

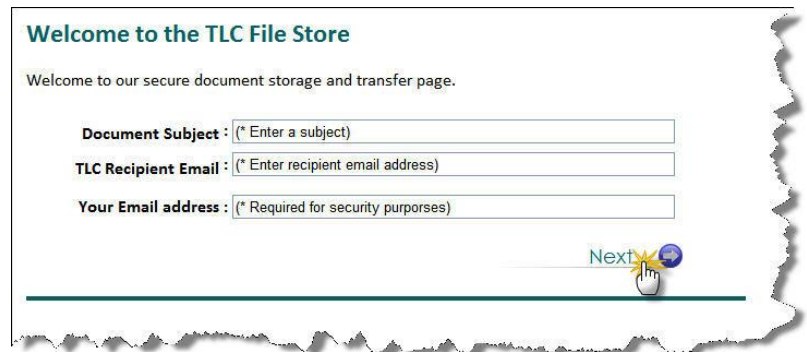
How to Upload a File to the TLC File Store

Please Note: This process requires [Silverlight 2](http://go2.microsoft.com/fwlink/?LinkID=114576&v=1.0) (<http://go2.microsoft.com/fwlink/?LinkID=114576&v=1.0>).

Enter the following required information:

1. A subject for your document
2. A valid TLC email address
3. Your email address

Press Next.



Welcome to the TLC File Store

Welcome to our secure document storage and transfer page.

Document Subject : (* Enter a subject)

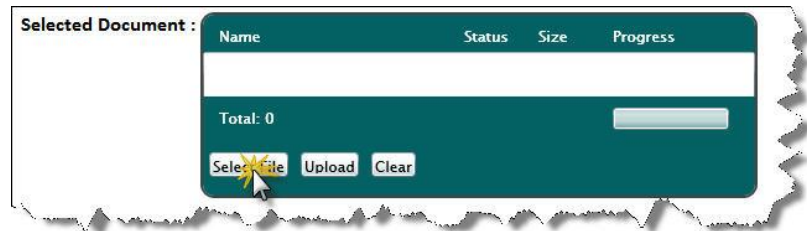
TLC Recipient Email : (* Enter recipient email address)

Your Email address : (* Required for security purposes)

Next...

Press the “Select file” button and browse to the file you wish to send.

Choose your file and press “Open.”



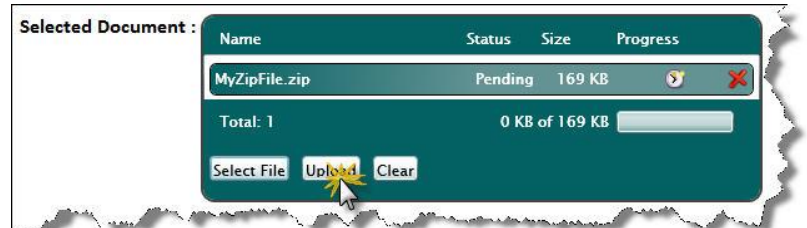
Selected Document :

Name	Status	Size	Progress
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Total: 0

Select File Upload Clear

Press the “Upload” button.



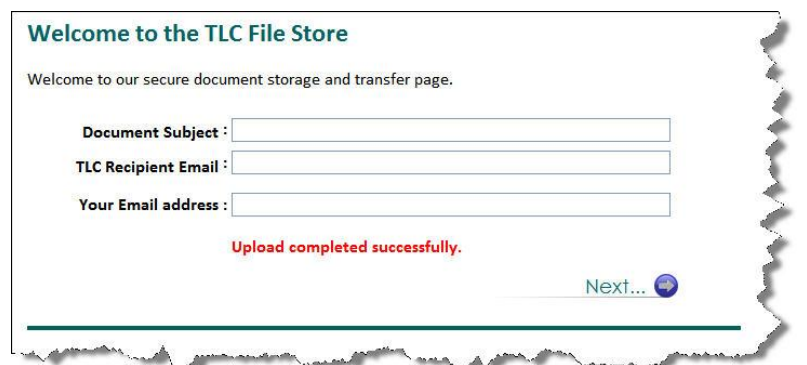
Selected Document :

Name	Status	Size	Progress
MyZipFile.zip	Pending	169 KB	

Total: 1 0 KB of 169 KB

Select File Upload Clear

Your upload is complete when you see the “Upload completed successfully” message.



Welcome to the TLC File Store

Welcome to our secure document storage and transfer page.

Document Subject :

TLC Recipient Email :

Your Email address :

Upload completed successfully.

Next...