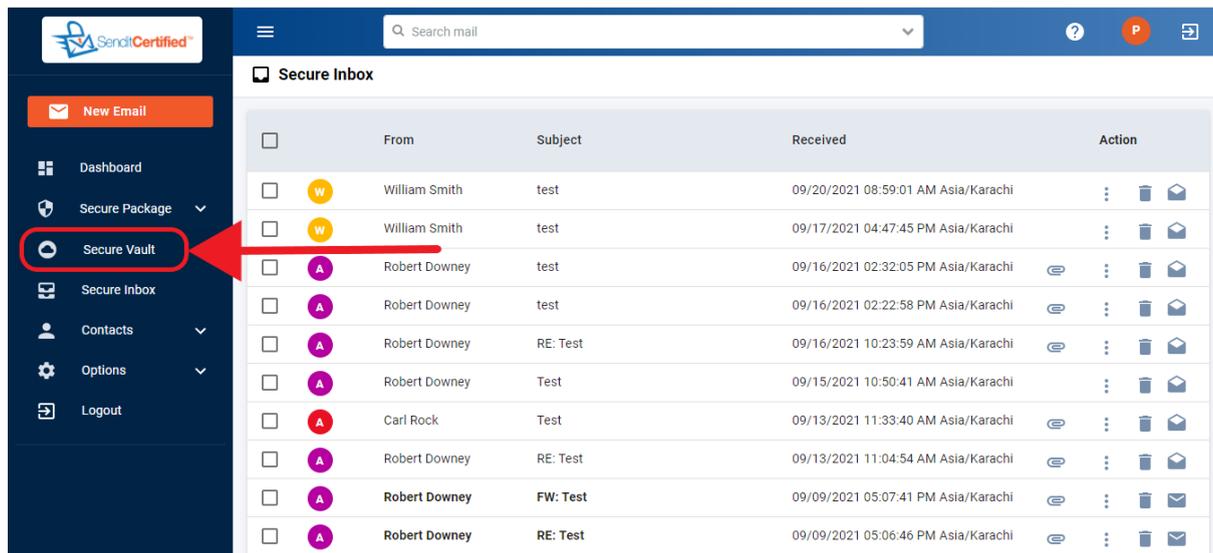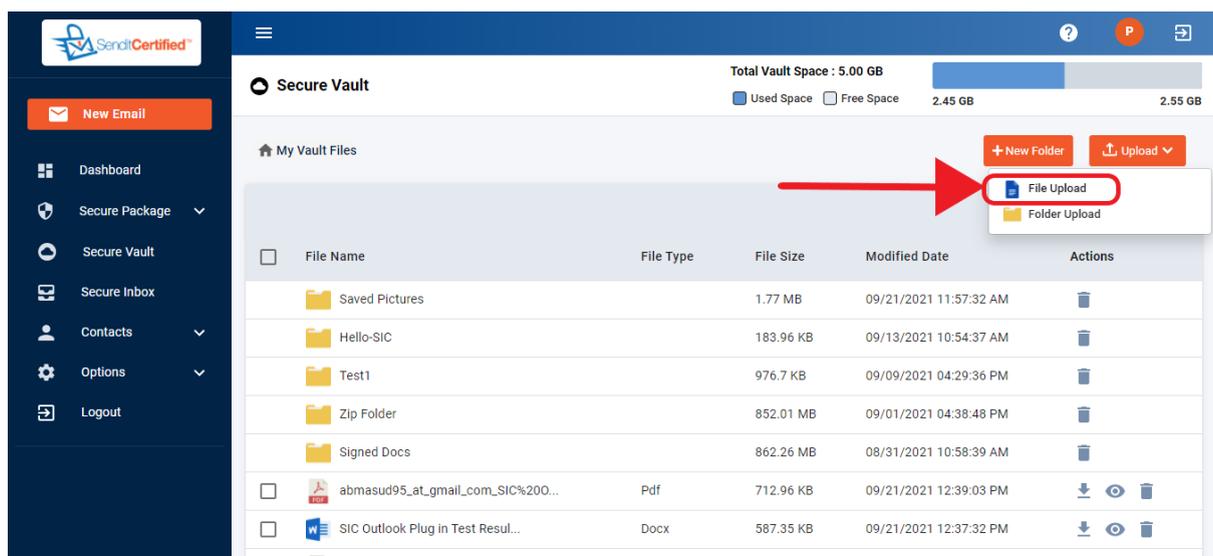# How to Upload Multiple Files to the SecureVault
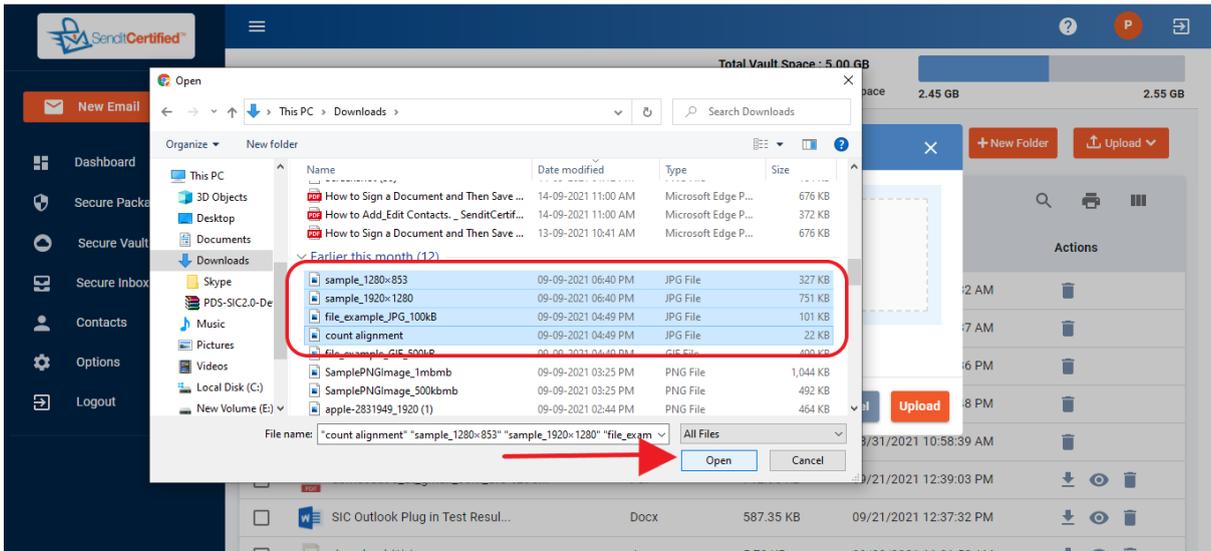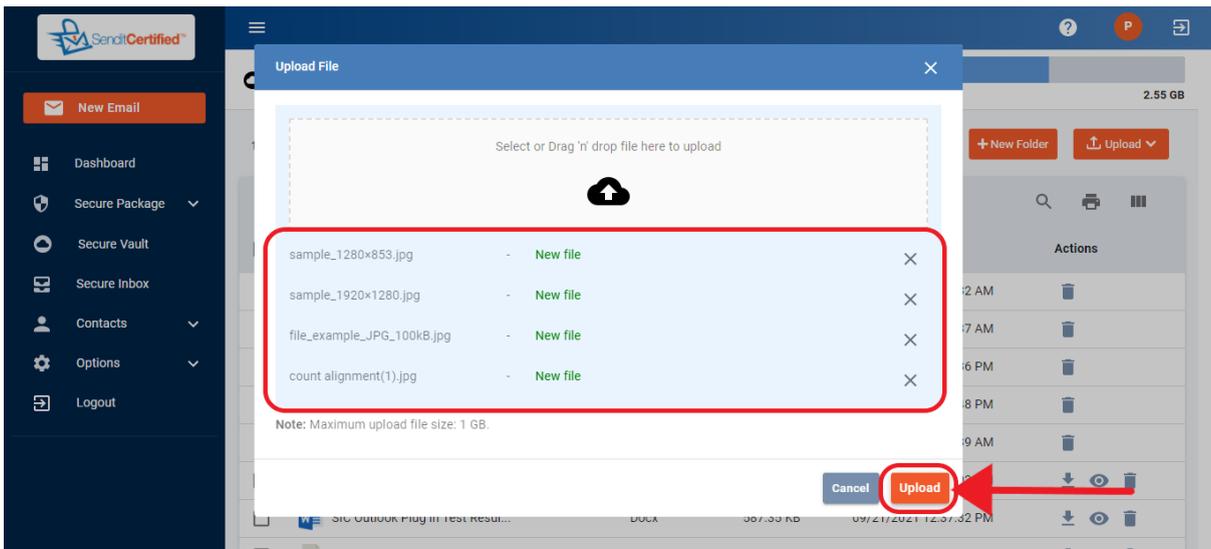

⟶ Log into your SenditCertified account and on the side menu click on the "**Secure Vault**" option.
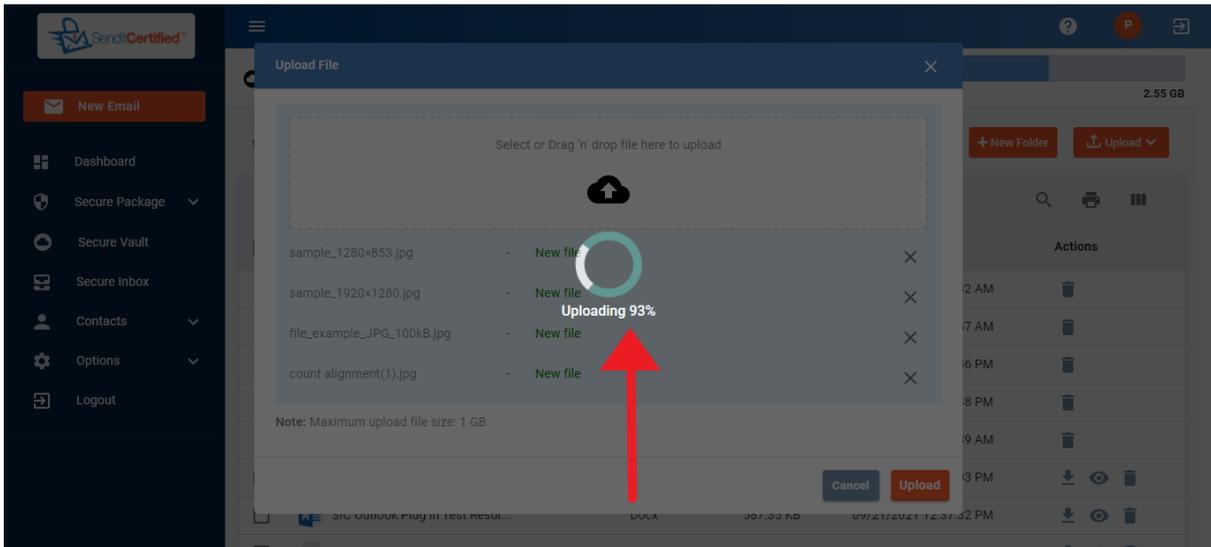

⟶ To upload multiple files first click on the "**Upload**" button and then click on the "**File Upload**" button.

⟶ To select multiple files, hold the "**Ctrl**" key and select up to 1 or more files. When finished, click the "**Open**" button.
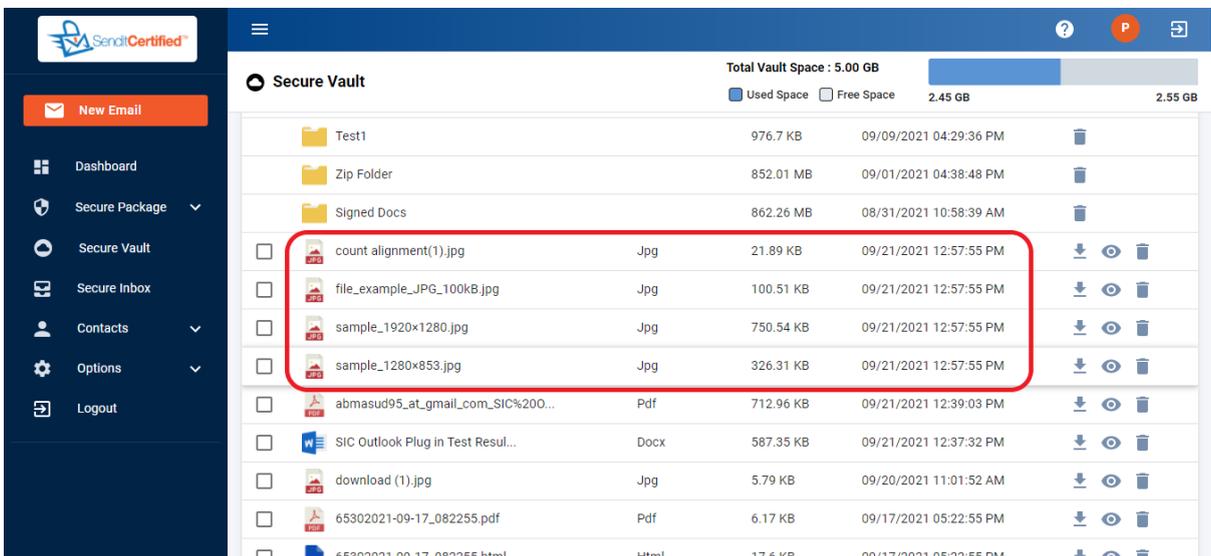

⟶ Selected files are shown in modal and then click on the "**Upload**" button.

⟶ Your files will now begin to upload. A loader indicates a file has successfully uploaded.

Note: It's important to allow time for all downloads to completely upload.

⟶ The "Uploading" window will automatically close when all uploads have finished. Your files are now viewable in your SecureVault.