

## How to upload your documents to eMoney

1. Login to eMoney
  - If you do not have an eMoney login yet, please contact us and we will send you an enrollment email
2. Click on Vault on the top
3. Scroll down and click on Shared Documents
  - This is the only folder we have access to, so make sure they are uploaded here
4. Click on Upload
5. Click on Files
6. Upload your documents

If you have any questions, or need any assistance, please contact Debbie Alexon at 651-242-5417 or [dalexon@focusfinancial.com](mailto:dalexon@focusfinancial.com)