

how to

# SHARE A SAVED DOCUMENT WITH STBB

No document will automatically be shared with STBB. Any personal documents can be securely uploaded and saved for **personal use only**.

I want to send STBB a document...

1

## While uploading my document

1. When uploading select "send a Copy to STBB"
2. Then select "complete" to save to your eVault

2

## That is already uploaded to my eVault

1. Select the uploaded document then select "Send a Copy to STBB"
2. Select your "Associated Matter"
3. "Complete" the action to send to STBB

3

## Was my document sent?

1. Select the sent document
2. Select "Document History"
3. View the date sent