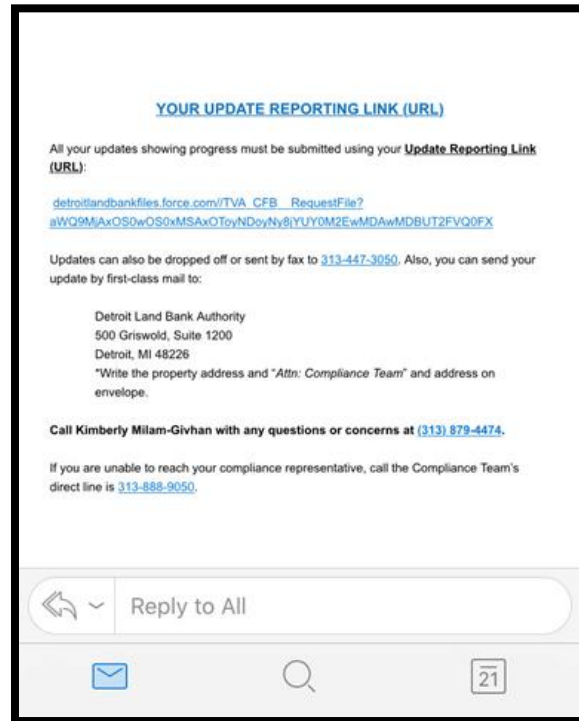
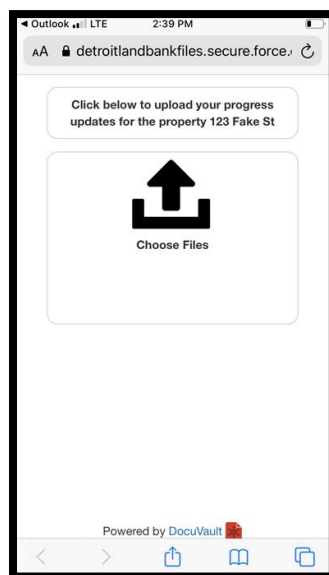


IPHONE (Using Safari web browser):

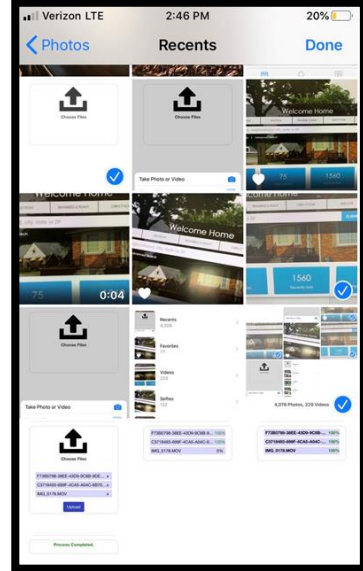
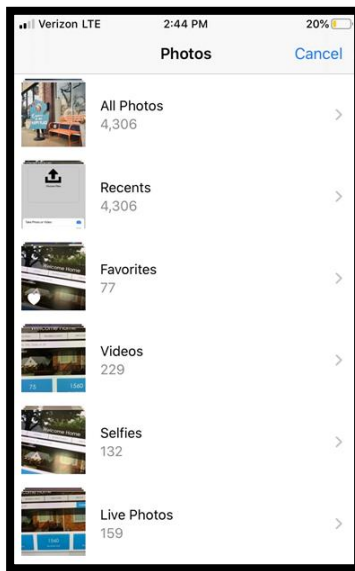
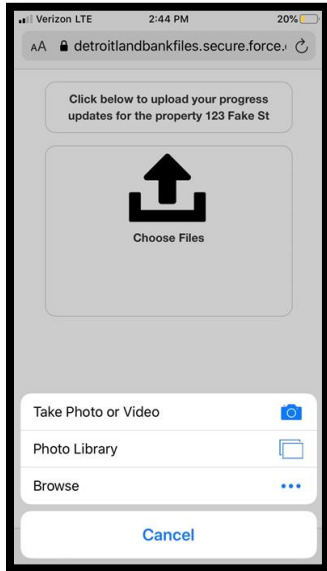
Step 1: Get your unique DocuVault Update Reporting Link (URL). This will come to you in an email from compliance:



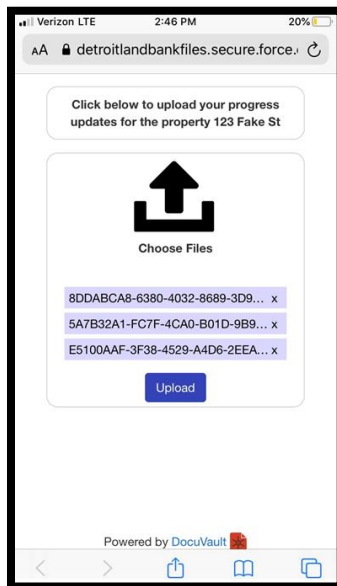
Step 2: Click on the link to open up the docuvault webpage



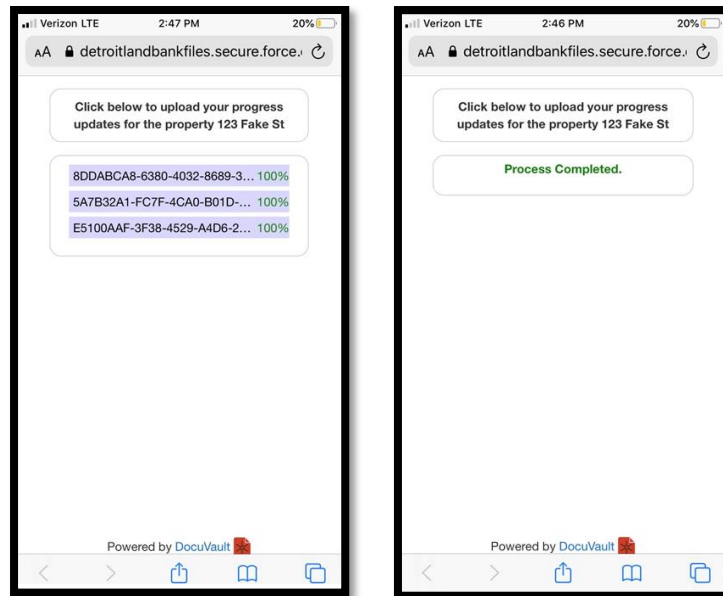
Step 3: Click 'Choose Files' and then navigate through your photo gallery to select your update photo(s):



Step 4: Click 'Done' and you will be brought back to the DocuVault webpage where your photo(s) will begin uploading:



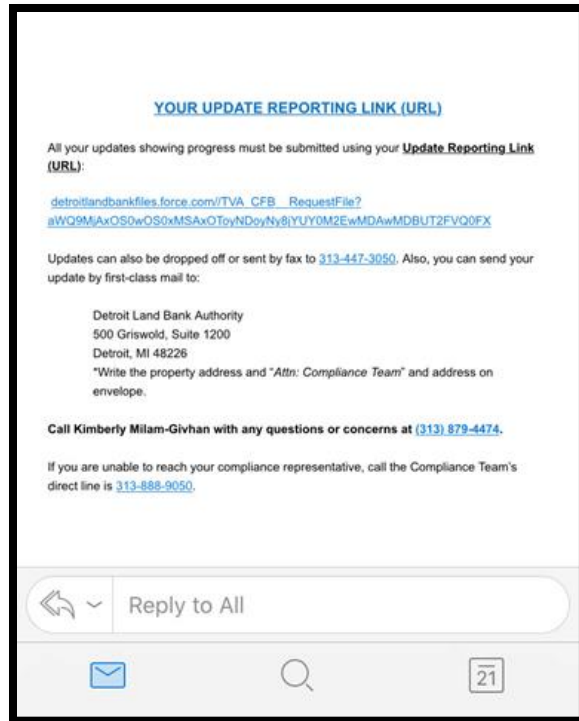
Step 5: Wait until loading bar is at 100% and you see “Process Completed.” Then you’re all set! Your photo updates have been uploaded to your Detroit Land Bank case file.



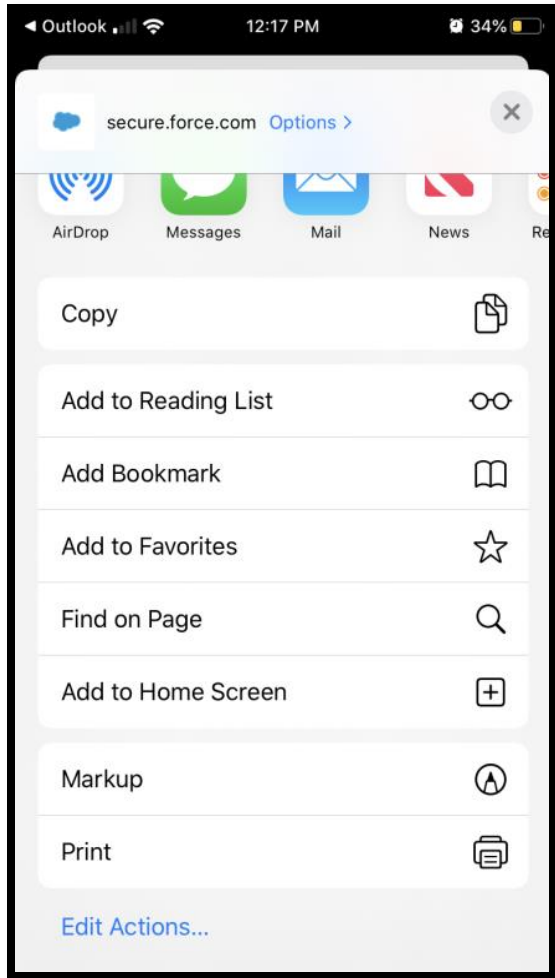
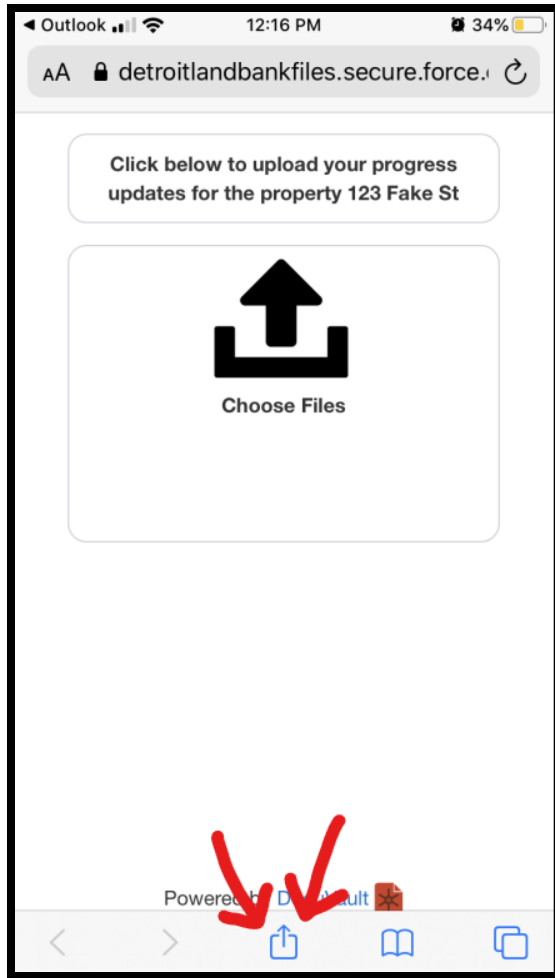
IMPORTANT TIP: We strongly suggest that you **save your link**. This will allow for easy future access and to avoid searching through your inbox each time an update is due. You can do this by adding an app to your phone or saving it in the notes or reminder section on your phone.

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

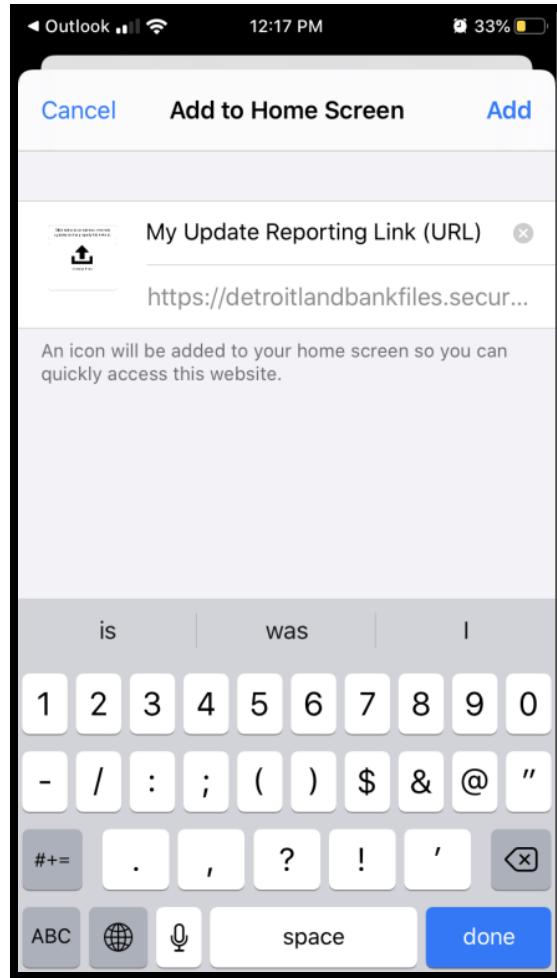
Step 1: In your original welcome email, click your Update Reporting Link (URL) to open up the Docuvault webpage.



Step 2: Click on the share icon in the center at the bottom of the screen. Choose “Add to Home Screen.”



Step 3: In the top text box, type “My Update Reporting Link” or anything else that reminds you that this is what you’ll be using for your Land Bank updates. Press ‘Add.’



Step 4: If successful, you will see your new Update Reporting Link on the home screen of your phone.

