Logging In and Getting Started

1. Go to
   https://qz5jportal.docitcloud.com
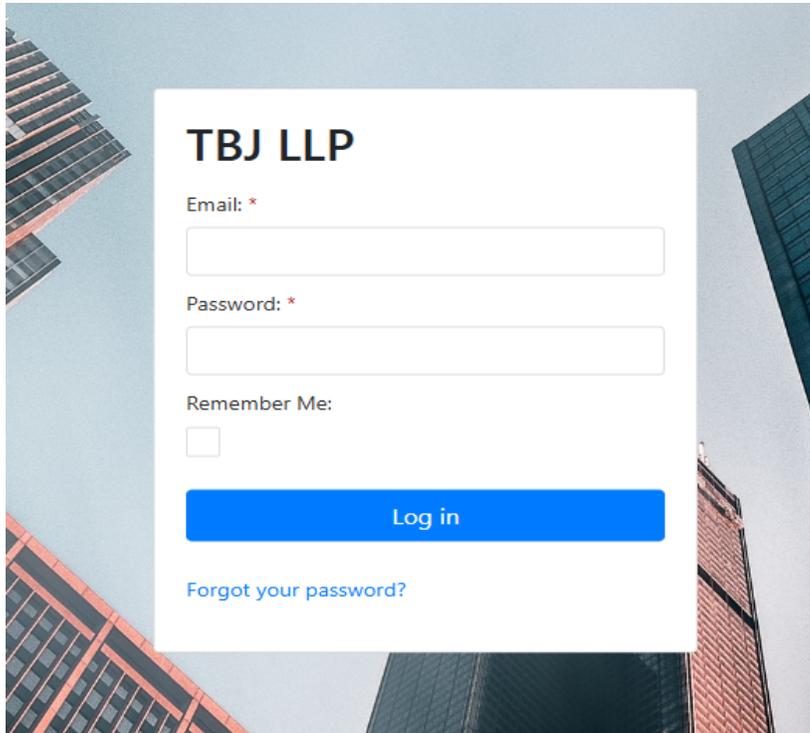
2. Enter your login (email address that you were set up with) and password.
   a. For your original password, you were sent an email from TBJ to the email address that we set you up under that contains the original system-generated password.

3. Once you are logged in, you will see your company name top middle next to Active Portals and the folder directory to the left. There is an option to change your password in the top right drop-down menu.
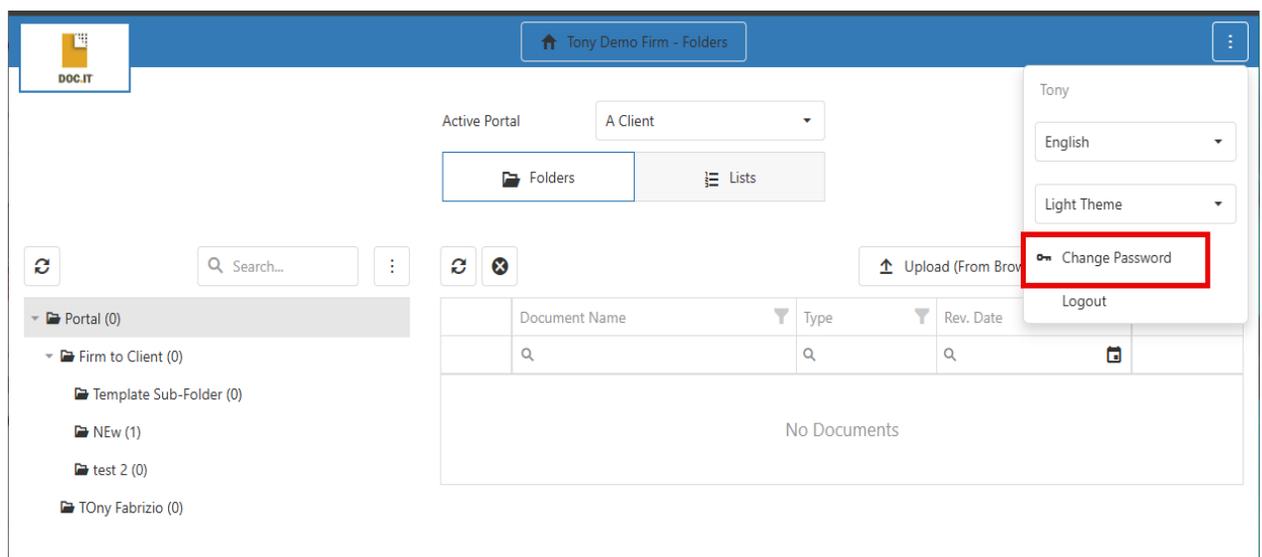
Uploading Files

4. To upload a file, click into the upload folder and select Upload (From Browse) button top right
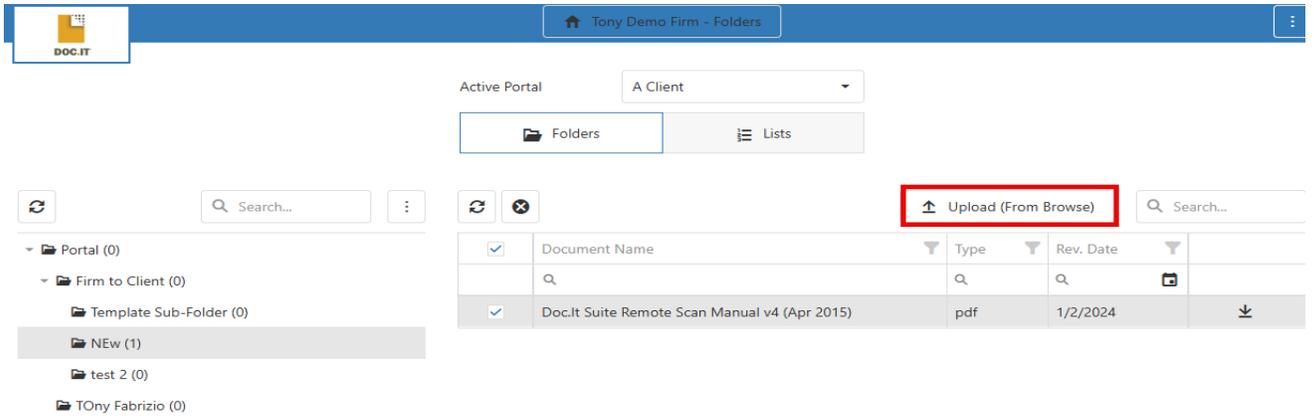
5. A box will pop up, prompting you to browse for a file to upload. Choose the file and click the Open button.
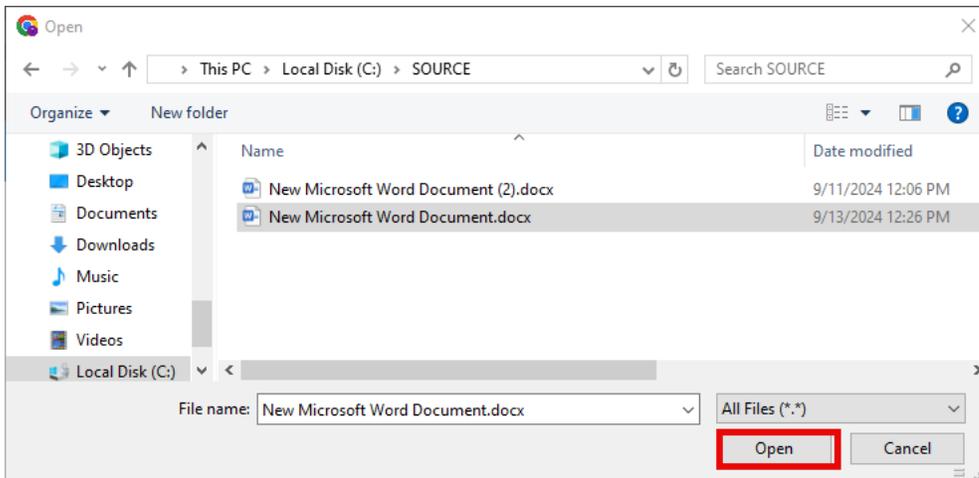
6. Once you have selected the file(s) you would like to upload, you will see them in the screen below, verify that they are the correct file(s) and click the upload button.

7. When the upload completes, the file will appear in the folder selected.

Downloading Files

8. Go into the download folder and right click the document that you would like to download. Select Download from the resulting drop-down menu.