

Accessing documents

The document system is used to store and manage important records such as insurance, vehicle files, and property documents.

Step 1

Log into the authentication system.

Step 2

Click the Documents option.

Step 3

Use the search bar at the top to find a document.

Step 4

To upload a document:

Click the Upload button.

Select a file from your computer.

Choose the appropriate category.

Click Save.

The document will then be stored securely in the system.

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