

how to COMPLETE AND SUBMIT A FORM TO STBB

All documents in your eVault are in **View Only** mode.

STEPS TO FOLLOW:

1. Select the provided form in your eVault.
2. Select "Download" from the menu options.
3. The Form will download to your device as a PDF document.
4. Open the PDF document in your PDF viewer.
5. Complete the Form.
6. Save the Form on your device and submit your Form using the following steps:

I have my documents saved as PDF or an image file:

1. Open the STBB Direct App and Select eVault.
2. Select the "+" icon on the bottom right hand side of the eVault window.
3. Select "File" and browse to the location where you have stored the documents, select your document.
4. Select the type of document that you are uploading from the list of document types and then fill in any required fields (these will be listed with the word "required" next to them).
5. If the document you selected was an image file, you will be able to crop the image before selecting "Submit".
6. Submit your documents to STBB and a copy will be saved to your eVault.