

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

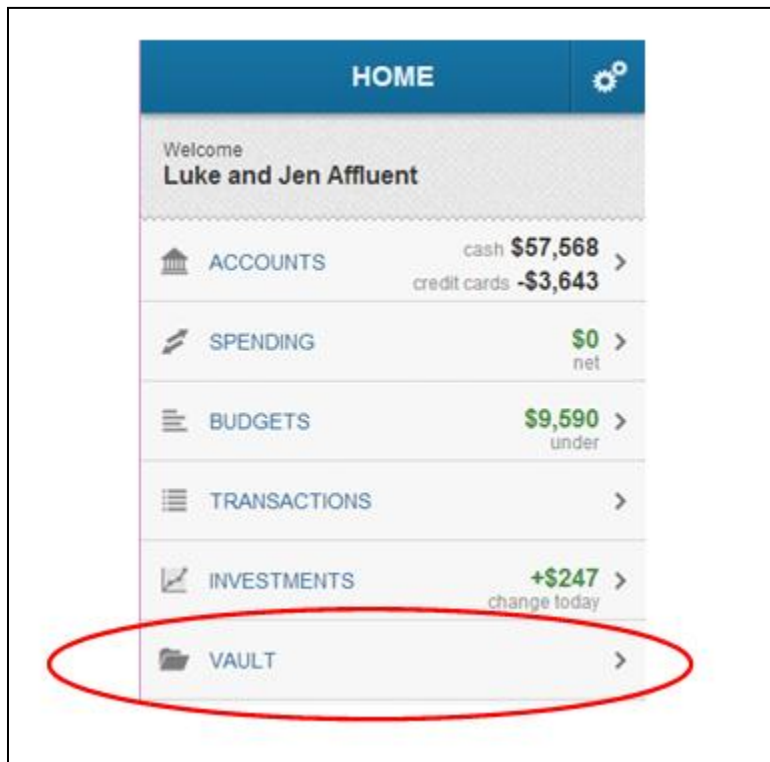
**Requirements:**

This functionality is currently limited to iOS devices running **iOS 6** and **7** on  
Functionality on Androids may vary – it may or may not work depending on the  
version. Uploading to the Vault is not officially supported on Android.

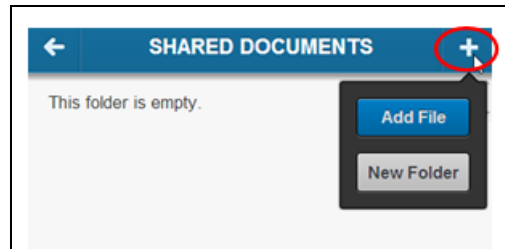
Contact your advisor if you have any difficulty.

**801.447.4200**

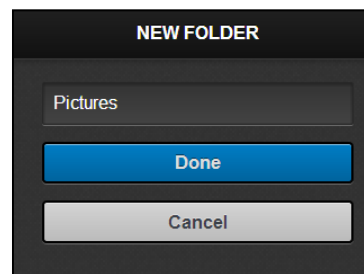
1. After signing into the mobile site, select **Vault**.



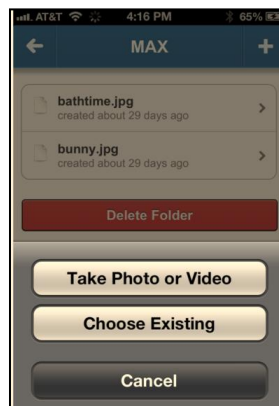
2. To add a new file or folder, click on the Shared Documents folder and then on the + sign.



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



4. 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.





## How to Upload to the Vault from a Mobile Device

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