

Uploading your PDF documents directly to Liberty is a new and secure way to send your documents to E*TRADE Advisor Services. The goal of the Liberty file upload functionality is to leverage the secure infrastructure that Liberty provides and to provide you with a one-stop solution for your processing needs. This feature will gradually phase out the use of email by having a secure mechanism to send documents that include PII and other confidential information.

The functionality resides under the Documents tab on Liberty as a new hyperlink: **Document Upload**.

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When the user clicks the hyperlink, the page will display the history and search and filter sections of previous uploads.

The bottom of the page has an **Upload Documents** button.

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Upload Forms

If there are no uploads, it will display the standard "no content" message.

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Search: Users will be able to sort on the various columns.

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Filters: Users can filter the list by various statuses.

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When users click the Upload Documents button, it will bring up a dialog box. Click the **Browse** button to upload documents or use the drag and drop feature to drop documents. Up to five documents can be uploaded at once. The platform supports PDF and TIF file formats for upload. The file size of 10MB or less is accepted.

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Once the document(s) is selected for upload, the user will be prompted to enter the document type from the drop-down, as well as the account number.

Click **Upload** when all the values have been entered (the upload button will be deactivated until applicable mandatory fields have been entered).



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A successful upload message will be displayed, providing details of files uploaded.



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Upload Documents

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The list of documents uploaded will also be shown in the uploads section on the main screen.



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As we refine the Liberty Upload document functionality, stay tuned for upcoming enhancements.

Please contact your Relationship Manager for a demo of the feature and/or if you have any questions.