

Huseby Resource Portal: **File Upload**

You will upload files per witness under the Order Overview tab.

Details **Billing Sheet**

Order Details

Add Products

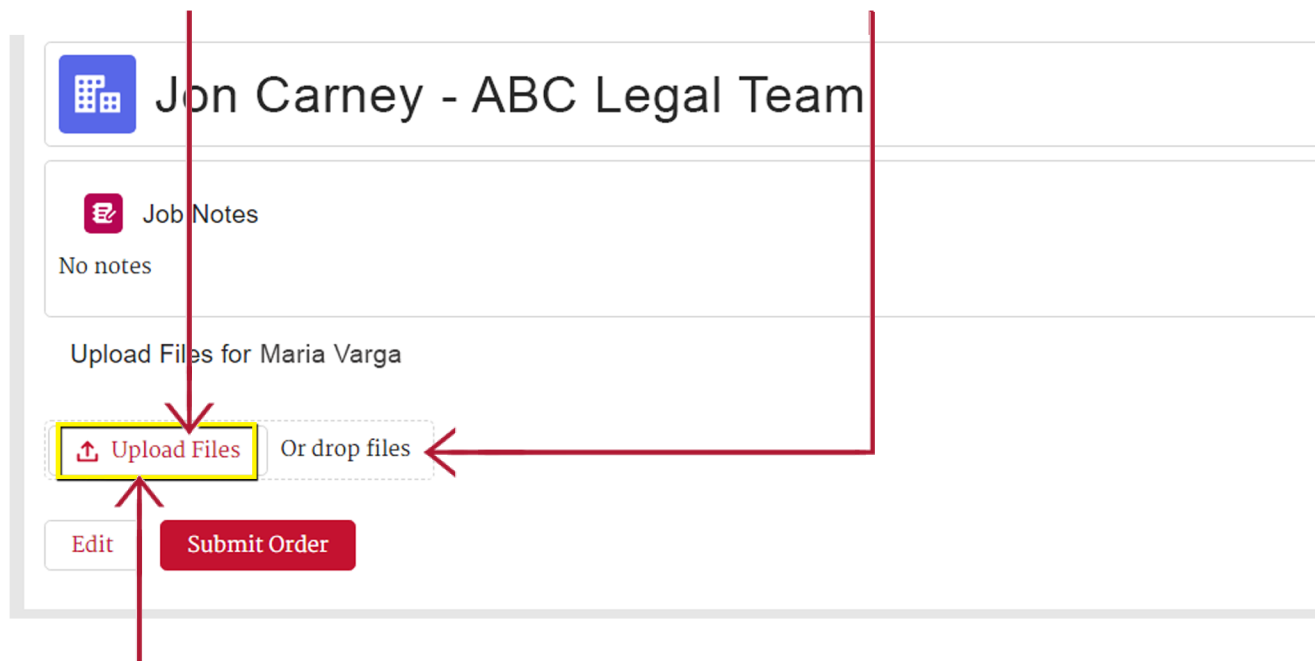
Order Overview

1. Scroll down past the ordering party/products details to the witness area. Then, per witness, you'll upload all files.

*You can click to **UPLOAD FILES** from a desktop folder.*

OR

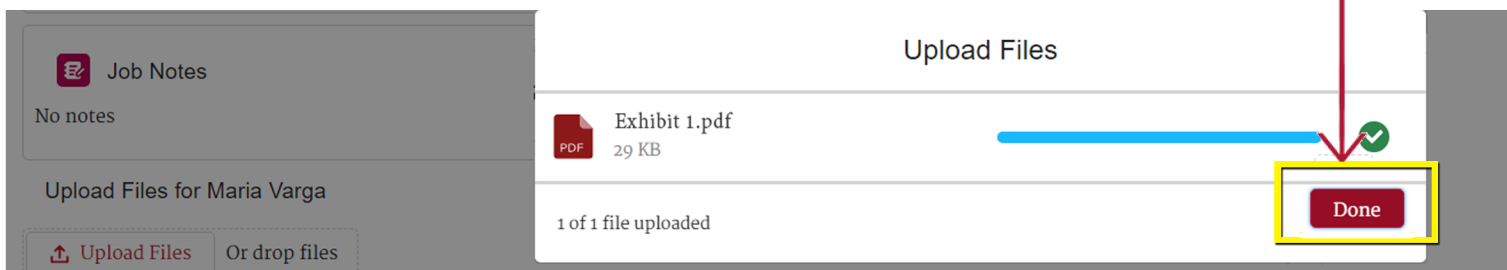
*You can **DRAG-N-DROP** from a desktop folder.*



2. Click Upload Files button to open a folder on your desktop.

3. Navigate to and choose one or more files, then click OPEN.

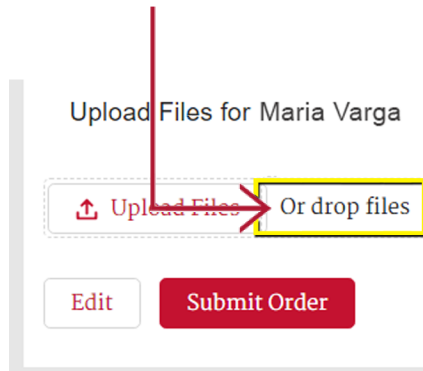
4. An 'Upload Files' pop-up window will appear. Click DONE.



OR USE DRAG-N-DROP METHOD

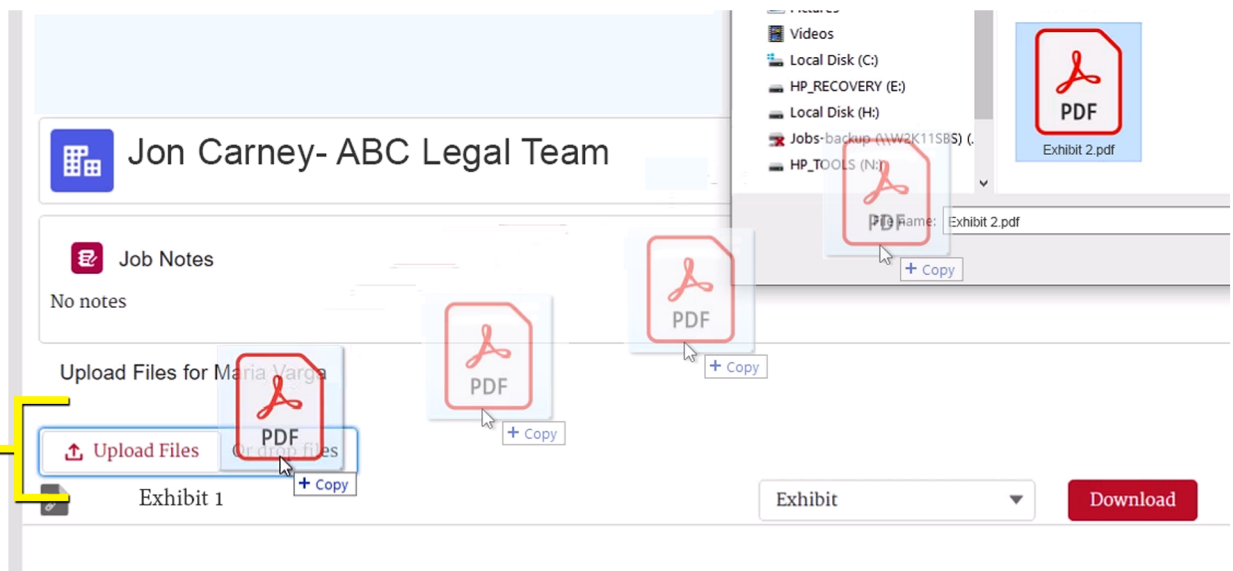
Drag-n-Drop Method:

1. Click 'Or drop files' button to open a folder on your desktop.



2. Navigate to and choose one or more files, then drag them directly onto 'Or drop files' button and drop.

Tip!
Ready to 'drop' when the blue highlight box appears!



3. An 'Upload Files' pop-up window will appear. Click **DONE**.








WHICHEVER FILE UPLOAD METHOD YOU USE, YOU'LL NEXT CHOOSE FILE TYPES

Choose a File Type for each file you've uploaded by clicking drop-down(s).

Upload Files for Maria Varga

[Upload Files](#) Or drop files

	Exhibit 1	Exhibit	Download
	Exhibit 2	Exhibit	Download
	Exhibit 3	Front Page	Download
	Front Page	Exhibit	Download
	Glossary	Select an Option	Download

- Exhibit
- Exhibit-OCR
- Front Page
- Glossary
- Invoice
- Job Sheet
- LEF Exhibit Linked
- LEF No Exhibits