
Upload Documents Using a PC

- Hover over File Upload Options in the bar at the top of our website at www.dunlapslk.com
- Select “Other File Upload.” (NOTE: If you are sending us an e-File Authorization Form, select “e-File Authorization Form Upload” instead).
- Enter the information requested (Email, First Name, Last Name, and Company (if applicable) and then click “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.
- Browse files to find the documents on your PC that you would like to send. If you have more than one document to send, click “+Add more.”
- When you have finished attaching all of your documents, click “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!