Attaching a Document to a Member Record in eePoint

- 1. Log in to <u>eePoint</u> 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

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

