How to Delete Files from SecureVault

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

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

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→ 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)

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

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→ 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.