
Upload Documents Using a Mobile Device

- ☑ On the mobile version of our website at www.dunlapslk.com, tap on the menu (three horizontal bars) at top right.
- ☑ From the drop down menu, select “File Upload Options” then “Other File Upload.” (NOTE: If you are sending us an e-File Authorization Form, select “e-File Authorizatn Form Upload” instead).
- ☑ Enter the information requested (Email, First Name, Last Name, and Company (if applicable) and then tap “Continue.”
- ☑ Choose a Recipient from the drop down menu at top left. **If you do not see your DunlapSLK Team member listed, choose @DunlapSLKOffice** and a member of our Admin team will ensure your information gets to the appropriate person.
- ☑ Tap “Browse Files.” You now have the option to either browse your phone for the files you would like to attach or use “Take Photo” to take a picture of the document to attach and send.
- ☑ If you need to add more documents or photos, tap “+Add more” at top right.
- ☑ When you are done attaching files, tap “Upload.”
- ☑ You will see the upload progress to the right of your document name.
- ☑ When you get the “Uploaded” message, your document has been successfully sent!