

# VIP Document Upload



Uploading documents into the MSI Virtual Insurance Platform can be done in three easy steps.

## To upload your documents:

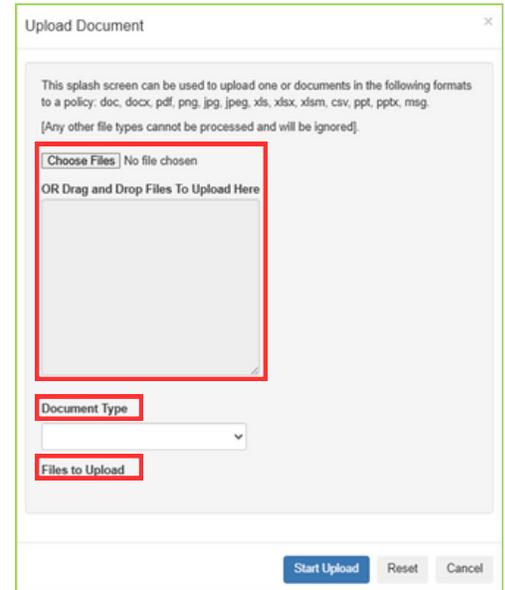
**1** Locate the “Action” tab after your policy search.



From the drop down, select “Upload Document”.

Once selected the “Upload Document” box will appear.

**2** Within the “Upload Document” box, you are given the option to choose your file from a location or to drag and drop the document.



Once uploaded, the document will show under “Files to Upload”.



**3** The “Document Type” will need to be selected via the dropdown.

After your selection is made click “Start Upload” to complete the task.

