



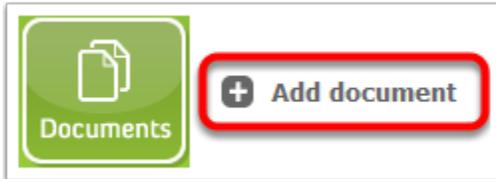
Hwb⁺

How to Upload a Document

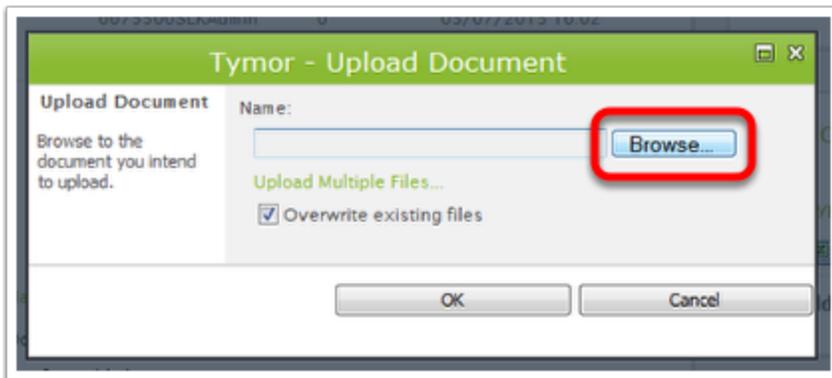


Hwb+ - How To Upload a Document

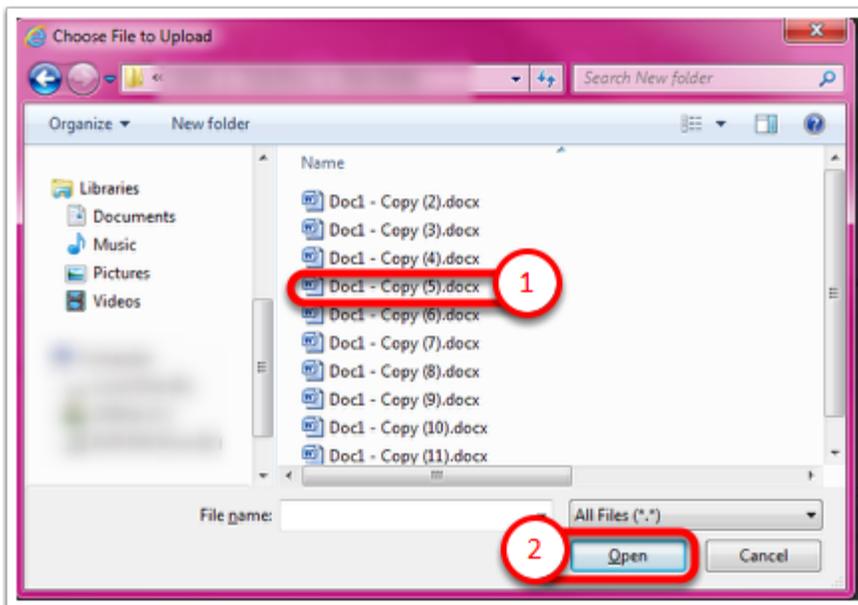
You can add a document anywhere you see the **Add Document** button in Hwb+



Click **Browse** to search for the file you wish to upload.

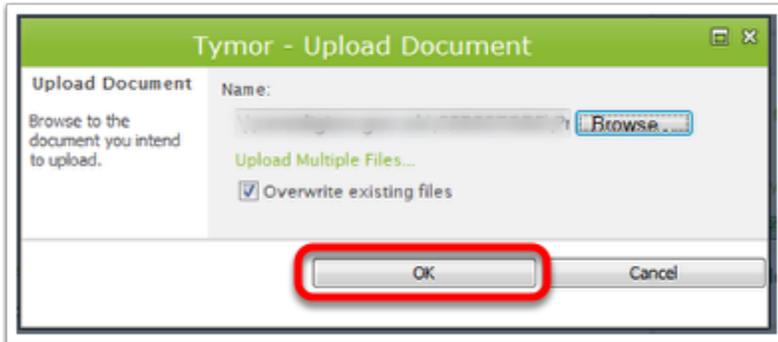


1. Find the file you wish to upload
2. Click **Open**





Click **OK** to upload



You can rename the document before it is saved.

