


How to Upload to CloudCabinet






1. Log in and click on the Cloud Cabinet button on the left of the page.

CLOUD CABINET

2. A new page will open with a list of your folders. Click on the folder called **CLIENT UPLOADS Tax Organizers and Tax Docs**

 CLIENT UPLOADS Tax Organizers and Tax Docs

3. When folder opens look for a cloud icon with an up arrow inside on top right.

Name ▾	Size	Upload Date	Uploaded By
 ..			
 2011			
 2017			
 2018			
 2019			

4. A new window will open over your current window. Click the green **Browse** button to search your computer for the files you want to upload. You may upload multiple files at once. You may also drag and drop the files into this box. Press the blue OK button once you have the files selected.

Upload file

Drop file from your computer here, or click Browse >>

+ Browse...

Selected file(s):

<no file selected>

☒ Notify staff

☐ Overwrite existing document

alex@judakallus.com

OK

Cancel

5. We will be notified when a file is uploaded.