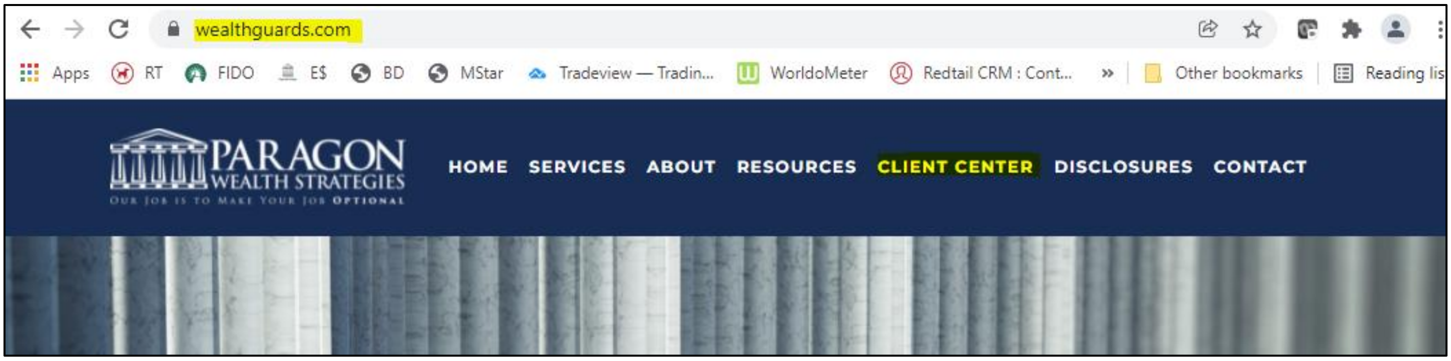
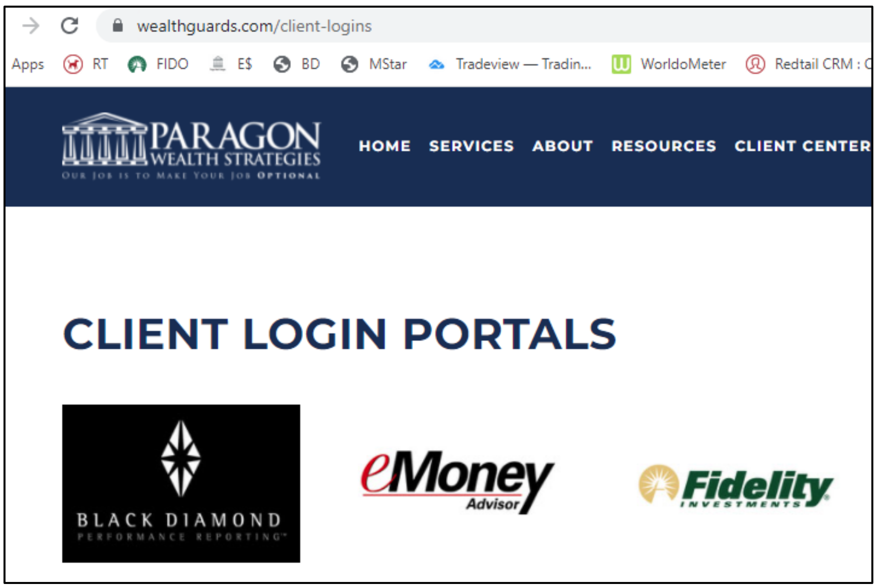
How to upload/download files to and from your eMoney Vault

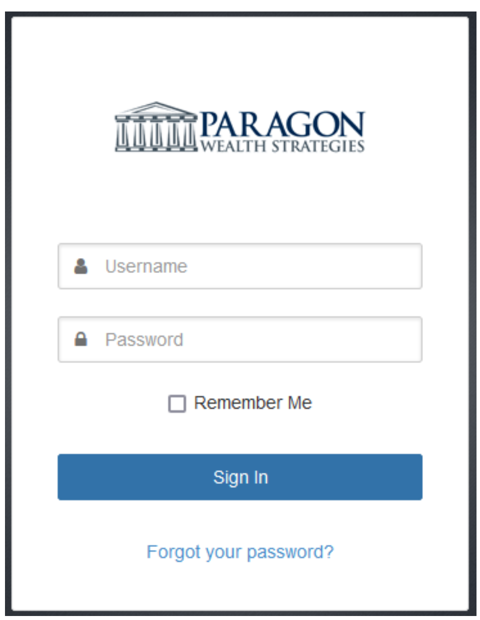
Step 1: Go to www.WealthGuards.com and click on "Client Center":



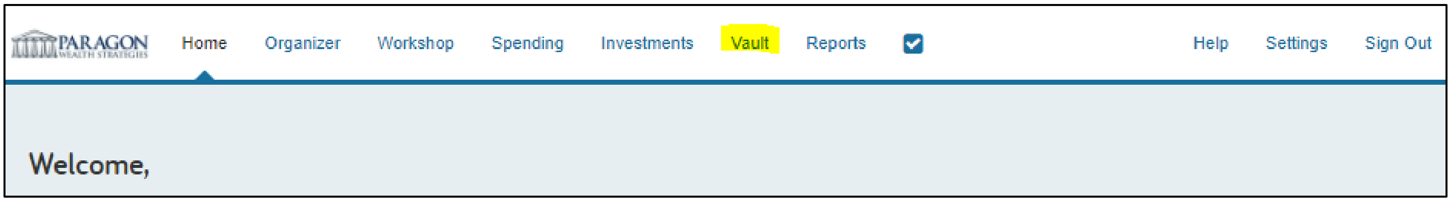
Step 2: Click on eMoney logo:



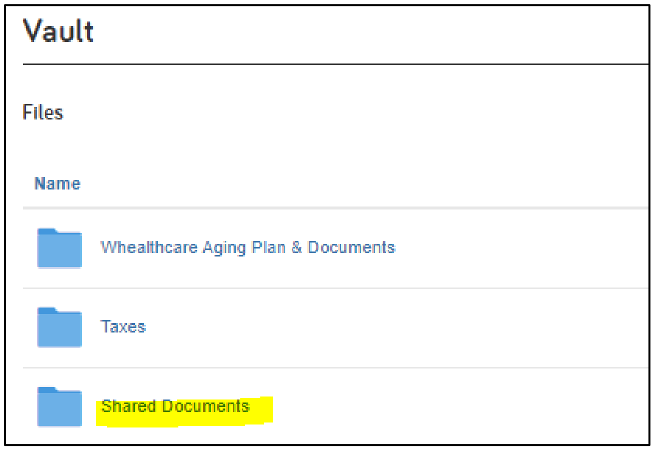
Step 3: Log into eMoney using your credentials we set up during your meeting:



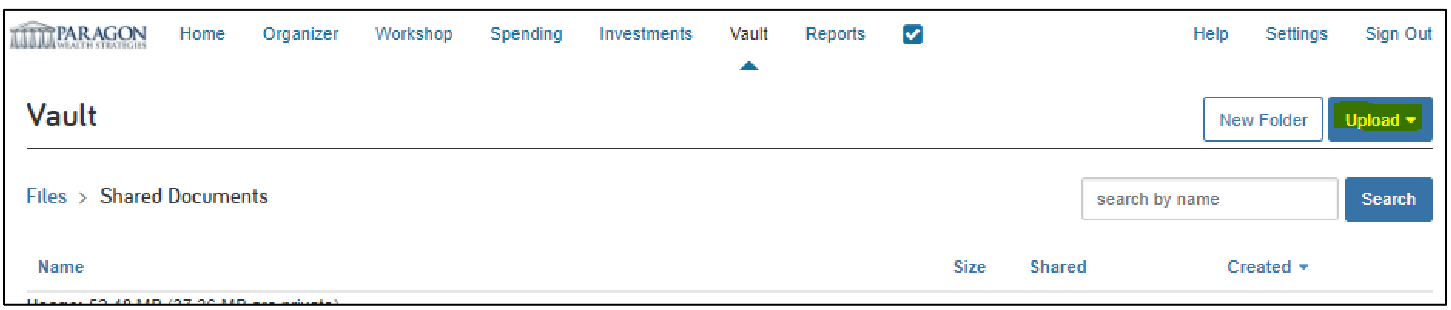
Step 4: Your eMoney portal will have a menu of pages, click on the “Vault” page:



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.