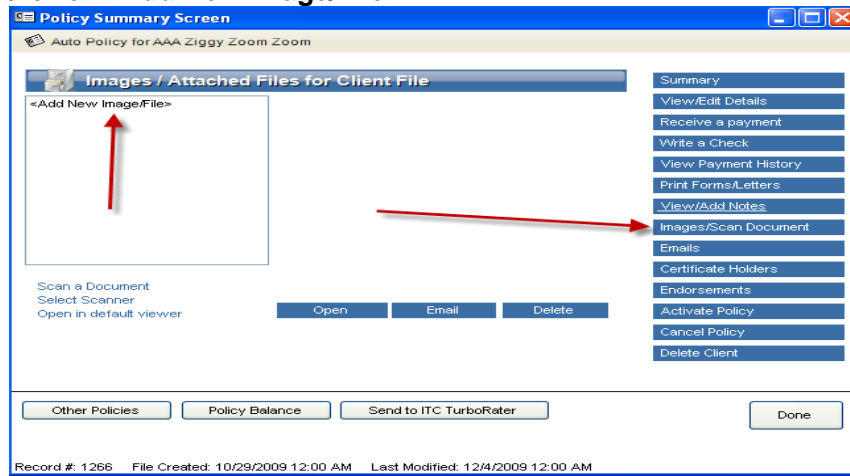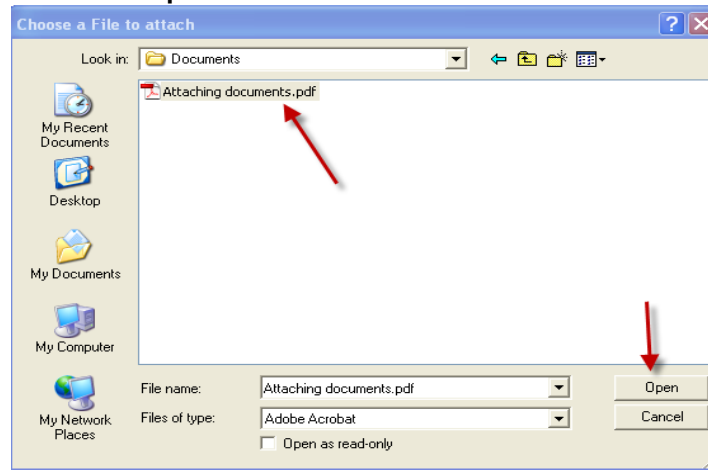# Attaching an image/document to a client file
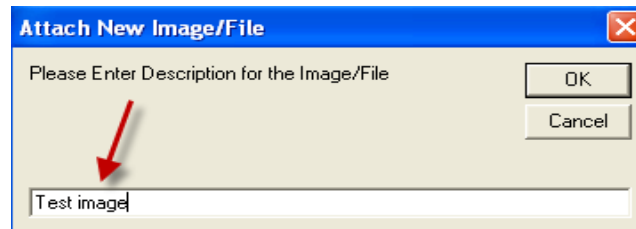
1. From the client **Policy Summary Screen**, click on Images/Scan Document.
2. Double click on **<Add New Image/File>.**

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

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

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