Upload your pdf documents securely via our new Liberty Upload feature

E✳TRADE®
ADVISOR SERVICES

Uploading your PDF documents directly to Liberty is a new and secure way to send your documents to E*TRADE Advisor Services. The goal of the Liberty file upload functionality is to leverage the secure infrastructure that Liberty provides and to provide you with a one-stop solution for your processing needs. This feature will gradually phase out the use of email by having a secure mechanism to send documents that include PII and other confidential information.

The functionality resides under the Documents tab on Liberty as a new hyperlink: **Document Upload**.
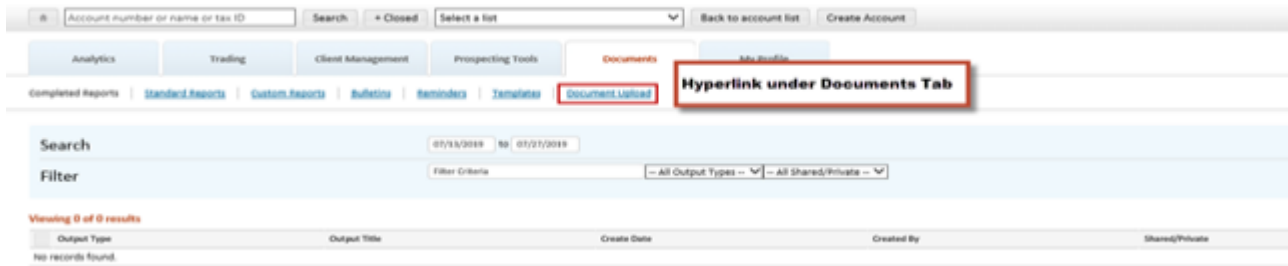
When the user clicks the hyperlink, the page will display the history and search and filter sections of previous uploads.

The bottom of the page has an **Upload Documents** button.
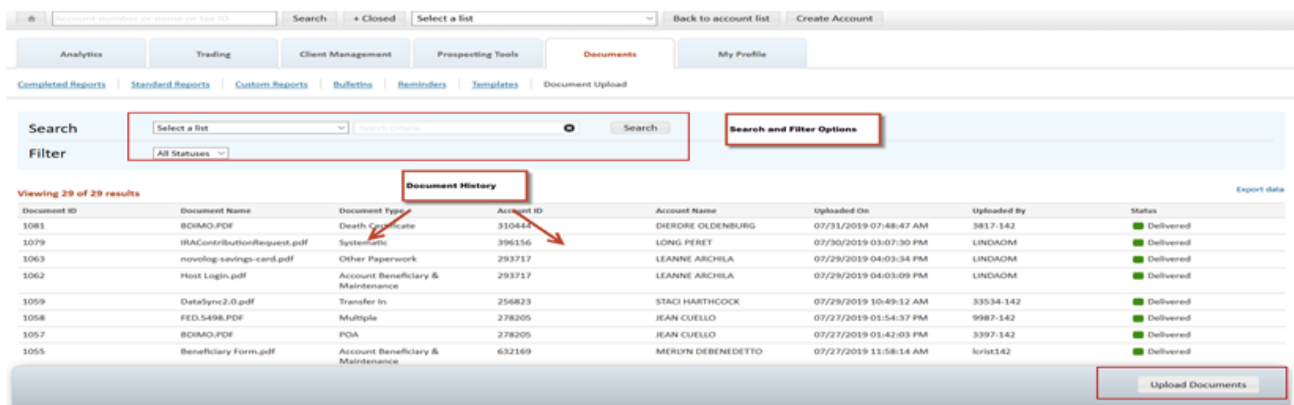
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If there are no uploads, it will display the standard "no content" message.

Search: Users will be able to sort on the various columns.

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Filters: Users can filter the list by various statuses.

Analytics	Trading	Client Management	Prospecting Tools	Documents	My Profile

Completed Reports | Standard Reports | Custom Reports | Bulletins | Reminders | Templates | Document Upload

Search	Select a list ▼	Search Criteria ⊗	Search
Filter	All Statuses ▼ / All Statuses / Delivered / Failed	Filter Selections	

Viewing 15 of 15 results

Document ID	Document Name	Document Type	Account ID	Account Name	Uploaded On	Uploaded By	Status
1041	Picture.pdf	Multiple	380078	CHANTAY FRANEY	07/26/2019 03:05:30 PM	lcrist142	■ Delivered
1040	Beneficiary Form.pdf	Transfer In	286165	GRANVILLE MESTER	07/26/2019 03:05:30 PM	lcrist142	■ Delivered

When users click the Upload Documents button, it will bring up a dialog box. Click the **Browse** button to upload documents or use the drag and drop feature to drop documents. Up to five documents can be uploaded at once. The platform supports PDF and TIF file formats for upload. The file size of 10MB or less is accepted.
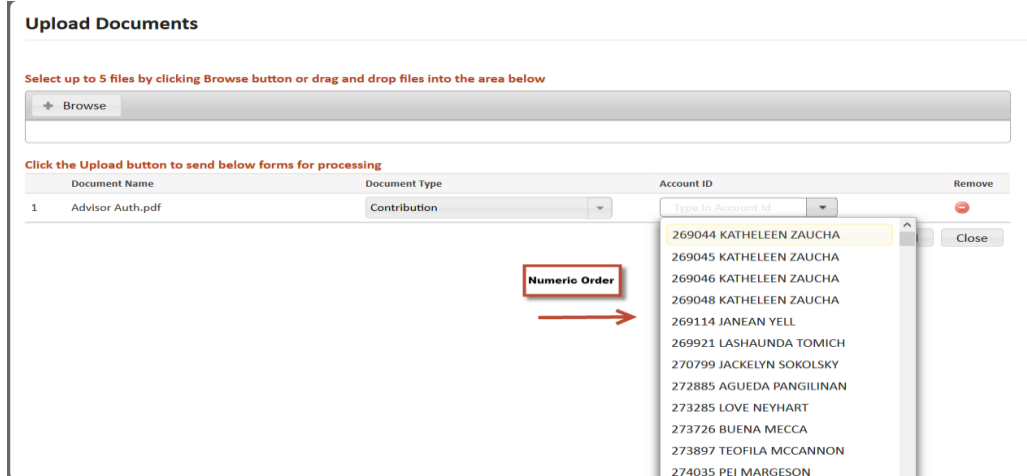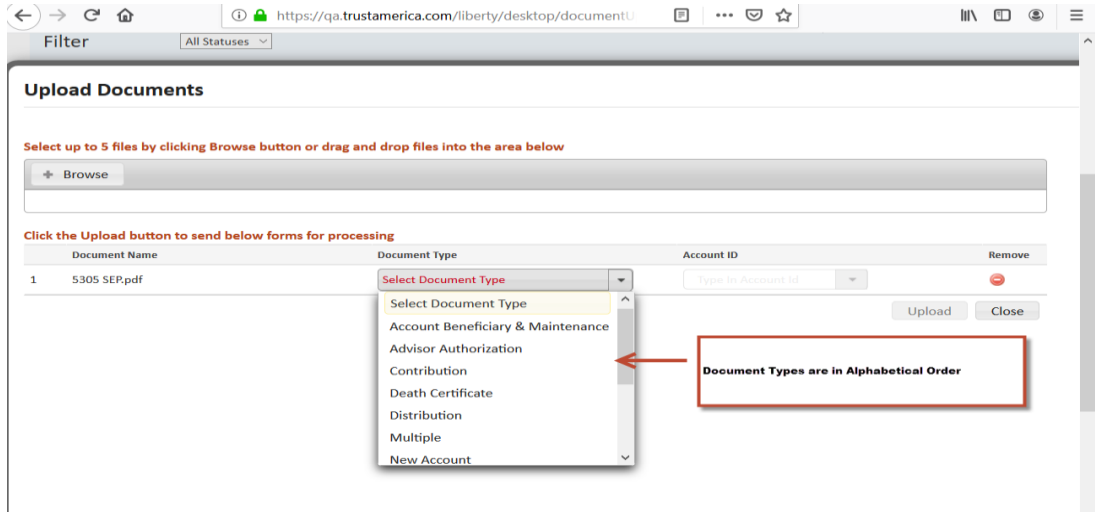
Upload Documents

Select up to 5 files by clicking Browse button or drag and drop files into the area below

+ Browse

Click the Upload button to send below forms for processing

Document Name	Document Type *	Account ID	Remove
No files set for upload			

Upload   Close

Once the document(s) is selected for upload, the user will be prompted to enter the document type from the drop-down, as well as the account number.

Click **Upload** when all the values have been entered (the upload button will be deactivated until applicable mandatory fields have been entered).

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A successful upload message will be displayed, providing details of files uploaded.

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Upload Documents

> ⓘ File Advisor Auth.pdf successfully uploaded
> 1 files uploaded for import Close the dialog to see updated history

← **Successful upload message**

Select up to 5 files by clicking Browse button or drag and drop files into the area below

+ Browse

Click the Upload button to send below forms for processing

Document Name	Document Type *	Account ID	Remove
No files set for upload			

Upload   Close

Upload Documents

> ⓘ File 0589_001.pdf successfully uploaded
> File 5305 SEP.pdf successfully uploaded
> File 630408.PDF successfully uploaded
> File Advisor Auth.pdf successfully uploaded
> File Beneficiary Form.pdf successfully uploaded
> 5 files uploaded for import Close the dialog to see updated history

List of documents uploaded with Success Message

Select up to 5 files by clicking Browse button or drag and drop files into the area below

+ Browse

The list of documents uploaded will also be shown in the uploads section on the main screen.

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As we refine the Liberty Upload document functionality, stay tuned for upcoming enhancements.

Please contact your Relationship Manager for a demo of the feature and/or if you have any questions.