

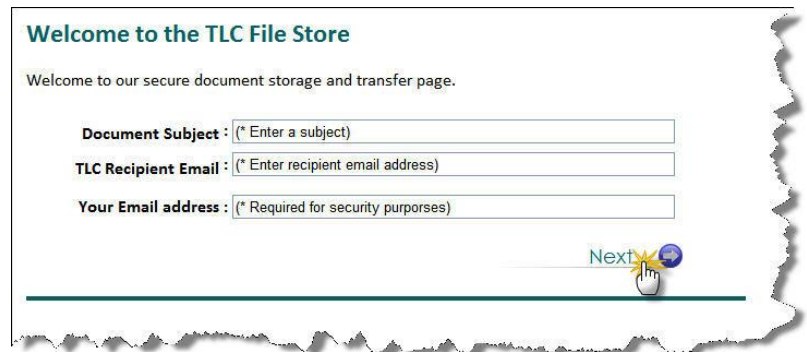
# How to Upload a File to the TLC File Store

**Please Note:** This process requires [Silverlight 2](http://go2.microsoft.com/fwlink/?LinkID=114576&v=1.0) (<http://go2.microsoft.com/fwlink/?LinkID=114576&v=1.0>).

Enter the following required information:

1. A subject for your document
2. A valid TLC email address
3. Your email address

Press Next.




**Welcome to the TLC File Store**

Welcome to our secure document storage and transfer page.

**Document Subject :** (\* Enter a subject)

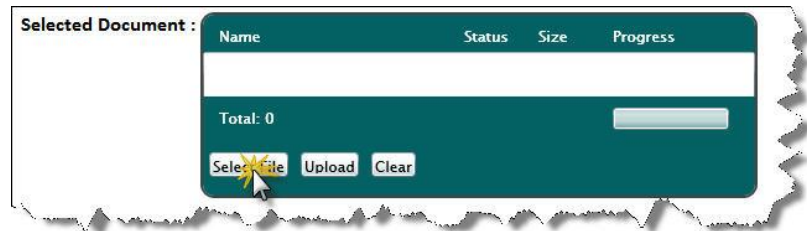
**TLC Recipient Email :** (\* Enter recipient email address)

**Your Email address :** (\* Required for security purposes)

Next... 

Press the “Select file” button and browse to the file you wish to send.

Choose your file and press “Open.”



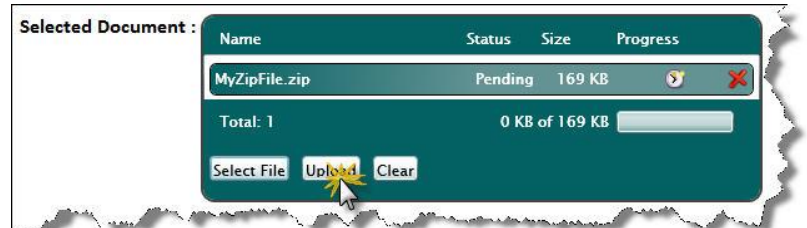
**Selected Document :**

Name	Status	Size	Progress


Total: 0

Select File Upload Clear

Press the “Upload” button.



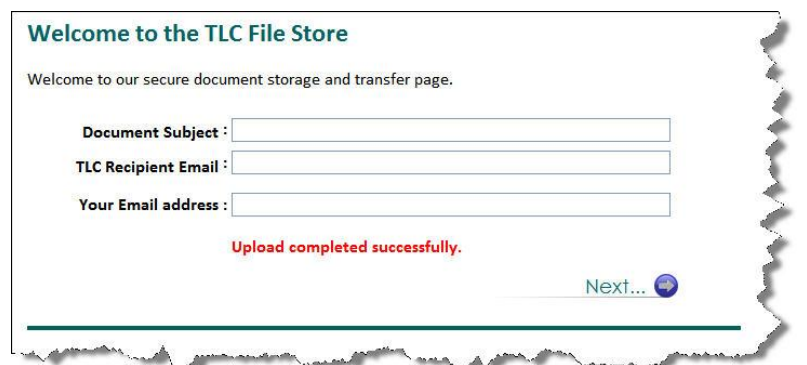
**Selected Document :**

Name	Status	Size	Progress
MyZipFile.zip	Pending	169 KB	

Total: 1      0 KB of 169 KB

Select File Upload Clear

Your upload is complete when you see the “Upload completed successfully” message.



**Welcome to the TLC File Store**

Welcome to our secure document storage and transfer page.

**Document Subject :**

**TLC Recipient Email :**

**Your Email address :**

**Upload completed successfully.**

Next... 