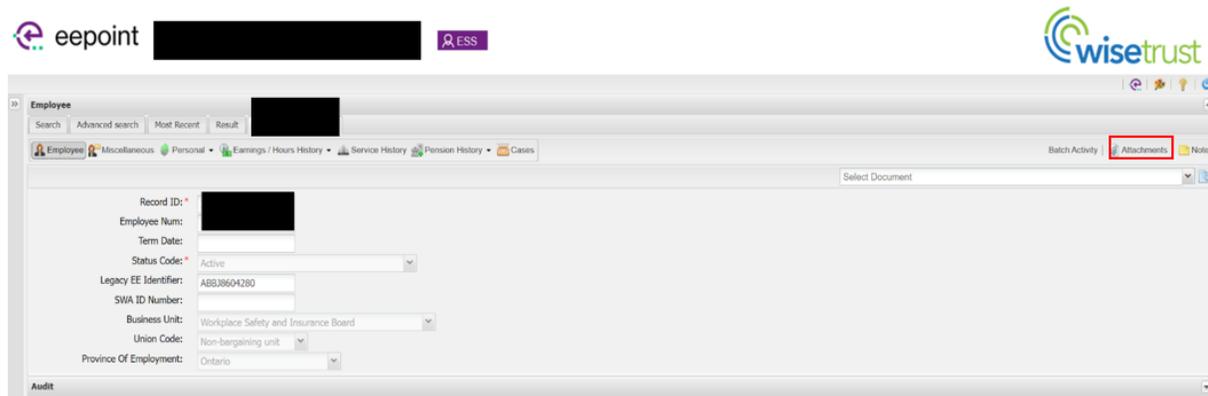


Attaching a Document to a Member Record in eePoint

1. Log in to [eePoint](#) and search for the member by using their ID or Name

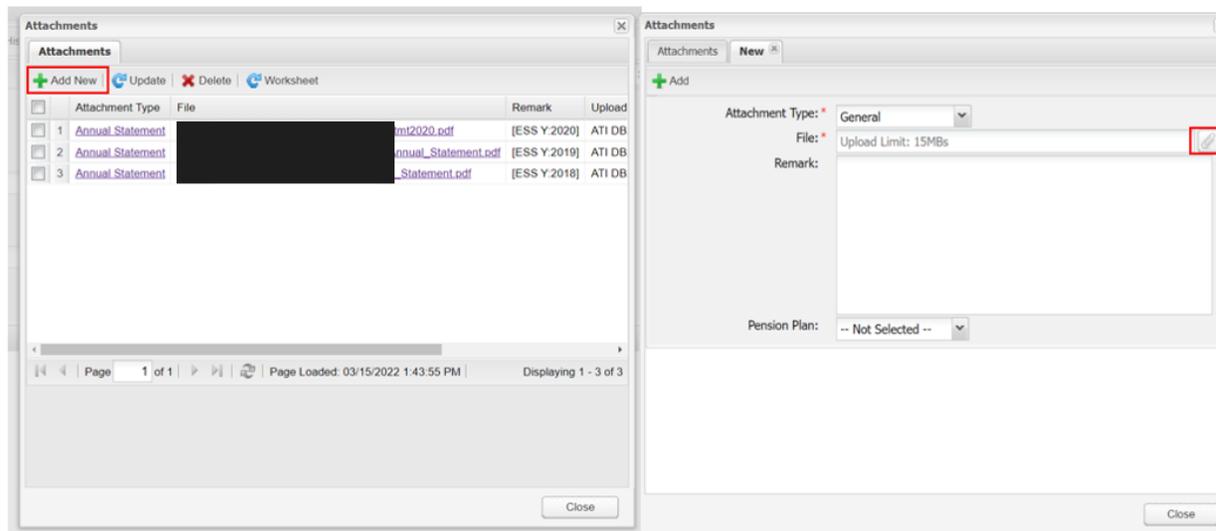
2. Click on the attachments button to the far right of the member's profile



3. You will be prompted to the following screen where you can see what documents have been uploaded in the past for the member

4. Select "Add New" and locate the file you want to upload by clicking on the paperclip thumbnail





5. Once you've located the file you want to upload, select "Add" so that it uploads to the member's attachments in eePoint

