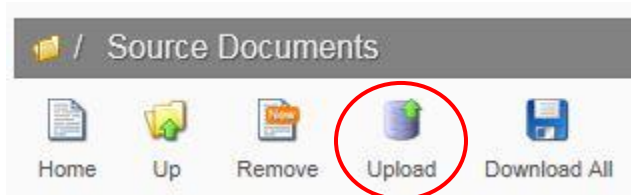
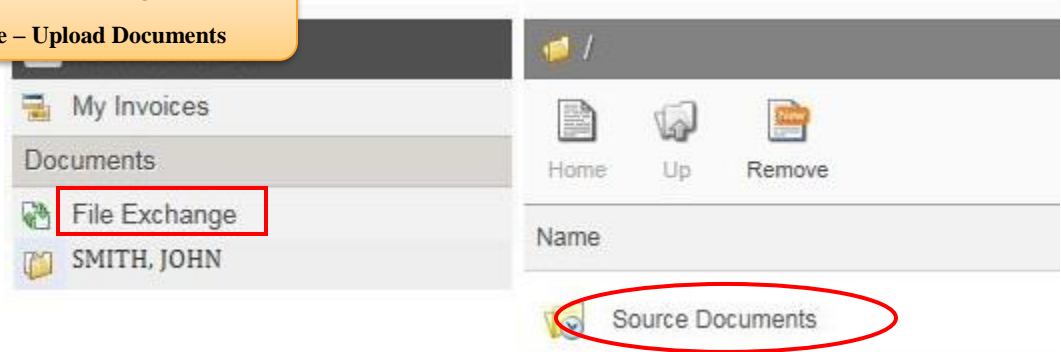


## How to Upload a File to [www.jrrocpas.com](http://www.jrrocpas.com)

### STEP BY STEP INSTRUCTIONS FOR USING FILE EXCHANGE

1<sup>st</sup> – From Left menu, click on “File Exchange”

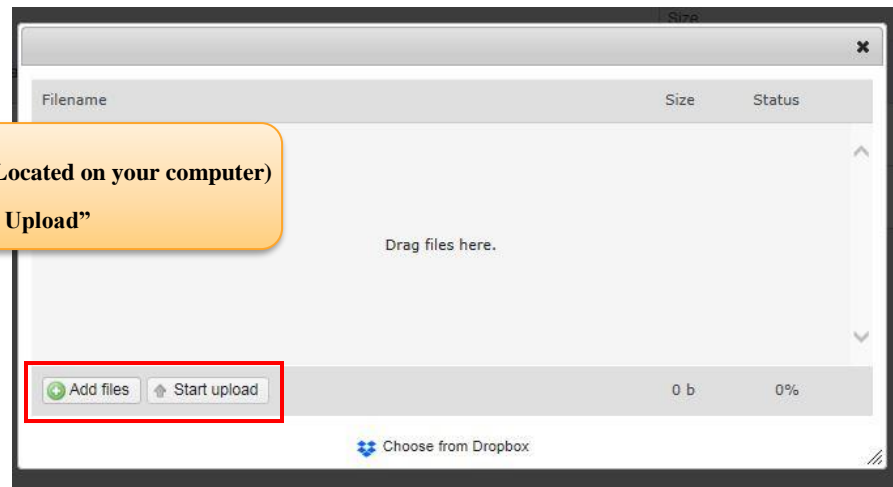
2<sup>nd</sup> – Click “1-Secure Exchange – Upload Documents”



3<sup>rd</sup> – From menu bar, click “Upload”

4<sup>th</sup> – Click “Add Files” or drag files over (Located on your computer)

5<sup>th</sup> – IMPORTANT: To finish, click “Start Upload”



6<sup>th</sup> - Once files have finished uploading, the load bar will show 100%, and you can close the upload box. The files will then be listed on your main window.

-Please contact our office if you have any questions-