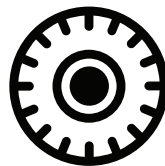


How To: Attach a Transmittal



**Digital
Vault**  Powered by
ReproMAX
DFS

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Attaching a Transmittal to Your Order

STEP 1: Select the document(s) that you would like to order and add them to your shopping cart.

STEP 2: Make any necessary changes to the quantities that you would like to order.

STEP 3: Click on the **Attach Transmittal** button (located on the left side of the screen).

STEP 4: Click **Browse** in the **Electronic File Upload Page**.

STEP 5: Locate and select the file that you would like to use as your transmittal.

Note: Any file type can be selected, but we **HIGHLY RECOMMEND** that you use a PDF file for your transmittal. Other file types may not contain the necessary fonts and/or images that are needed to print the transmittal correctly.

STEP 6: Click **Add to Cart** (located just below the Browse box) to upload your document to the system.

Note: Depending on the size of the file you attach, the upload process may take several minutes to complete. Once the file has uploaded, a line item will appear under **Attached Items**.

STEP 7: Click **Continue**.

STEP 8: Click **Check Out**.

STEP 9: Continue through the rest of the order as you normally would.



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