

# HOW TO ACCESS + UPLOAD TO YOUR NCAJ **SECTION DOCUMENT BANK**



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1 Go to **WWW.NCAJ.COM** and click **LOGIN** at the upper right hand corner of the page

2 If you have **NEVER** logged in before, click the **RED** sentence :

**Logging In to the New Website for the First Time?**  
to set up your username and password

Once logged in, you will be on **YOUR MyNCAJ** page

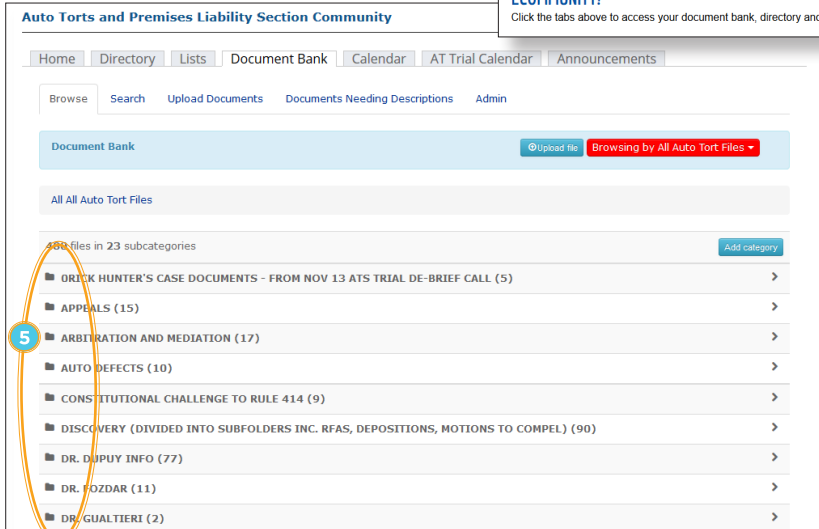
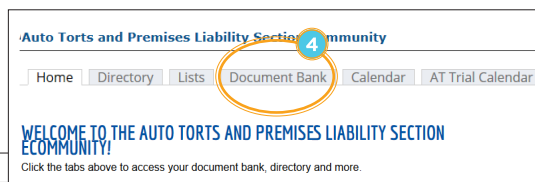
\* You can click the "My NCAJ" icon on top left of the page to return to your MyNCAJ page at any time

3 Click the "**ECOMMUNITIES**" tab to access your eCommunities (aka Sections)

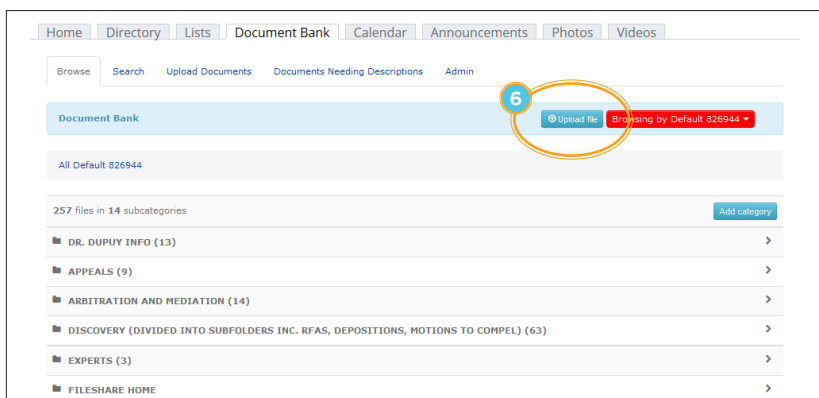
*Click the appropriate section/division from your list of sections/divisions*

You can also access a full listing of NCAJ sections/divisions by clicking the **SECTIONS+DIVISIONS** button at the top of the page.

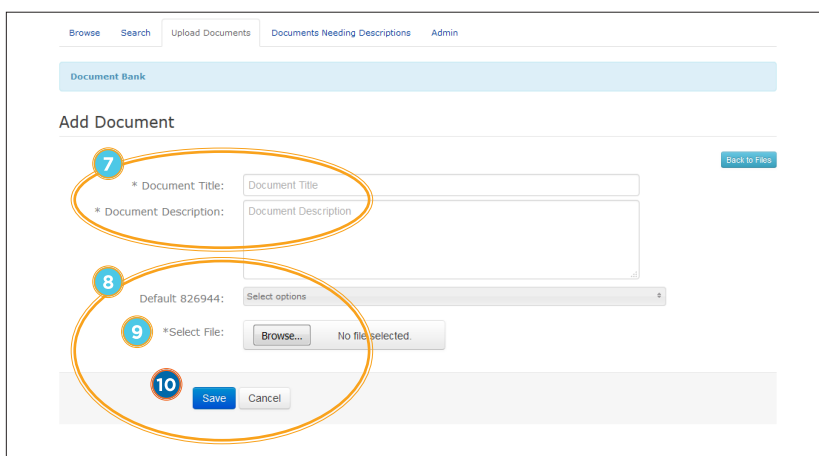
4 Then click the "**DOCUMENT BANK**" tab to access the section's Document Bank



5 Click a **SUBFOLDER** to see document bank files  
*Wait for the files to load*



6 To upload a file to an existing folder, click **"UPLOAD FILE"**  
 Select **"UPLOAD A SINGLE DOCUMENT"**

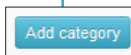


7 Type in the **DOCUMENT TITLE** and **DESCRIPTION**

8 Click **"SELECT OPTIONS"** and see the drop-down menu to select the folder/subfolder(s) you want the document to appear

9 Click **"BROWSE"** to upload your file

10 Click **"SAVE"**



If you wish to **CREATE A NEW FOLDER** for your file, click the **"ADD CATEGORY"** (blue) button on the Document Bank home page.

Decide if you wish for the folder to be **"TOP LEVEL"** or under one of the existing folders

**NAME IT** and **SAVE**

**Questions?** Contact Liz Avery-Jones at [liz@ncaj.com](mailto:liz@ncaj.com)  
 Send us your file directly if you want NCAJ to post for you