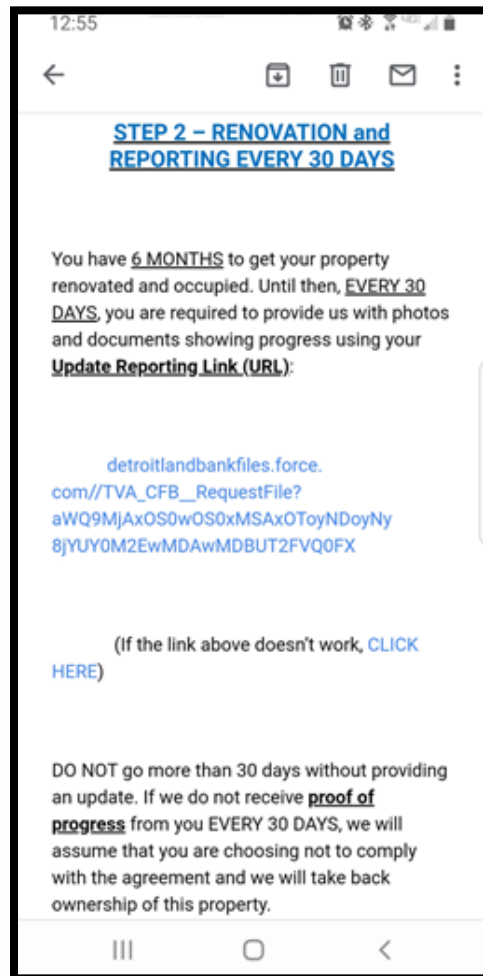
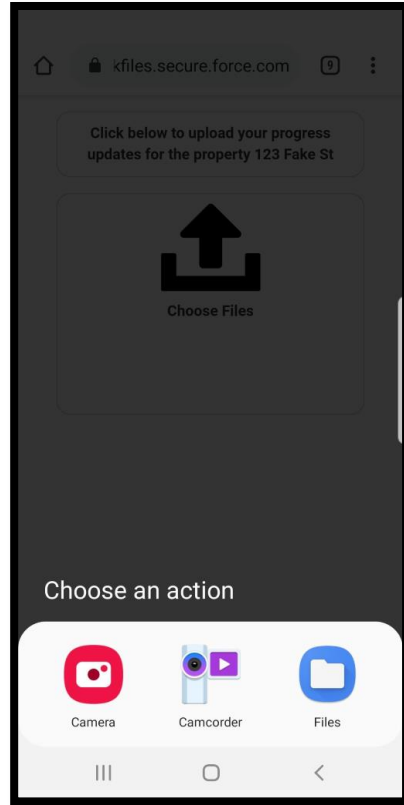
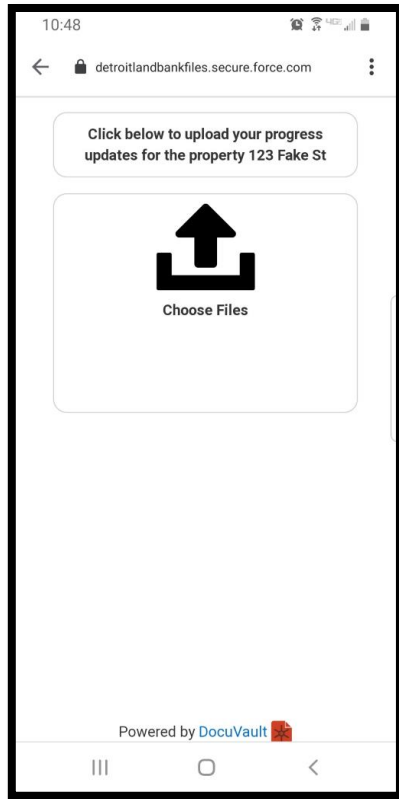


ANDROID (Using Google Chrome)

Step 1: Get your unique DocuVault Update Reporting Link (URL). This will come to you in an email from compliance:

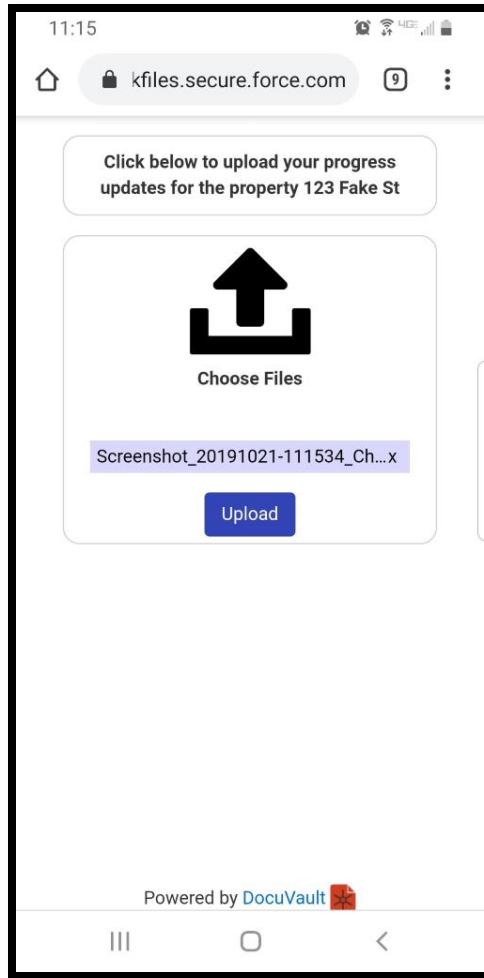


Step 2: Click on the link and follow it to this page and choose your files. Select 'Choose Files' > 'Files'

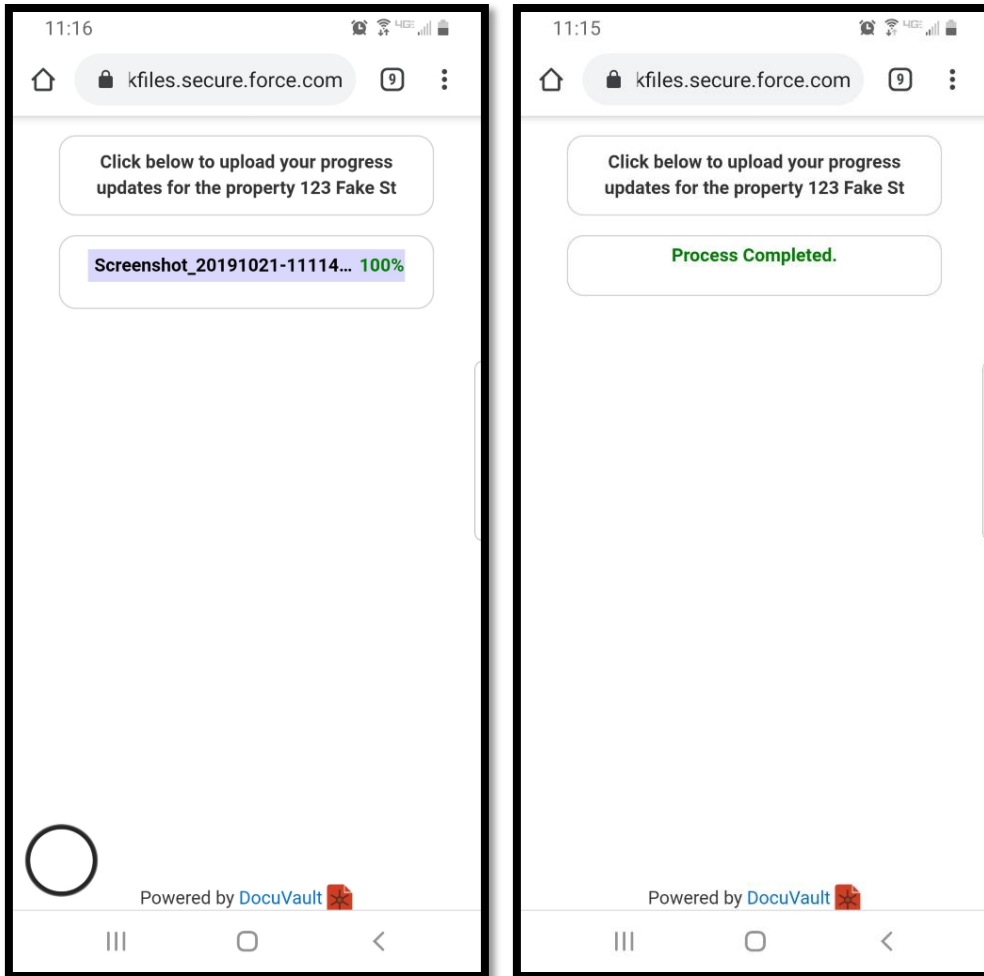


Note: If a pop-up box appears, make sure you turn on ALL access allowances! (Access to camera, access to photo library, etc.)

Step 3: Navigate to your photo gallery and select the photos you'd like to upload. Then select 'Upload'



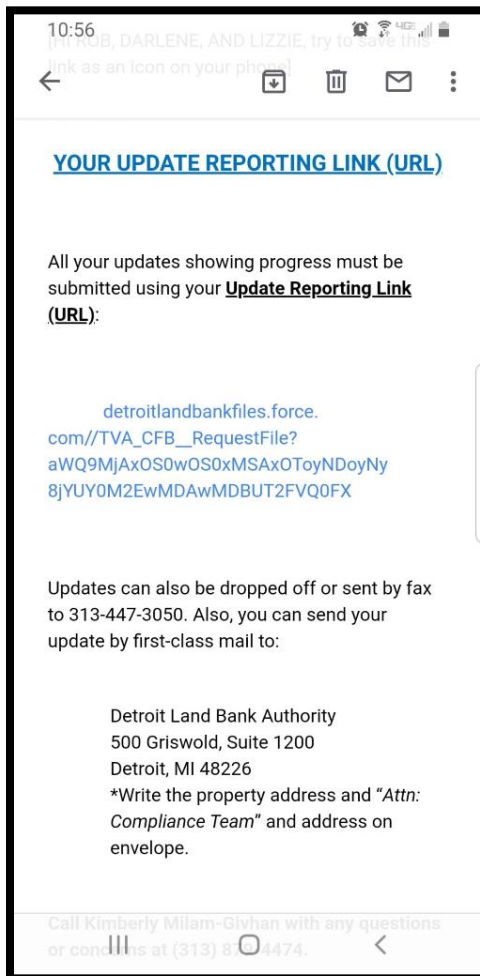
Step 4: Wait until loading bar is at 100% and you see “Process Completed.” Then you’re all set! Your photo updates have been uploaded to your Detroit Land Bank case file.



IMPORTANT TIP: We strongly suggest that you **save your link**. This will allow for easy future access and to avoid searching through your inbox each time an update is due. You can do this by adding an app to your phone or saving it in the notes or reminder section on your phone.

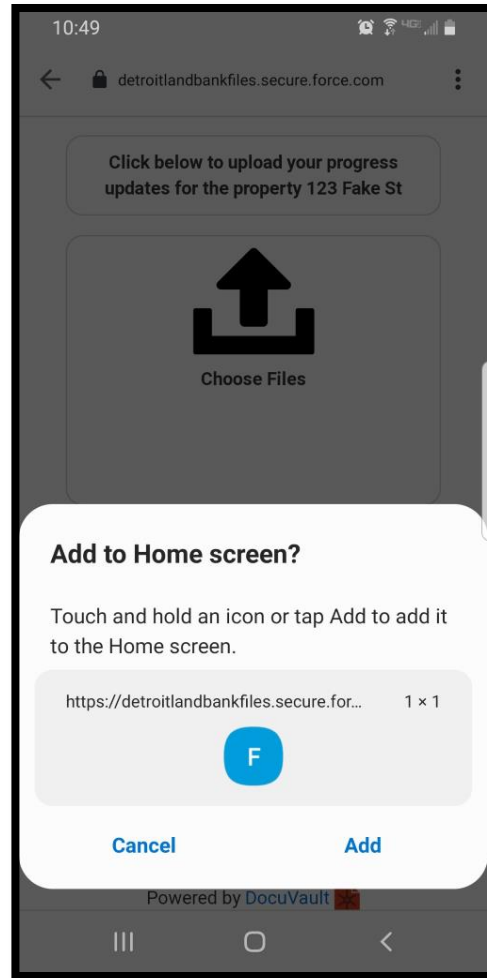
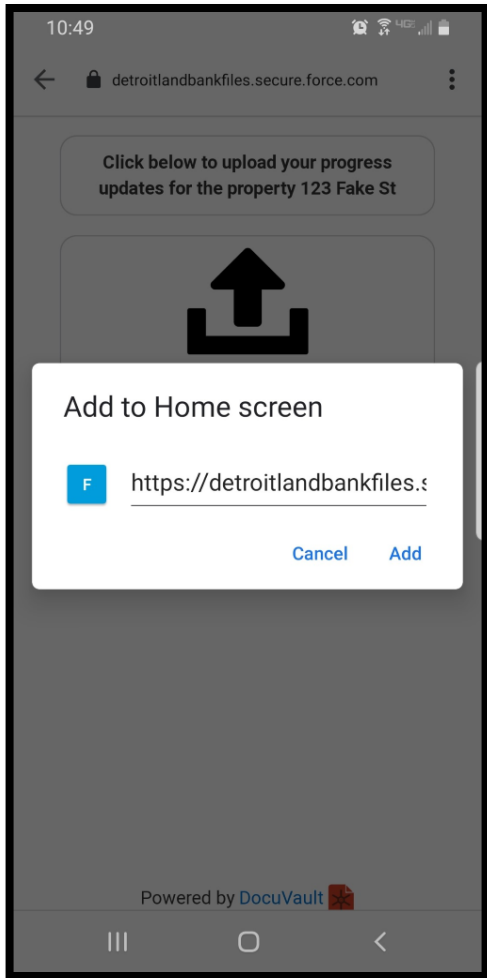
Follow the steps below to learn how to create an app and save the link to your homepage (If using Google Chrome web browser):

Step 1: In your original welcome email, click your Update Reporting Link (URL) to open up the DocuVault webpage.

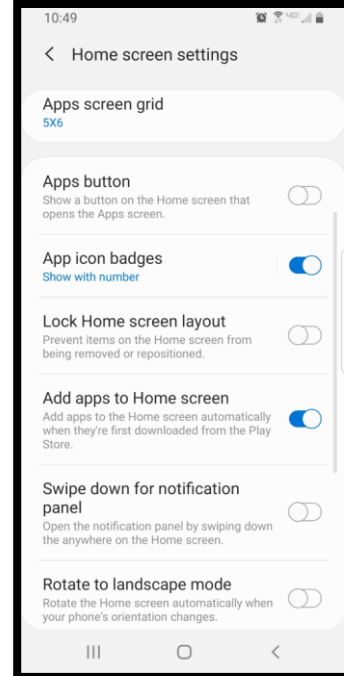
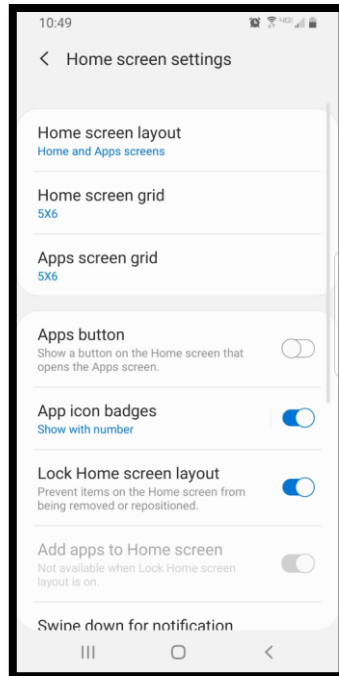


Select the three small dots in the upper right corner to view additional options.

Step 2: After opening options select 'Add to Home screen' > 'Add' > 'Add'



Run into an error box? Follow these additional steps: Navigate to 'Home screen settings' > 'Apps screen grid' > 'Add apps to Home screen'



Check if it worked: Navigate back to your home screen and you should see a new icon that will bring you to Docuvault next time an update is due.

