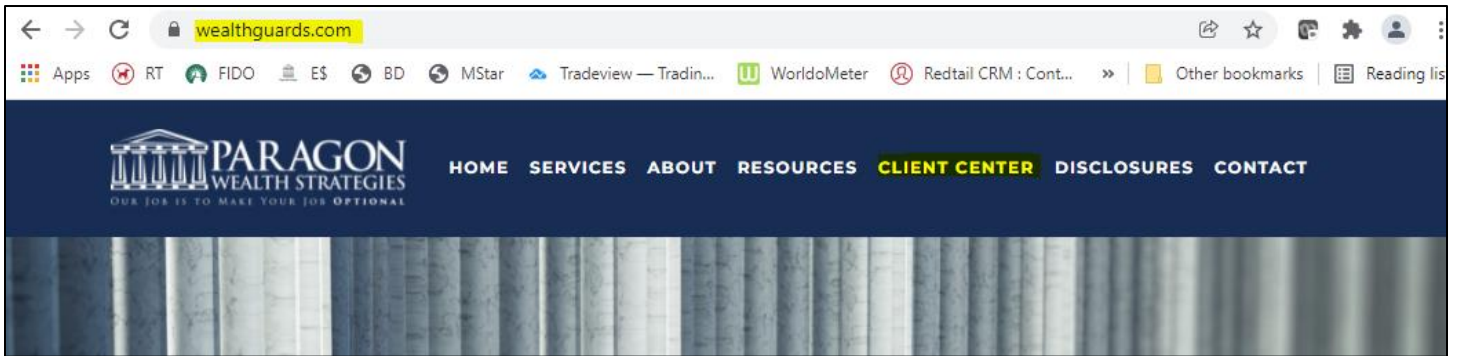
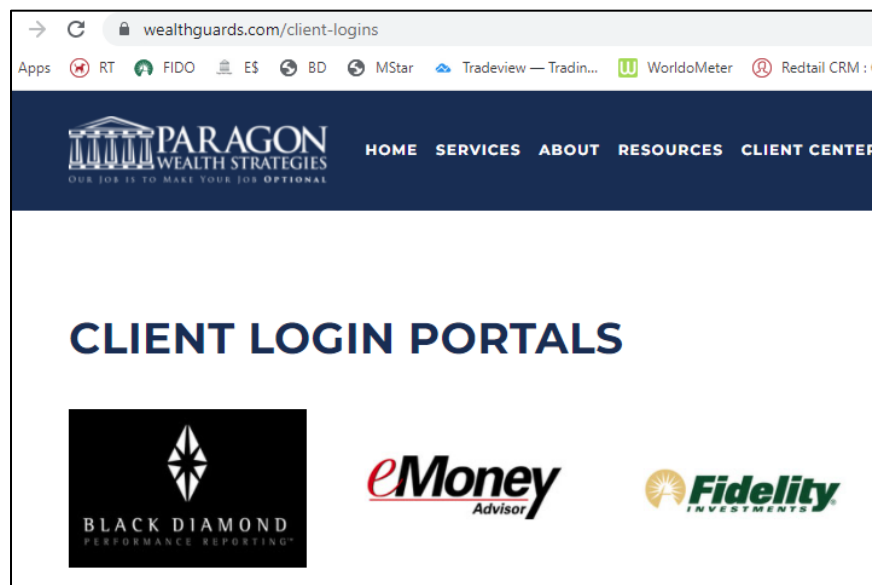


How to upload/download files to and from your eMoney Vault

Step 1: Go to www.WealthGuards.com and click on “Client Center”:



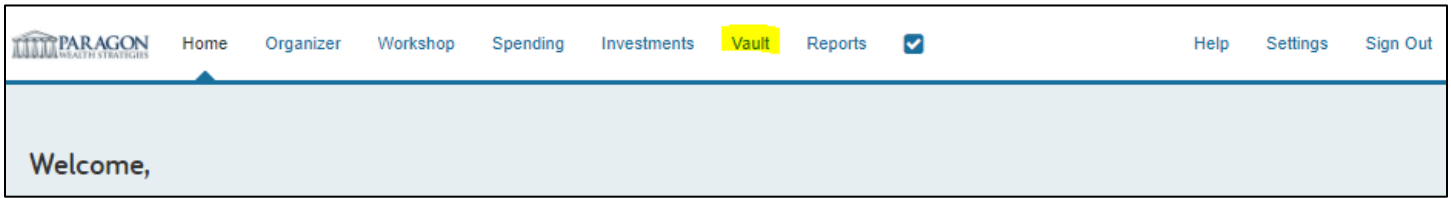
Step 2: Click on eMoney logo:



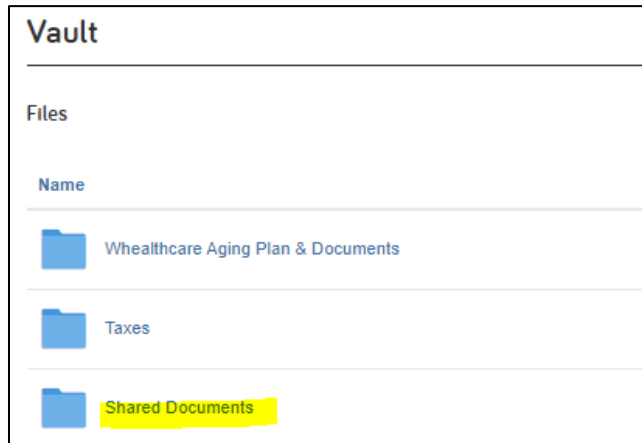
Step 3: Log into eMoney using your credentials we set up during your meeting:

A screenshot of the eMoney login form. At the top is the Paragon Wealth Strategies logo. Below it are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Remember Me'. A blue 'Sign In' button is positioned below the fields. At the bottom, there is a link that says 'Forgot your password?'.

Step 4: Your eMoney portal will have a menu of pages, click on the “Vault” page:



Step 5: Click on the “Shared Folder” – this folder allows us to see what you share with us:



Step 6: On the top right corner, click on “Upload” button, select “Files” – this will allow you to select a file/document you would like to upload from your computer.



Step 7: Select the file and click “Open” on the bottom right of the dialog box.