FileBound Instructions

Gather all forms and scan them into one PDF.

Log onto FileBound at <u>https://sek.filebound.com/LogOn.aspx</u>.

Go to the Indexing Queue page, it should be the default page when you log in.

Click on "Add Documents".



FileBound Indexing Queue	Search	Q 5	Rebekah Amer
Documents Quality Control			
Filter Latus: All Statuses User: All Users Project: All Projects Image: All Statuses Manual Indexing 2/23/2021 11:48:23 PM		Refresh Select All on Page Add Documents	

Then you click "Browse" and find your file. Click "Okay" and then "Save".

Drop documents here or Browse	
Original Date 02/23/2021	
Scan Save Cancel	

That is it. You have now uploaded a document!

Make sure to email Kathleen or Rebekah to let them know which students you have uploaded.

If you have any issues or if you need to have someone talk you through it while you are on the page, call or email Rebekah or Kathleen.