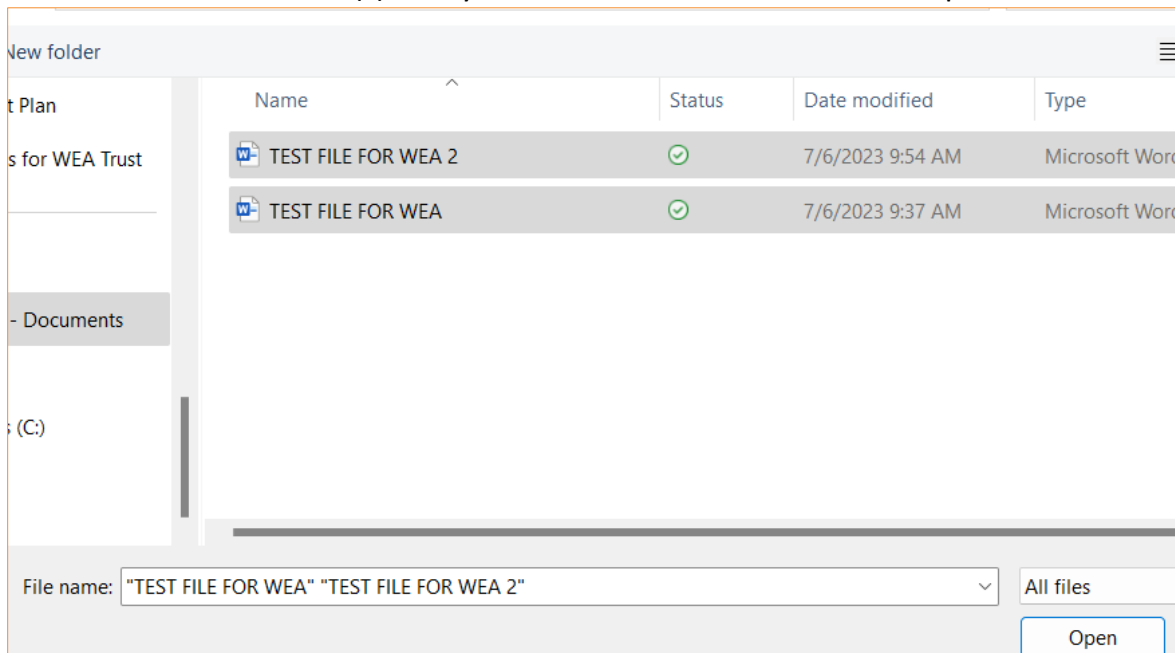
1. Click the orange **Securely Upload Files** button.



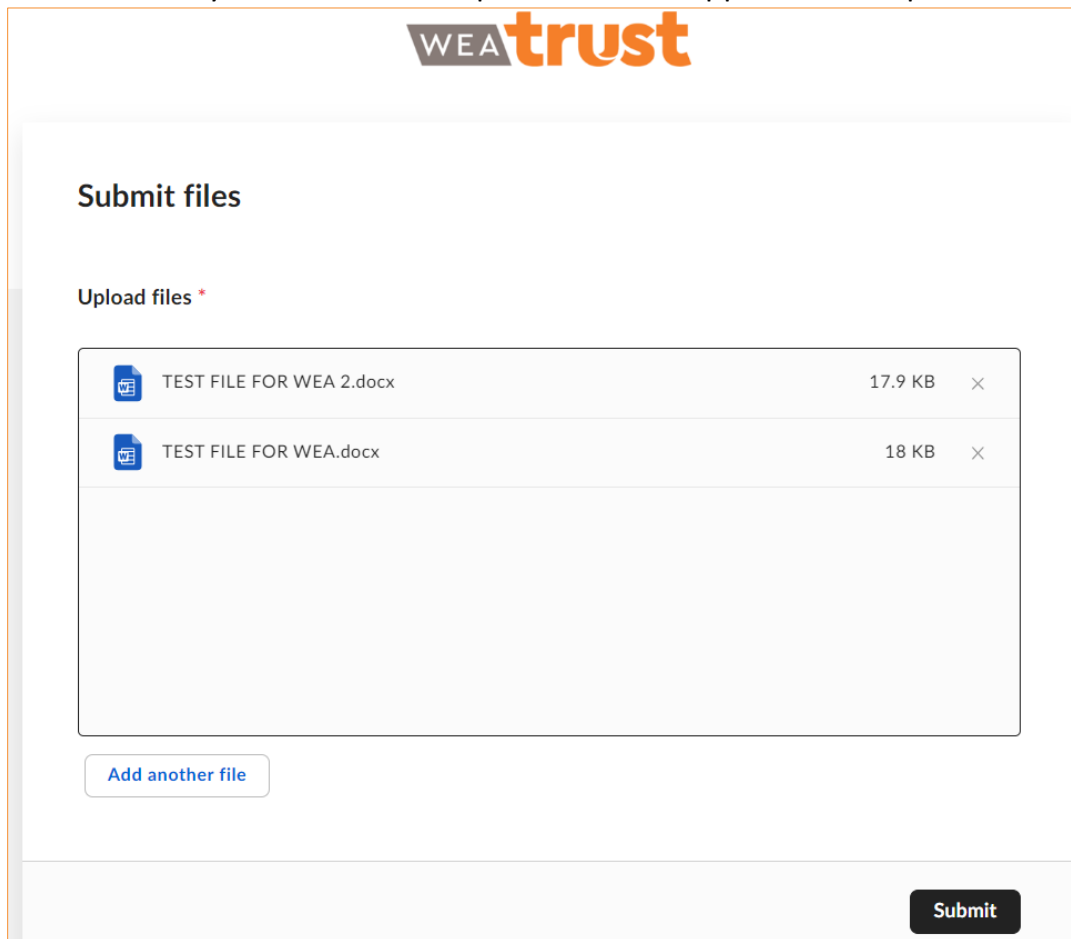
2. On the next screen, you can either select a file(s) from your computer to upload or drag and drop your file(s).
 - a. To select a file from your computer, click on the white **Select Files** button. Then find the folder on your computer where your files are saved.



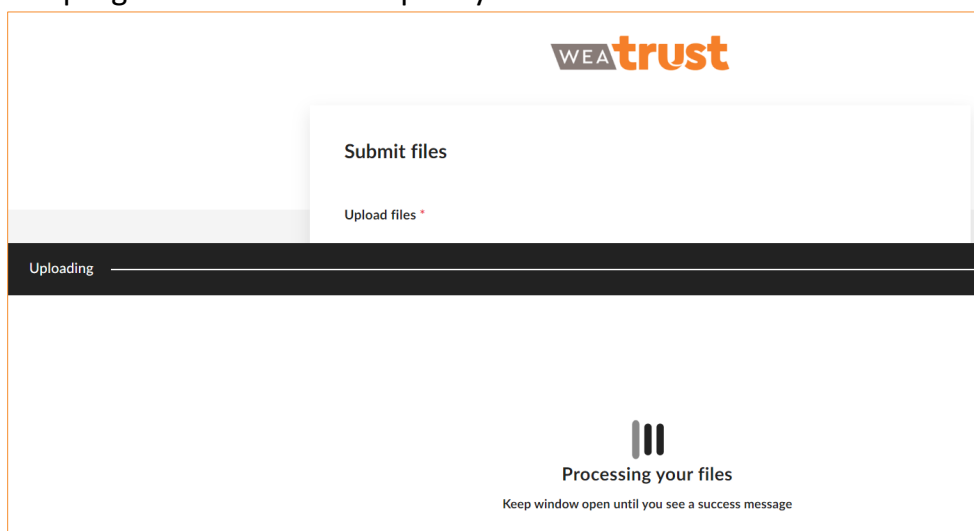
3. Once you have located the file(s) on your computer, highlight the document(s) you would like to send to WEA Trust. To highlight more than one document, click the first document you would like to send. Then while holding down the CTRL key on your computer keyboard, click the additional document(s) that you would like to send. Click the Open button.



Your files that you would like to upload will now appear in the Upload Files window.



4. If you wish to add another file, you can click on the **Add another file** button and repeat the process above to add more files to the Upload Files window.
5. Once you have all the files uploaded, click on the black **Submit** button. You will see a progress window as your files are being uploaded to WEA Trust. Note: If your file(s) aren't very large this progress bar will move quickly.



6. You will see the information below on your computer screen once your files have uploaded to WEA Trust successfully!

