

## How to upload files to your Together Planning Client Portal

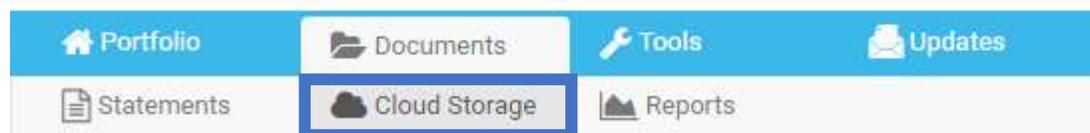
Use the “Client Portal” link at the top of our web page, [www.togetherplanning.com](http://www.togetherplanning.com) to login to your portal.

Your user name is the email address that we have on file for you. You can reset your password if you don't know it or ask us to reset it for you.

Then click on Documents.



Then click Cloud Storage.



### Cloud Storage

Download and upload files in the cloud

Then on the right side of your screen, click on Upload Files.



When the box opens, choose any file from your computer and click “open.” Repeat as needed!