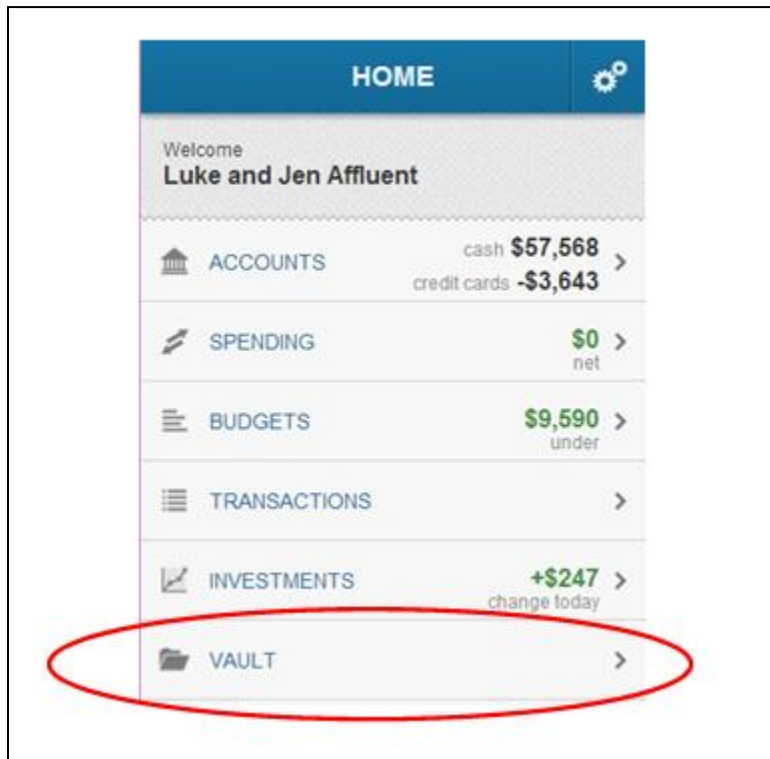


In this training guide we will demonstrate how to upload to the vault from a mobile device.

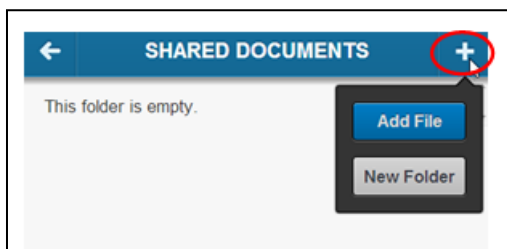
Requirements:

This functionality is currently limited to devices running **iOS 6 or newer** and **Android 4 or newer**.

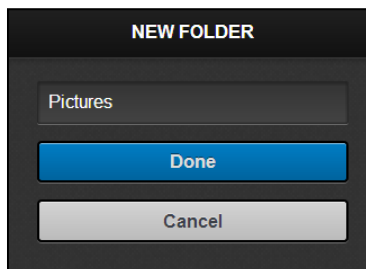
1. After signing into the mobile site, select **Vault**.



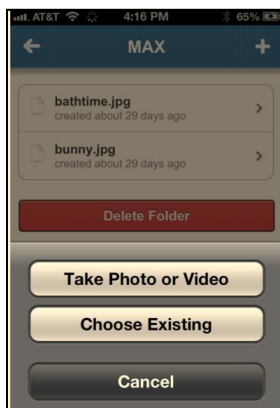
- To add a new file or folder, click on the Shared Documents folder and then on the + sign.



- When adding a new folder, selecting **Done** will create the new folder. **Cancel** will return to the previous screen.



- When **Add File** is selected, you will be given the option to take a photo or upload one from the photo library straight into the vault. Rename the file if needed.



- To Delete a file, select the document and the delete button will be available at the bottom.