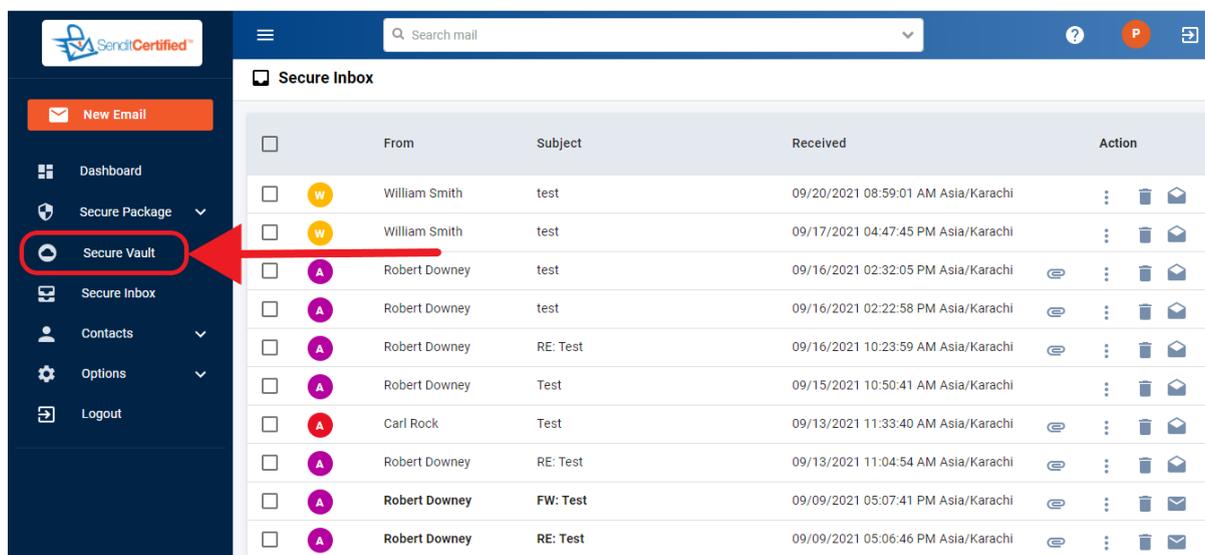
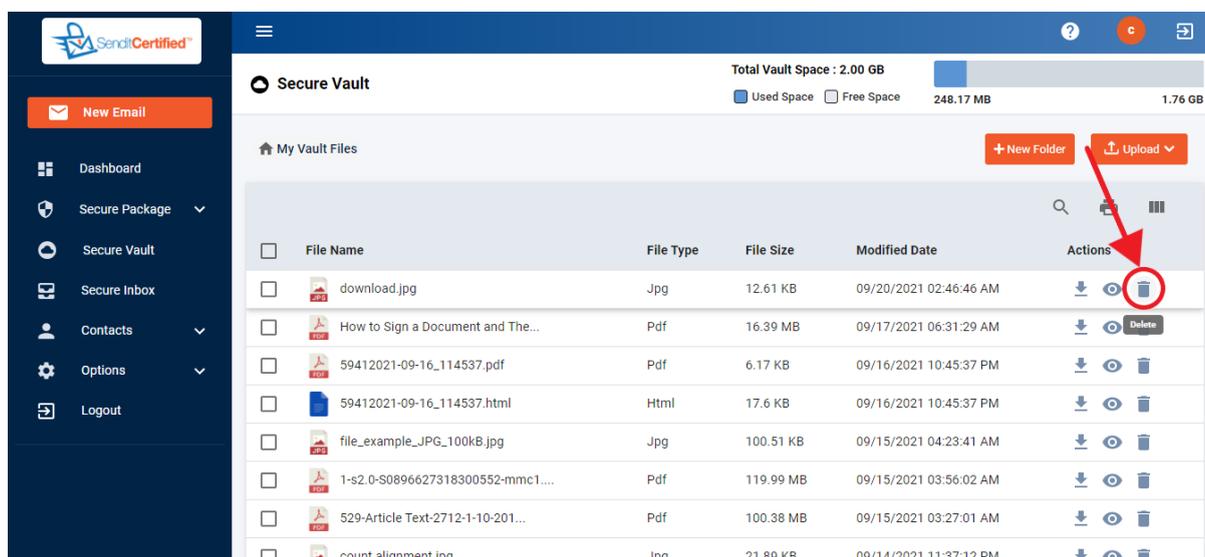


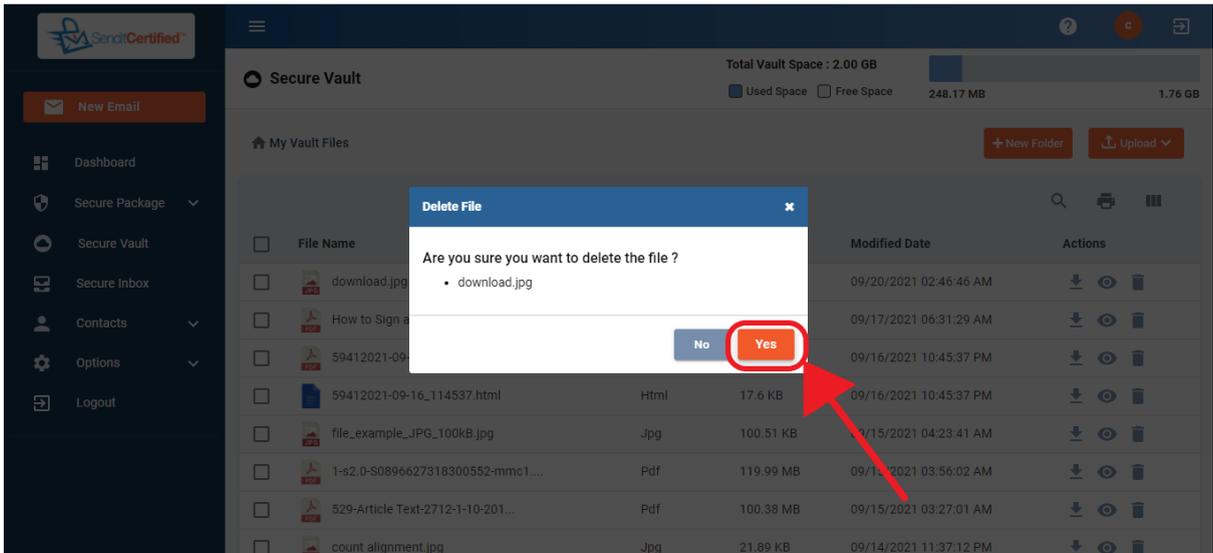
How to Delete Files from SecureVault



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

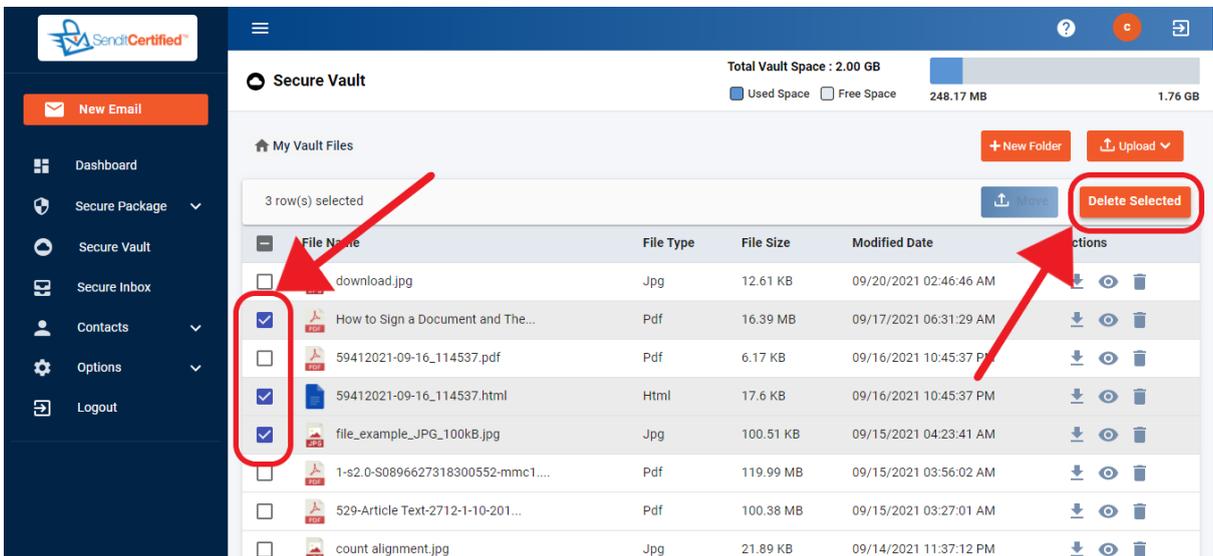


→ When you are in your SecureVault you will see the documents that you have uploaded. To delete a document click on the “**Delete**” icon.

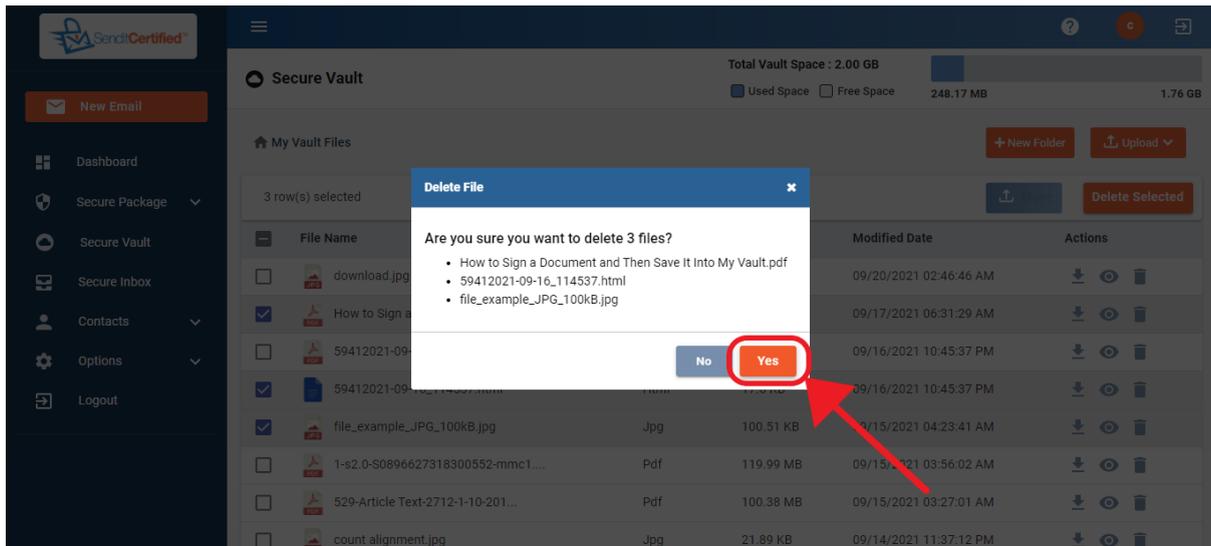


→ A pop up box will appear asking you Are you sure you want to delete the file then click on the “Yes” button.

(Make sure the file that you are deleting is not being sent to someone in a SecurePackage or SecureSignature)



→ To delete multiple documents click on required checkboxes and then click on the “Delete Selected” button.



→ A pop up box will appear asking you Are you sure you want to delete (count of files to be deleted) file and then click on the “Yes” button.