STERLING
WEALTH ADVISORS™

Sterling Vault- How to upload files from your computer to the Vault.

1 Log In to the Vault. ☐

1. Visit SterlingWealthAdvisors.com.
2. Click "Current Clients" in the upper right hand corner of the site.
3. Then click on "Client Vault."
4. Under "Access Your Client Vault Folder," type in your email address and password.
5. Click "Log In."

2 Once logged in, click on your client folder. ☐

3 Click the "Upload Files" button. ☐

4 Browse for the File(s), add a Title, then click "Upload Files." ☐

5 You should see the document appear in the folder. ☐