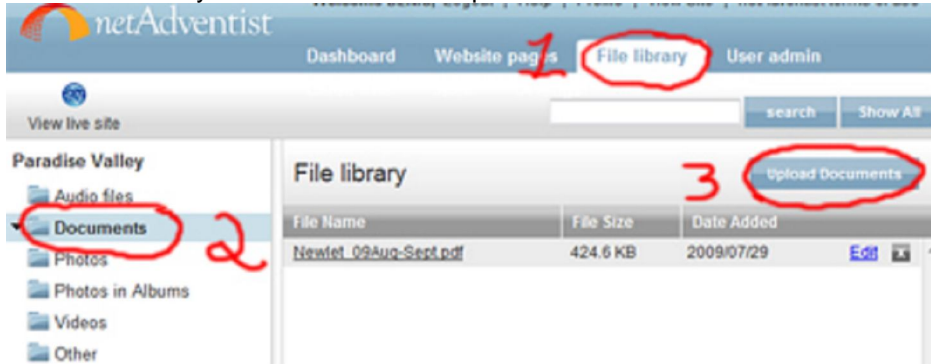


Document Upload Instructions

Log into the website and click 'Dashboard' at the bottom of the page.



Click 'File Library' - 'Documents' - 'Upload Documents'

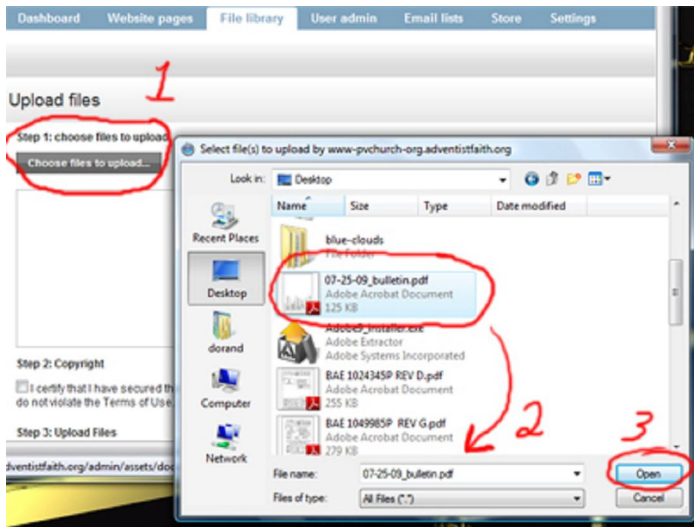


Click 'Choose file to upload'

Navigate to the ADOBE ACROBAT (pdf) file you wish to upload on YOUR hard drive

Select and open the file

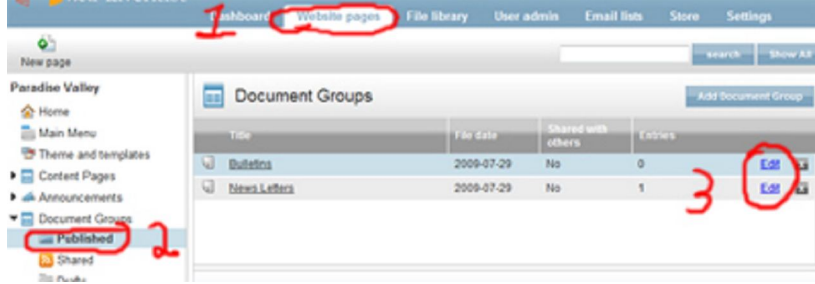
Check the copyright checkbox and click 'Start Upload'



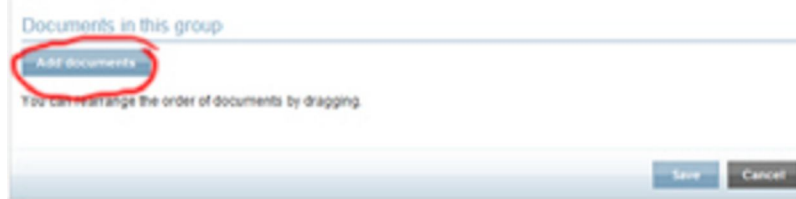
Document Upload Instructions

Click 'Website pages' tab - 'Document Groups - Published'

Click 'EDIT' on other BULLETINS OR NEWS LETTERS depending on what you are uploading.



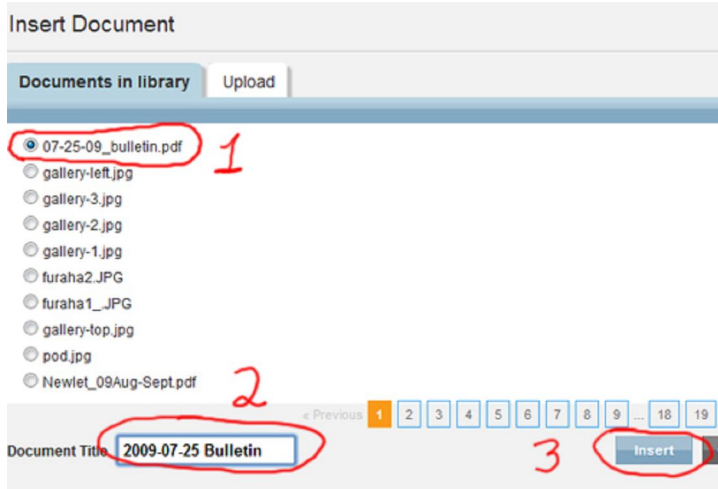
Click 'Add Document' at bottom of page



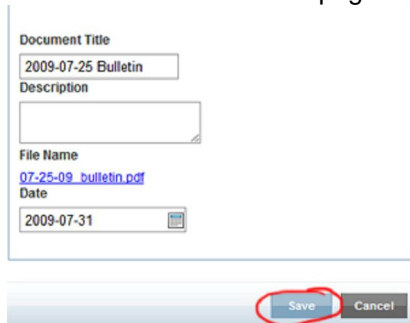
Locate and select your uploaded document from the Documents Library.

Enter the Document title

Click 'Insert'



Scroll to the bottom of the page and click 'Save'



Done.