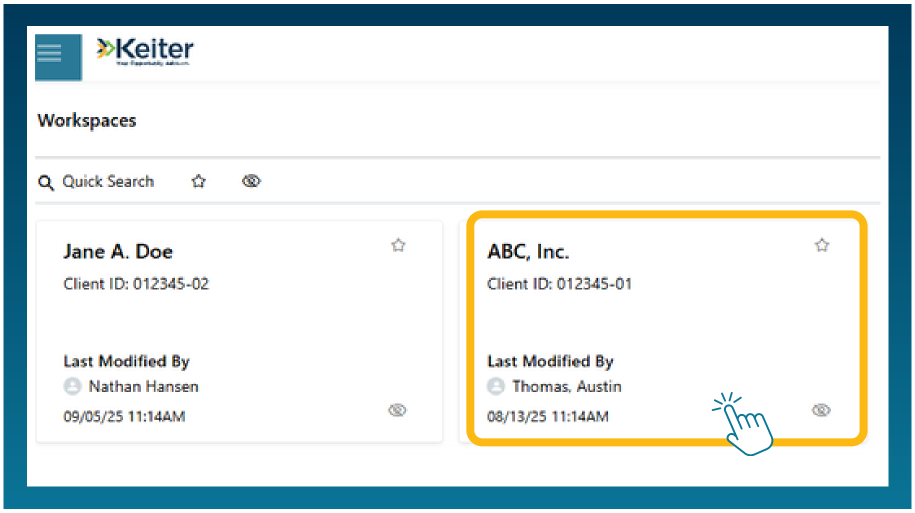
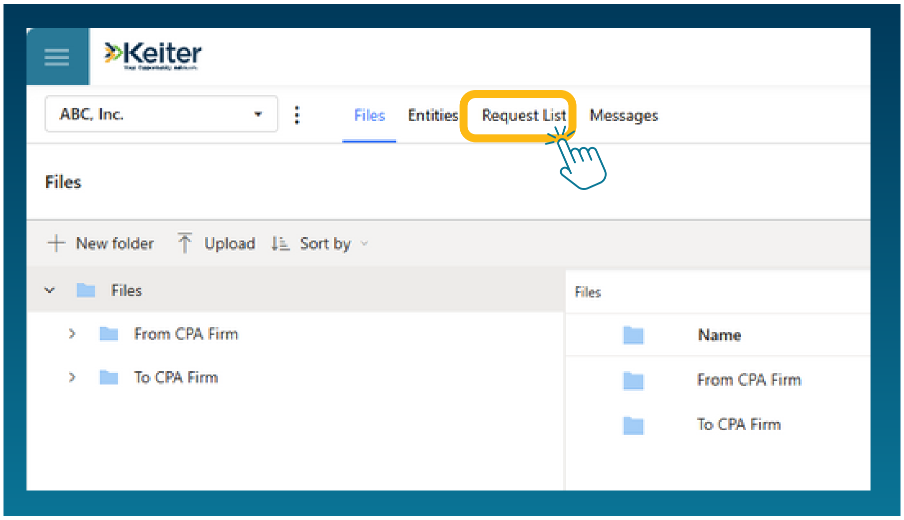
HUBSYNC
Upload Documents to Your Request List

View Request List

1. Select the entity you wish to view. The full list of requests will populate on the next screen.



2. Select the Request List tab at the top of your screen.



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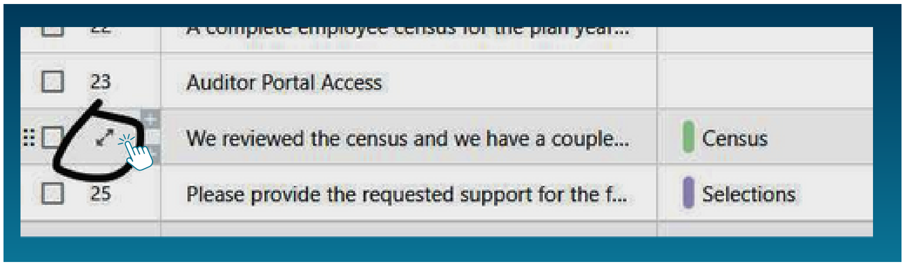
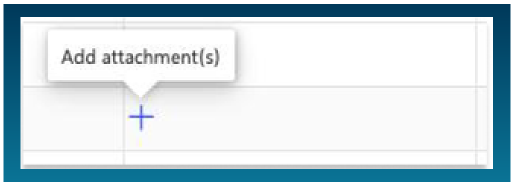
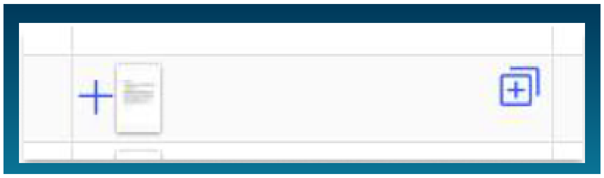
Upload documents to your request list (continued)

3. The full Request List will be displayed. Navigate to the specific request you would like to navigate to and expand the request by hovering the mouse over that item and clicking on the row.



4. Add Attachment(s): Attach relevant files to requests for easy access. To upload a document either drag and drop directly into the cell/grid or select the '+' button the cell. All file types may be uploaded as attachments such as .PDF, .JPEG, XLS, .DOC.





Preview uploaded documents by clicking on the image that appears in the attachment column. The file will download in its original format.

Note: You can assign requests to other team members who have access to your organization's workspace.