

how to submit A DOCUMENT STORED IN ANOTHER APP

Eg. email attachment, Whatsapp.

Only PDF or image file format documents with a maximum size of 8Mb per document.

I have my documents electronically on email or in another app:

1. Open the document from your email or app first, then select “Share”, “Send File” or “Share a Copy”. The option you select depends on your app.
2. Select STBB Direct to share to.
3. If documents have been requested, a list of requested documents will pop up. Select the document that you will be sharing. Your document will be saved to your eVault and a copy will be sent to STBB.
4. Alternatively, select the “+” icon on the bottom right hand side of the eVault window.
5. 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).
6. Make sure to select “Send a copy to STBB” if you intend sharing a copy with STBB while uploading to your eVault. Select the relevant matter if sending to STBB.
7. Select “Complete”.
8. Your document will be saved to your eVault and a copy will be sent to STBB if you selected “Send a copy to STBB”.



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