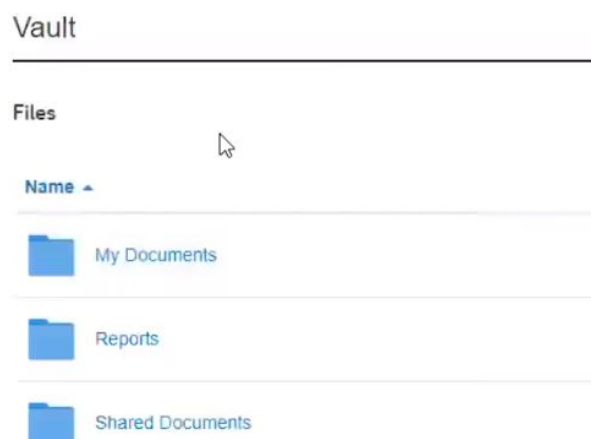# How to upload your documents:

1. [Click here to log into your account](#).

2. From the home page click "Vault."



3. Click the "Shared Documents" folder.



4. Click "Upload" and choose either "Files" for individual files or "Folders" to upload an entire folder and all its contents.