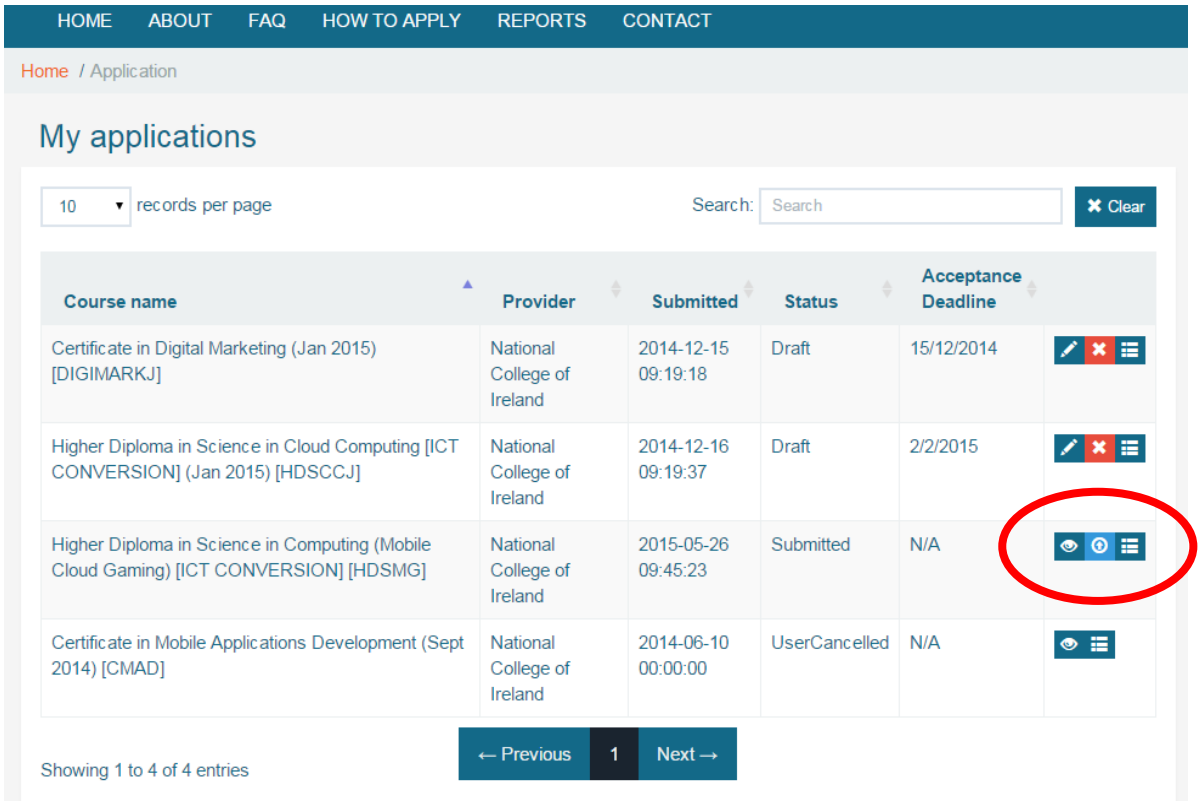
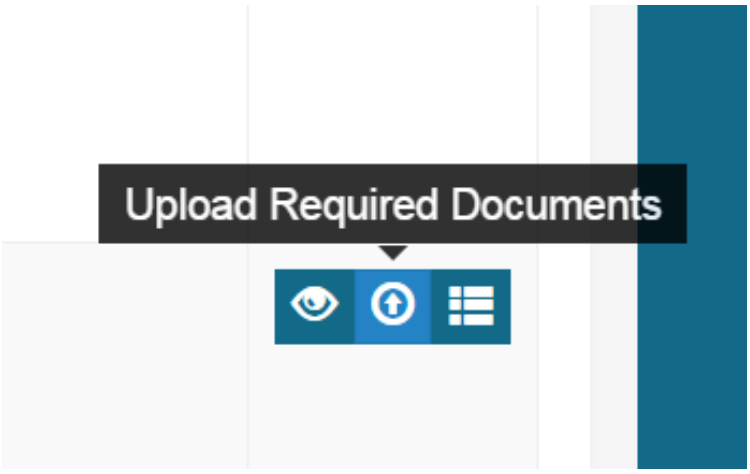
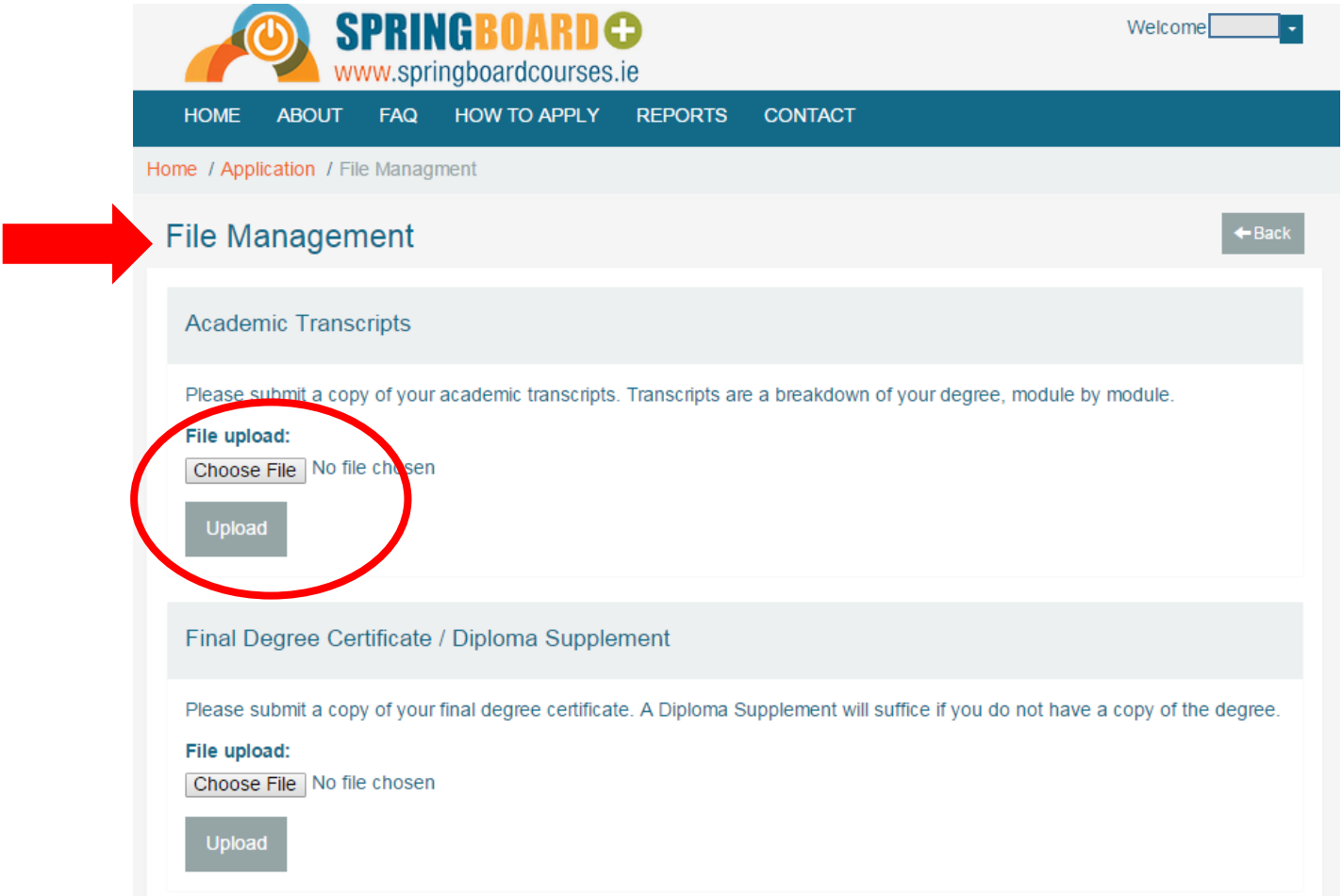
HOW TO UPLOAD DOCUMENTS

1. Login to the Springboard website
2. Click on “Applications” at the top right hand corner

3. Your list of applications will display. On the right hand side will be three small buttons. Click on the round button to upload documents.





4. You will then be taken to the “File Management” screen, where you can upload additional documents and edit your existing documents.