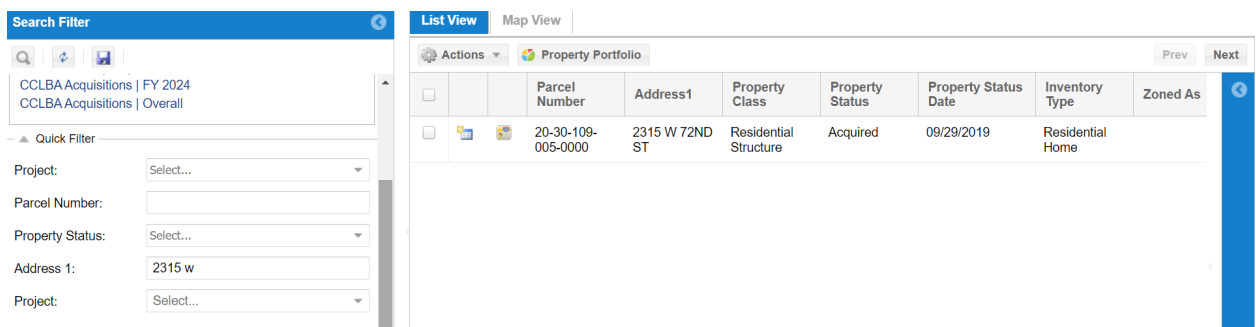


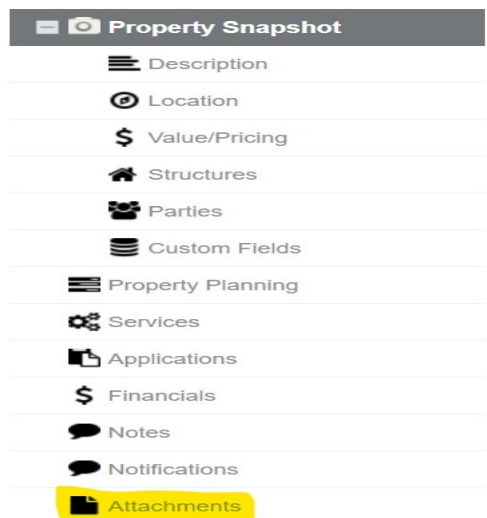
## Uploading Court Documents from Law Firm (Denzin)

The CCLBA receives court documents via email from our outside law firm on court cases of properties owned and or in the process of being acquired by the CCLBA. These documents are uploaded to the specific property in EPP for reference purposes.

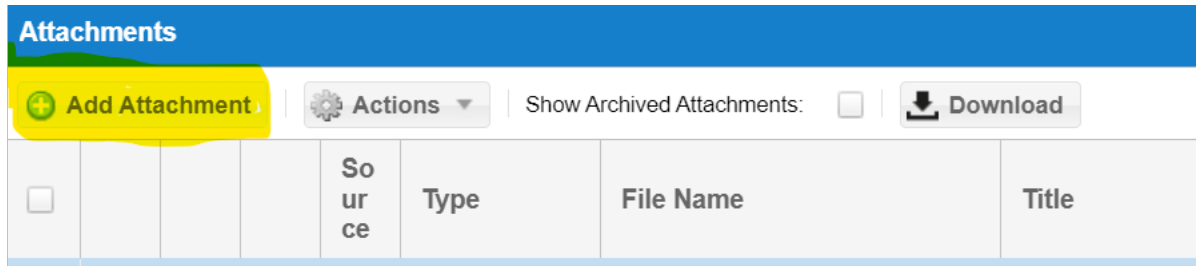
- Email received from Denzin, the email may reference multiple properties and all documents should be uploaded accordingly.
- User can copy and paste the document onto desktop.
- Property can be located in EPP via the property address from the email or on actual document received in the email. Once search complete open property for details from “List View”.



- Scroll down on the left of the screen and choose “Attachments”.



- Click on “Add Attachment”.



	Source	Type	File Name	Title
<input type="checkbox"/>				

- Click on browse and upload document from Desktop. The “Title” will automatically generate. Choose “Document” as attachment type, click save and the process is complete.

