How to upload your documents to eMoney

- 1. Login to eMoney
 - If you do not have an eMoney login yet, please contact Debbie Alexon and she 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 <u>dalexon@focusfinancial.com</u>



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