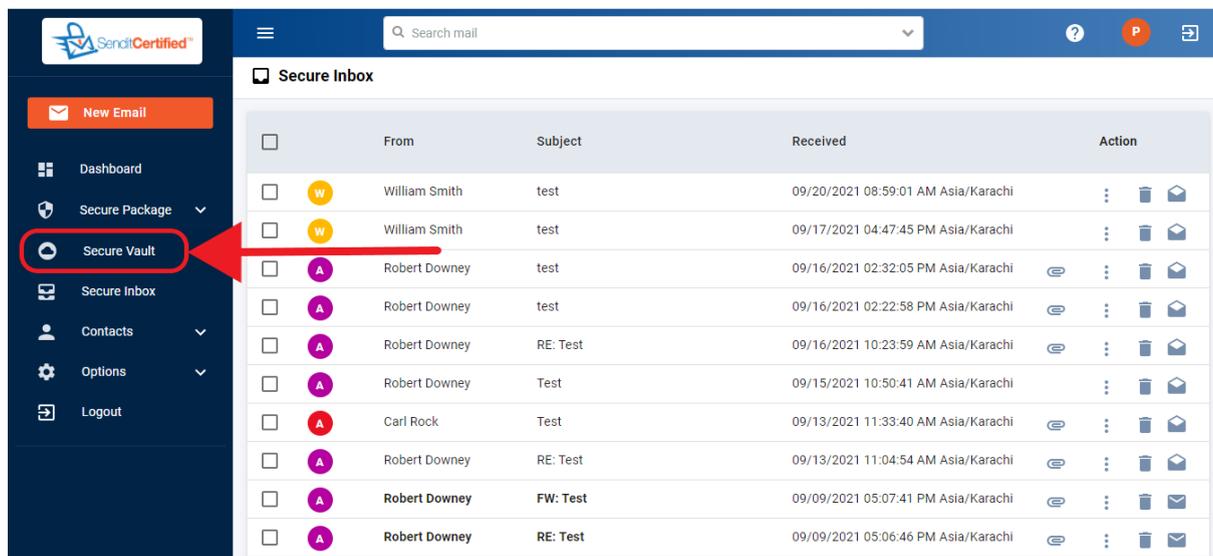
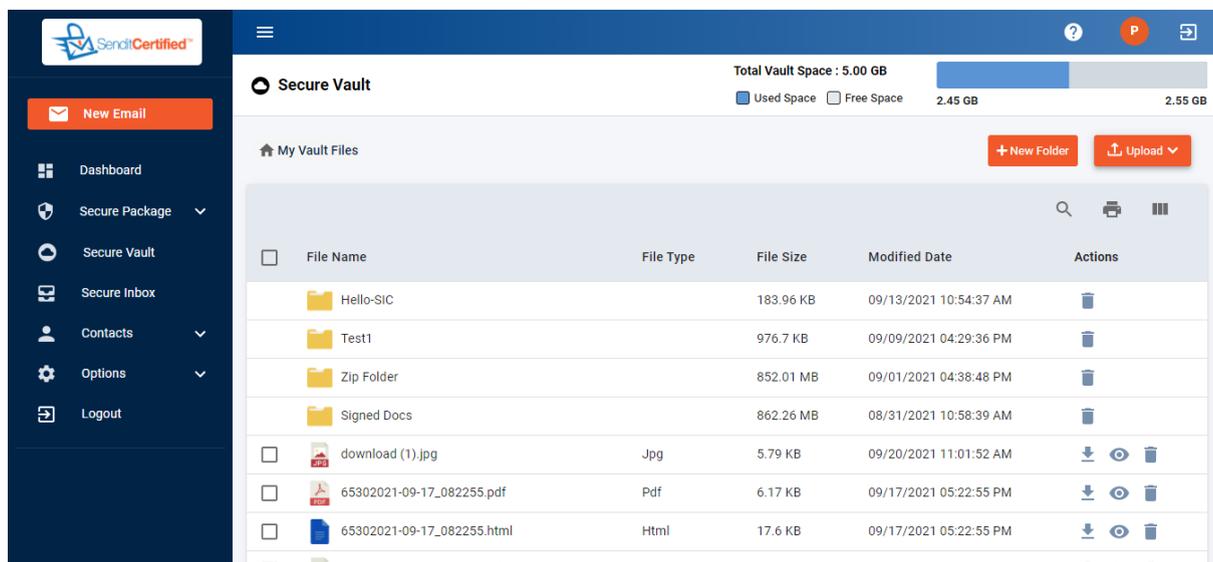


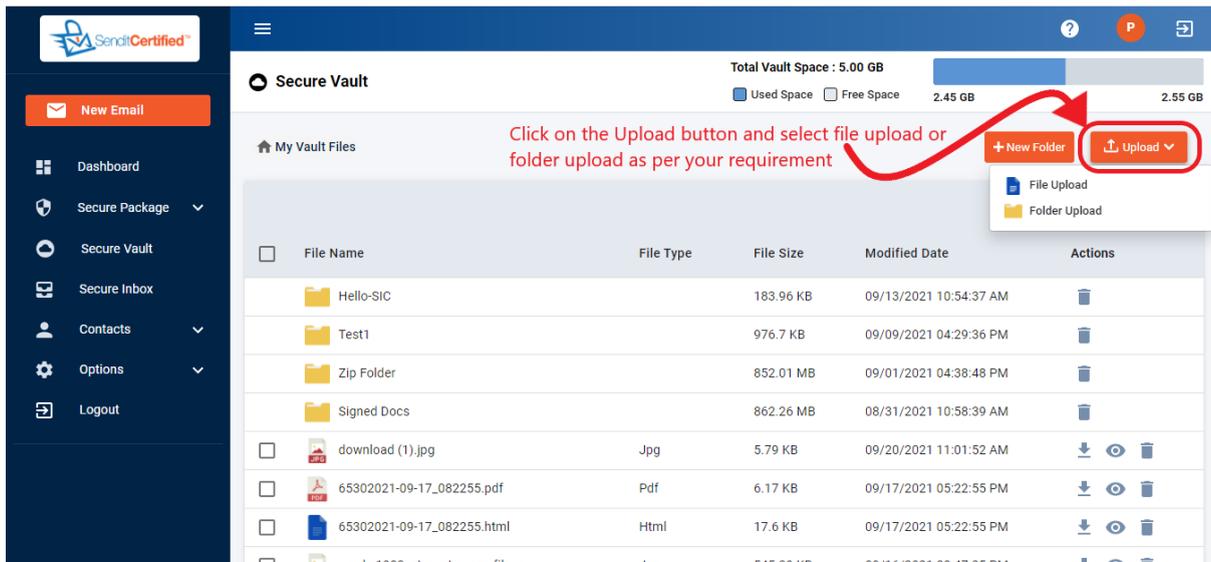
How to use your SecureVault



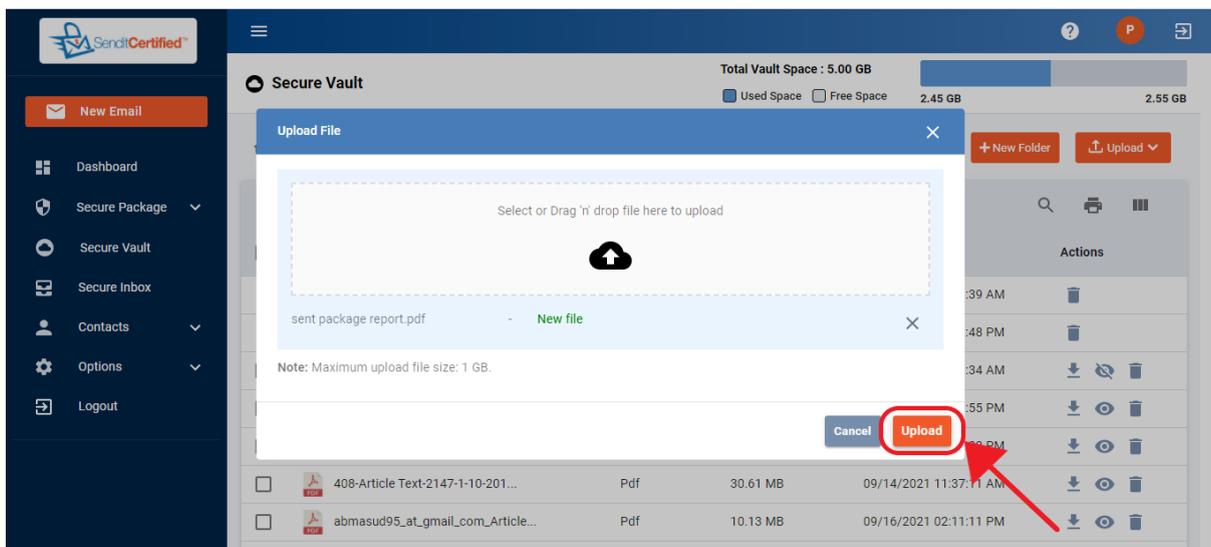
→ Log into your SenditCertified account and on the side menu click on the “**Secure Vault**” option.



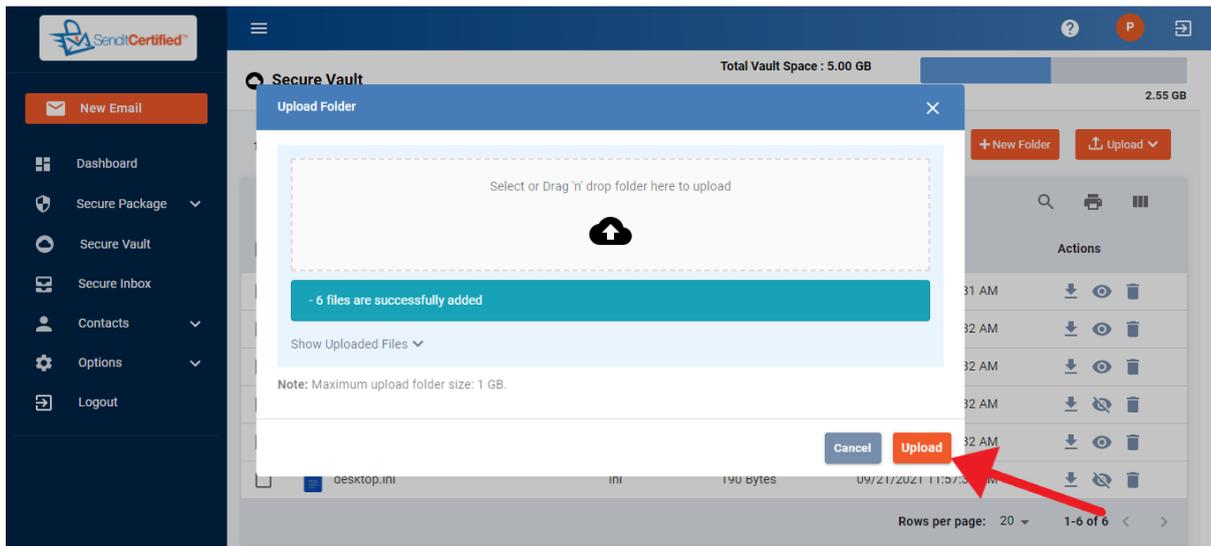
→ Once you are in secure vault page you can upload files(Max upload file size is 1GB), folders, create new folders, delete files and sort files (by name, type, size and date when uploaded).



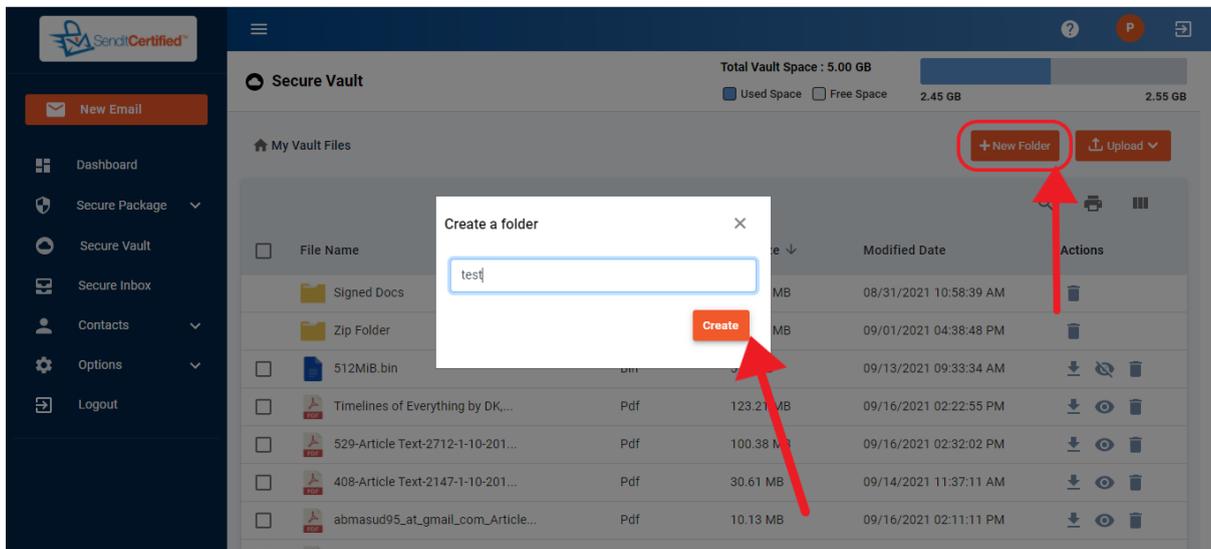
→ To upload files or folders first click on “**Upload**” button and then select “**File Upload**” or “**Folder Upload**” as per your requirement.



→ After clicking “**File Upload**” select file from local machine or Drag ‘n’ drop the file and then click on the “**Upload**” button.



→ In the same way after clicking the “**Folder Upload**”, select or Drag ‘n’ drop the folder from local machine and click on the “**Upload**” button.



→ To create new folder first click on the “**New Folder**” button, a pop up is shown and enter folder name and then click on the “**Create**” button.

The screenshot shows the 'Secure Vault' interface. At the top right, it displays 'Total Vault Space : 5.00 GB' with a progress bar showing 'Used Space' (2.45 GB) and 'Free Space' (2.55 GB). Below this, there are buttons for '+ New Folder' and 'Upload'. The main area is titled 'My Vault Files' and contains a table with the following columns: File Name, File Type, File Size, Modified Date, and Actions. The 'File Size' column header is circled in red, and a red arrow points to it from above. The table lists several files, including folders and PDF documents.

File Name	File Type	File Size	Modified Date	Actions
Signed Docs		862 MB	08/31/2021 10:58:39 AM	
Zip Folder		852.01 MB	09/01/2021 04:38:48 PM	
512MIB.bin	Bin	512 MB	09/13/2021 09:33:34 AM	
Timelines of Everything by DK...	Pdf	123.21 MB	09/16/2021 02:22:55 PM	
529-Article Text-2712-1-10-201...	Pdf	100.38 MB	09/16/2021 02:32:02 PM	
408-Article Text-2147-1-10-201...	Pdf	30.61 MB	09/14/2021 11:37:11 AM	
abmasud95_at_gmail_com_Article...	Pdf	10.13 MB	09/16/2021 02:11:11 PM	

→ To sort files based on file name, type, size or date click on the label name as shown above.