How to upload document in client track

Step 1

 Go to the *client work space*



Step 2

Select *client files* tab



Step 3

Select the *Add file button* at the top right corner



Step 4

*Upload Fil*es from your computer



Step 5

*Preview* the file befor submitting.

Make sure it is *clear and readable.*



Step 6

Yay! *You have uploaded the file.*

