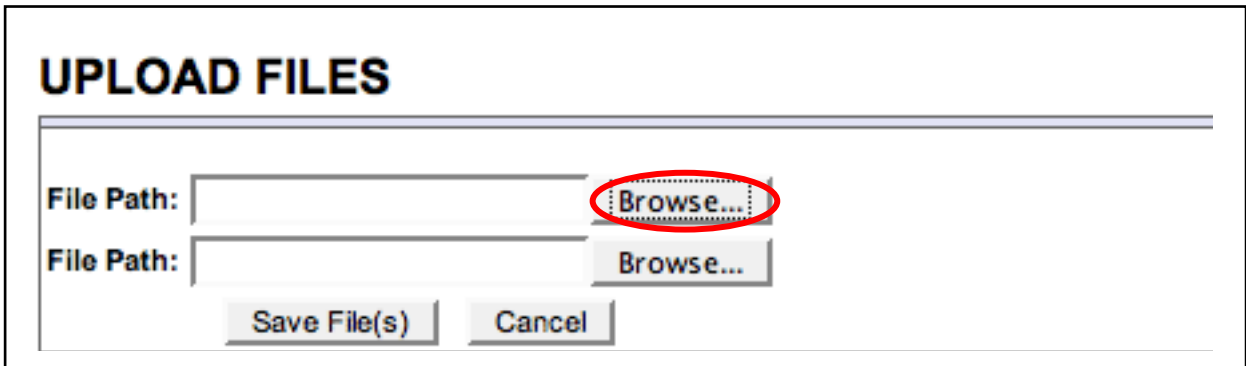1. **Click the "MY FILES" link visible from the iWebfolio left navigation.**
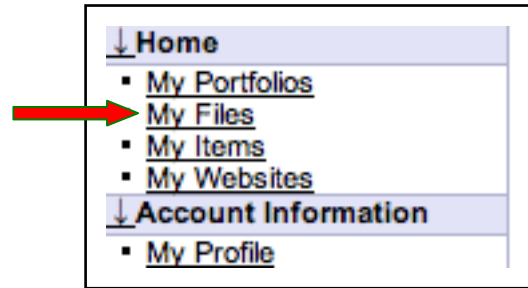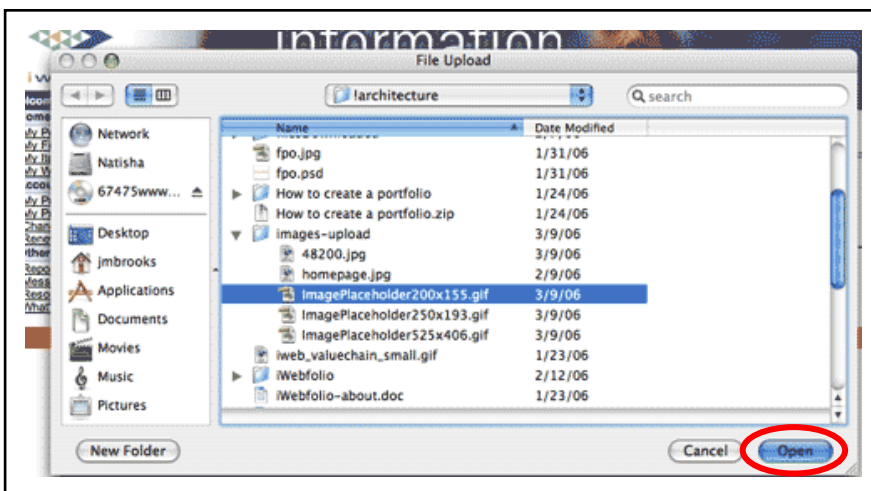

2. **Click "ADD NEW FILE" from the "MY FILES" screen.**
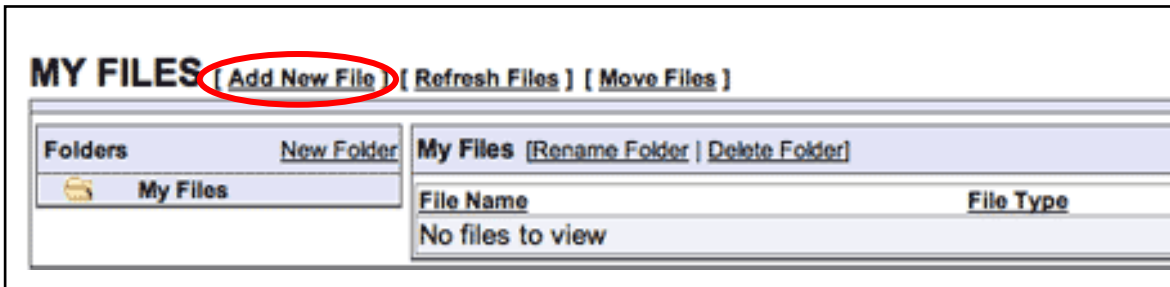
3. **Click "BROWSE" to select a file located on your local hard drive.**

4. **Locate a file on your hard drive, select it, and click "OPEN".**

5. Click "SAVE" to upload the file.

6. The screen displayed is the "MY FILES" listing all of the files you have uploaded.