



In this training guide we will demonstrate how to upload to the vault from a mobile device.

Requirements:

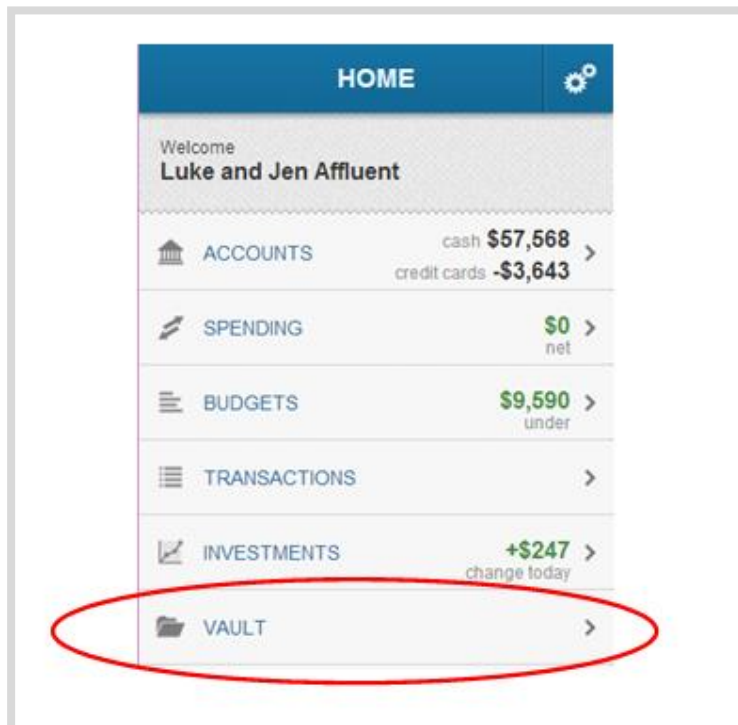
This functionality is currently limited to iOS devices running **iOS 6 and 7** on
Functionality on Androids may vary – it may or may not work depending on the version. Uploading to the Vault is not officially supported on Android.

Contact your advisor if you have any difficulty.

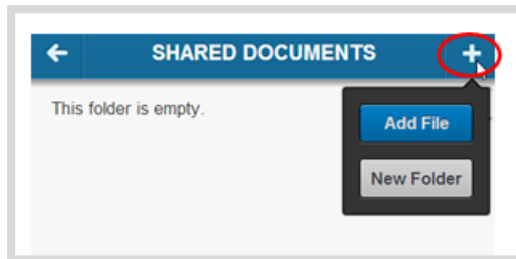
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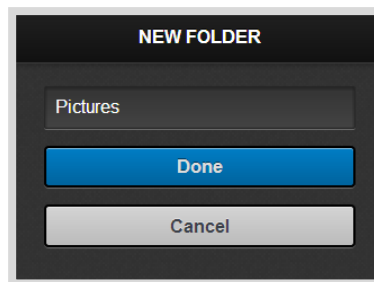
1. After signing into the mobile site, select **Vault**.



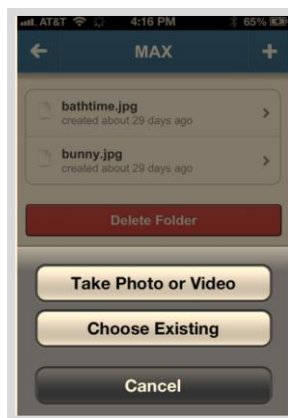
- To add a new file or folder, click on the Shared Documents folder and then on the + sign.



- When adding a new folder, selecting **Done** will create the new folder. **Cancel** will return to the previous screen.



- When **Add File** is selected, you will be given the option to take a photo or upload one from the photo library straight into the vault. Rename the file if needed.



- To Delete a file, select the document and the delete button will be available at the bottom.