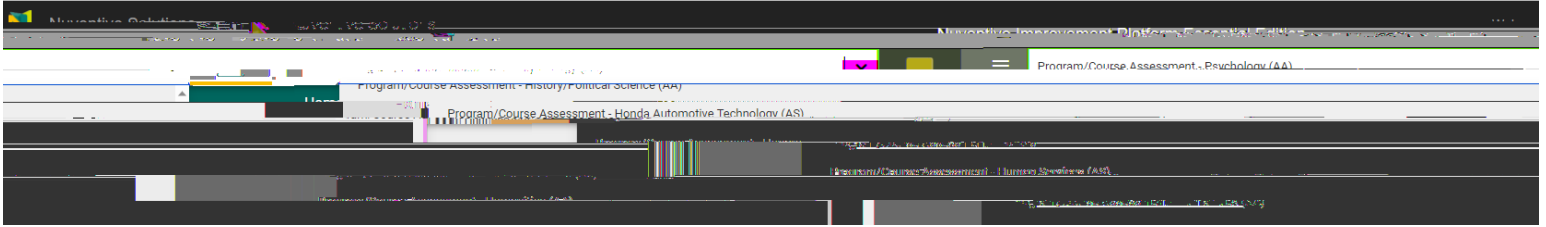
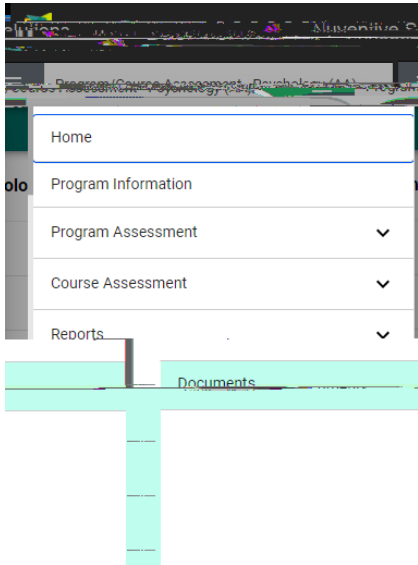
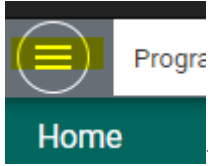


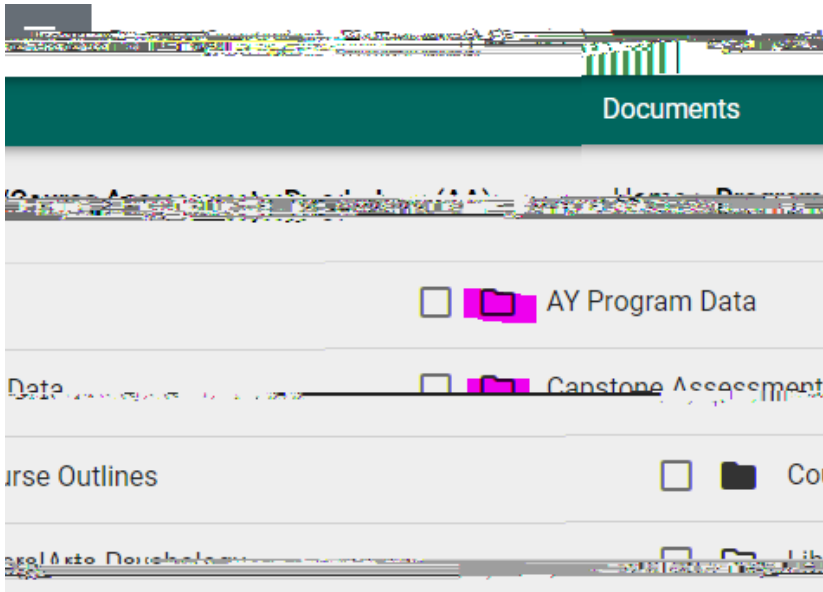
1. After signing in click on **drop down arrow** to the right of the white box and choose the area you wish to download from.



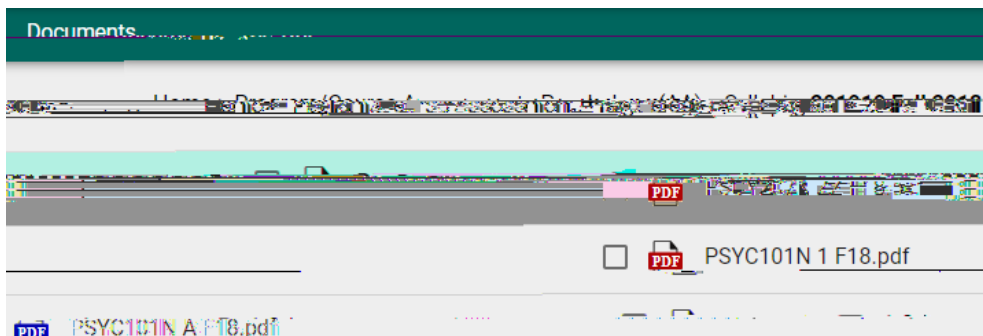
2. Next click on the **Home** button to the left of the white box choose Documents.



3. Then Choose a folder or subfolder to open by clicking on the folder icon. (all dark folders indicate subfolders)



4. With your mouse move your pointer to the end of the file you wish to retrieve and click on the column of 3 dots.



5. Choose Download from the menu.

