

# How to submit AN ELECTRONICALLY SAVED DOCUMENT

Please note that only PDF or image file format documents with a maximum size of 8MB per document are permitted.

## If you have saved your documents in PDF format or as image files:

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, and select your document.
4. Select the type of document that you are uploading from the list of documents and complete the required fields (these are listed as “required”).
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 it.
6. Submit your documents to STBB. A copy will be saved to your eVault.



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