

BUSINESS by Design

FEATURING: myBBD Pass

Using
myBBD Pass
 Secure Exchange

STEP BY STEP INSTRUCTIONS FOR UPLOADING YOUR FILES TO BBD.

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Steps to Upload a file to BBD

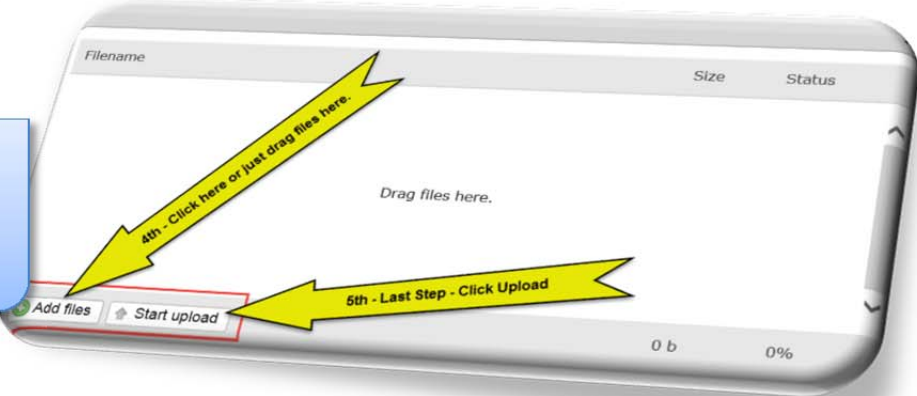
by Paul Miller

1st – From Left menu, click on “File Exchange”
 2nd – Click “Secure Exchange – Upload Documents Here”



3rd – From menu bar, click “Upload”

4th – Click “Add Files” or just drag files here.
 5th – IMPORTANT: Must click “Start Upload”



Now close the upload box, and verify your documents are in your folder. That is it!