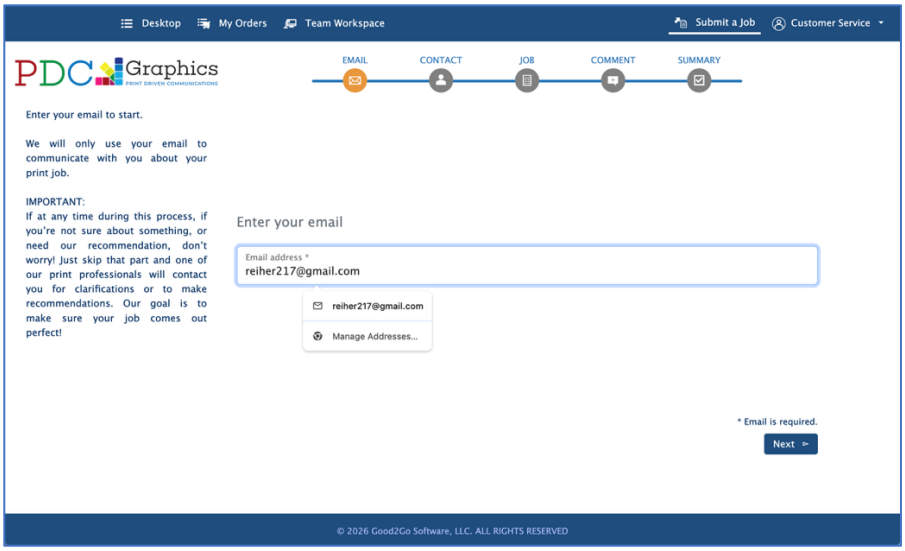
# File Upload Portal

Following is a brief walkthrough of how to use the PDC Graphics upload portal.

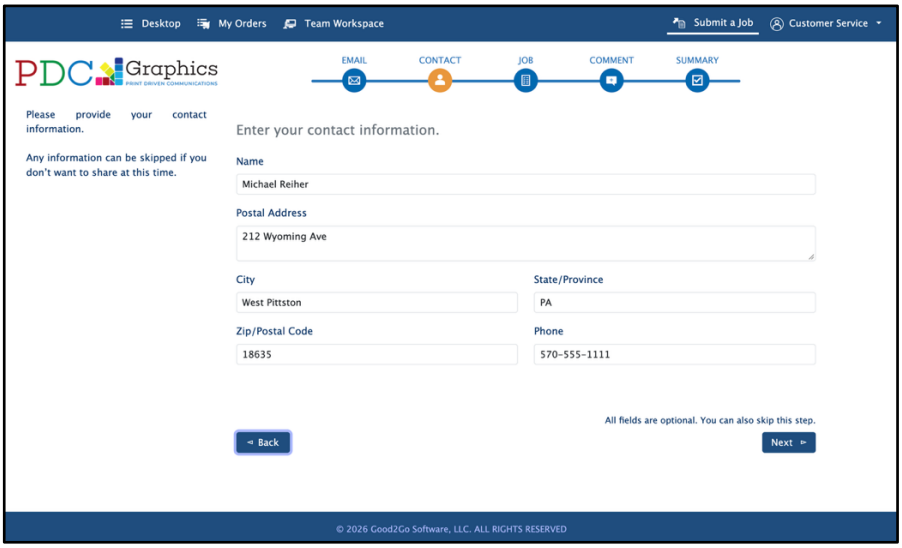
## Screen 1. Email

Enter your email address for the upload. This is a mandatory field.



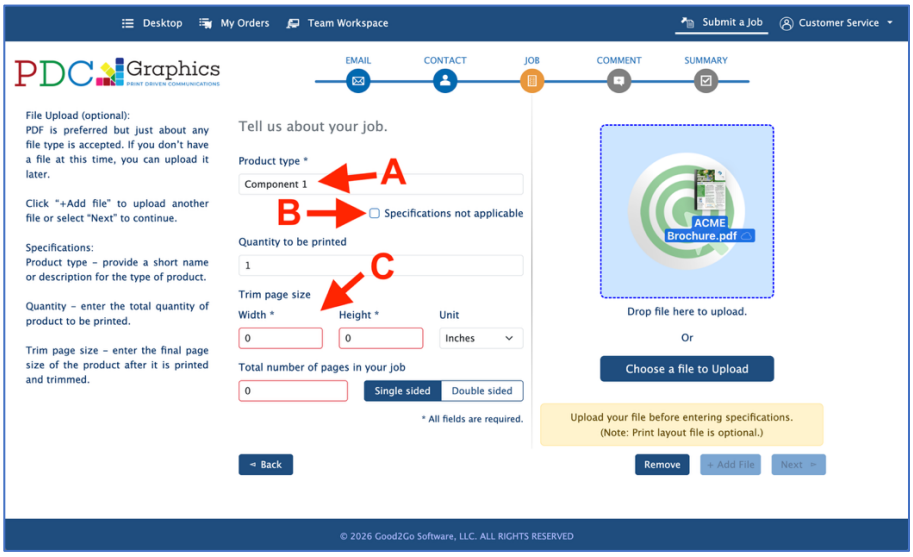

## Screen 2. Contact information (optional)

Enter your contact details. This screen is optional.

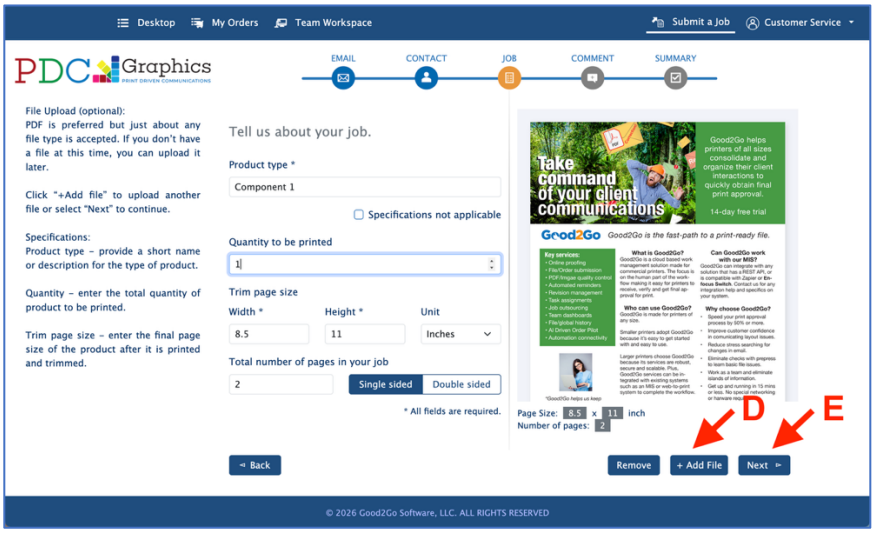


# Screen 3. Add files

Add a file and enter details. Fields outlined in RED must have a value entered. “Height”, “Width” and “Number of pages”, will automatically fill-in when a PDF is submitted.

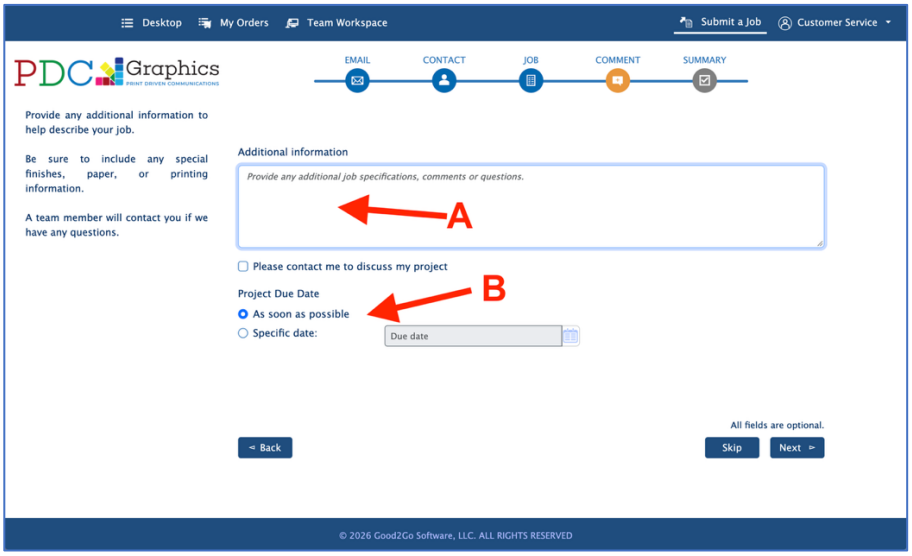



A. Provide a name for the product being uploaded. (optional)
B. Click this option if the file has no specifications.
C. File specifications will automatically fill in for a PDF file. These fields are mandatory unless the “Specifications are not Applicable” is checked.
D. Click this option to add another file to the upload.
E. Click “Next” when all files have been uploaded. If this option is not available, a mandatory field needs to have an entry.



## Screen 4. Order details

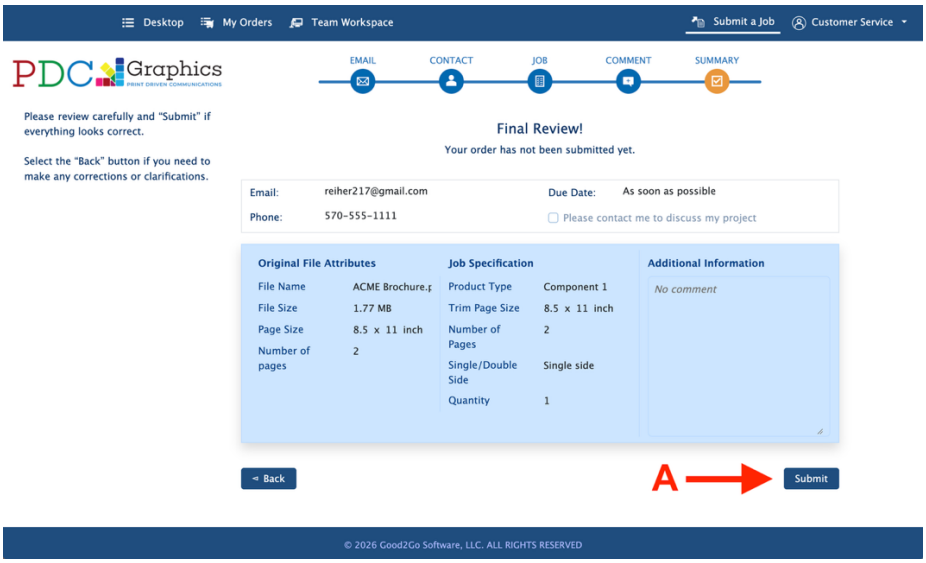
Enter your email address for the upload. This is a mandatory field.




A. Add any notes or specifications important to the jobs (optional).
B. If you have a deadline enter it here (optional).

## Screen 5. Summary page — final submission

This page will summarize your upload. It's mandatory you submit this page (A) to complete the upload. When submitted, you will receive a summary email of your submission.



# Screen 6. Submission summary

The submission summary will review all the files uploaded for this submission. Note that the order number shown here is for the upload only. Your order will be assigned a different job number provided by your CSR.

