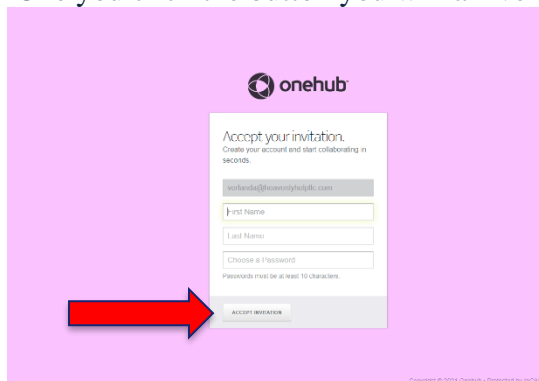


# ONEHUB INSTRUCTIONS (Desktop/Laptop)

PLEASE SCAN AND SAVE YOUR DOCUMENTS FIRST. It is best to create a folder on your device and save all of the files in one folder. This will make it easier when uploading. Once the documents are scanned and uploaded, proceed with the steps listed below to upload all documents securely to ONEHUB.

Watch Video Demonstration: <https://support.onehub.com/hc/en-us/articles/360039791951-How-to-Upload-and-Manage-Files>

1. You will receive an email invitation to join ONEHUB. Please click the button “**SIGN UP up & ACCESS THIS ITEM**”
2. One you click the button you will arrive at this prompt:



onehub

Accept your invitation.  
Create your account and start collaborating in seconds.

Passwords must be at least 10 characters.

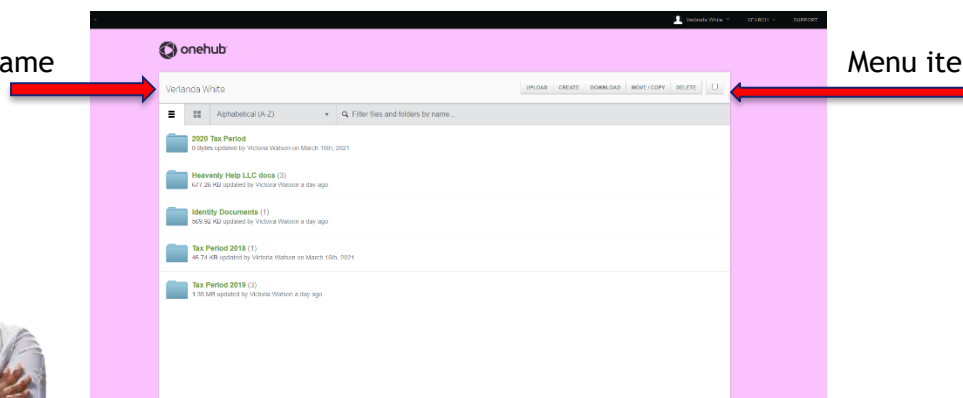
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Enter the requested information and click “**ACCEPT INVITATION**”

3. Once the invitation is accepted, you will arrive at a window similar to the one below. **Your workspace maybe empty**, BUT you will see your name in the top left corner and the menu items listed across the top right corner.

Your Name

Menu items



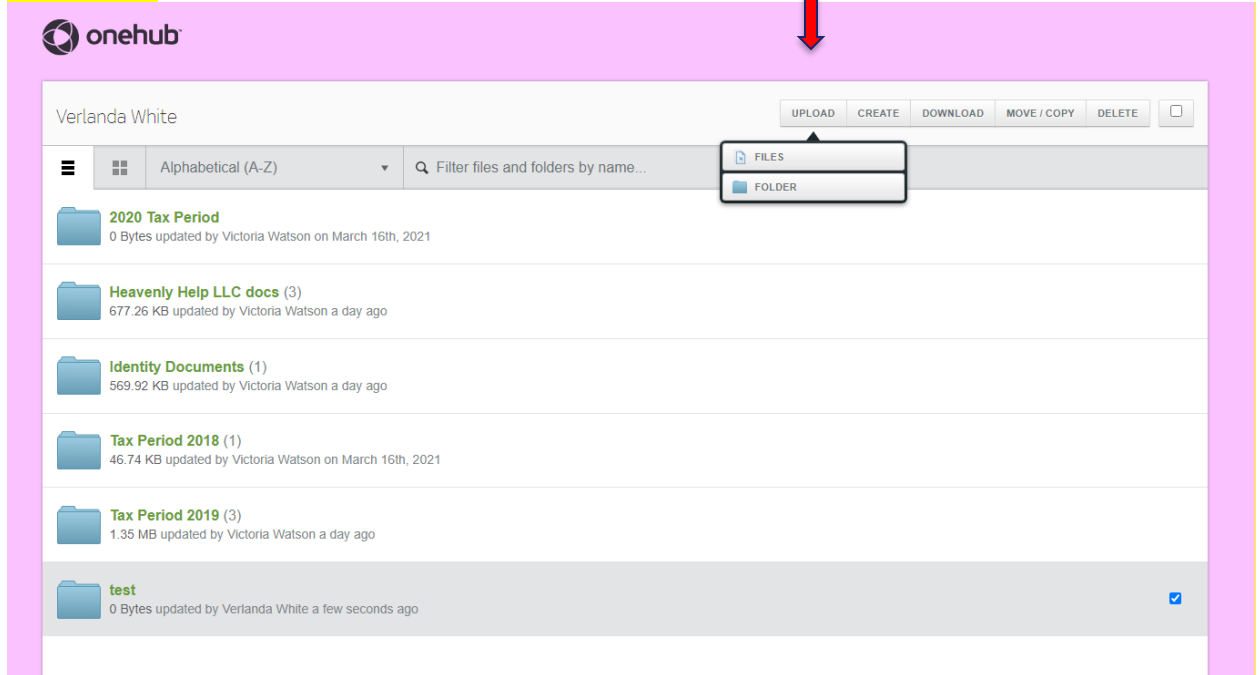
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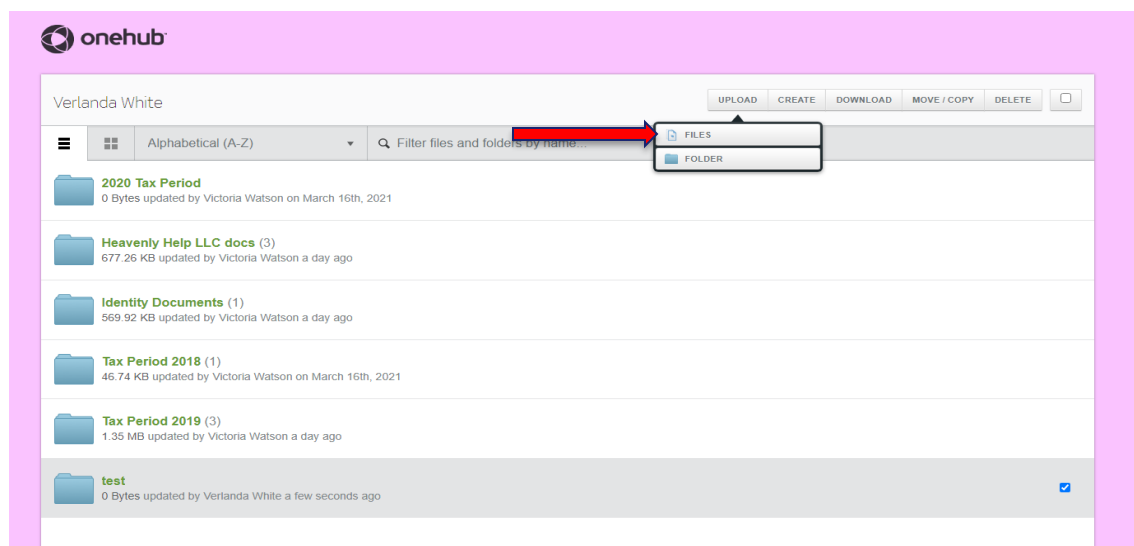
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4. Now it's time to upload your documents. Click **"UPLOAD"** you will then see Files and Folders



5. **Then click FILE** – Once clicked, a window will open on your device with your files and folders, select the files you desire to upload and click open. You may need to repeat this step several times if uploading files one by one. However, if you have saved all of your files in one folder, use the **FOLDER** option instead of FILE.



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