

# how to submit AN ELECTRONICALLY SAVED DOCUMENT

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

## 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”. Use the round orange markers to align the border with your document and then crop your document.
6. Submit your documents to STBB and a copy will be saved to your eVault.



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