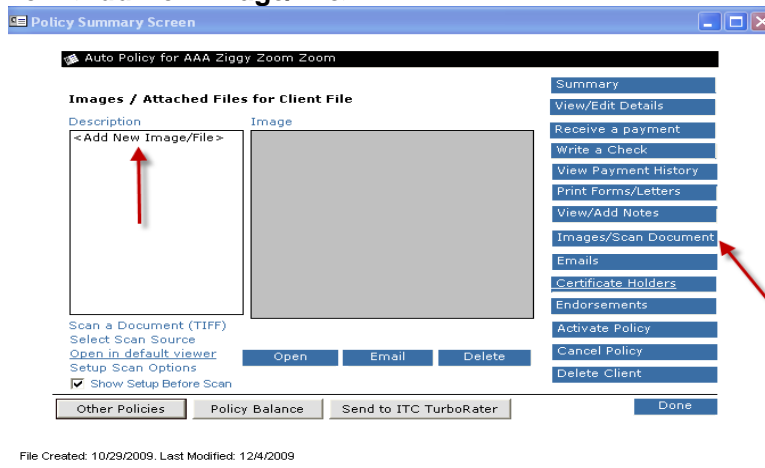
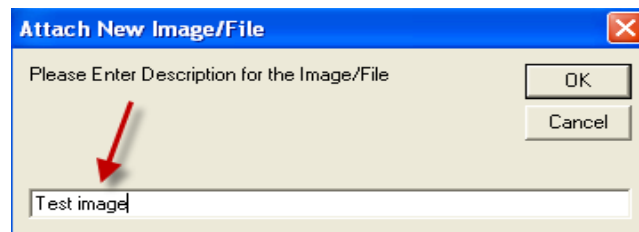


# Attaching an image/document to a client file

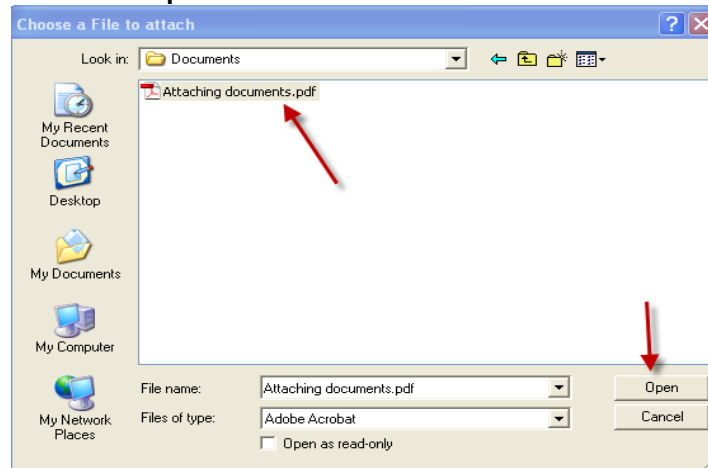
1. From the client **Policy Summary Screen**, click on Images/Scan Document.
2. Double click on **<Add New Image/File>**.



3. In the **Attach New Image/File** box that will come up, type in the description for the image



4. Browse to the location of the file.
5. Highlight the file and click **Open**.



6. Your document name will then display in the **Description** box on the **Policy Summary Screen**.

