

Let's demonstrate how to place your information into your POM Vault.

The first step is to establish a single priority folder on your computer. This will become an often used folder so you will want to place it where it is easy for you to locate. We are showing you an example done on an Apple computer. It will look different but is the same on a Windows machine. Find your main computer file directory and create a new folder, using the file menu or with an icon for new folder. Name this folder "**transfer to POM Vault**". Place the new folder where it is going to be easily accessible.

Once this is set up you will **always** place any file, whether you received it via email, scanned it with a printer/scanner or phone or is a document you already have on your computer, in the **Transfer to POM Vault**.

Now let's open a POM Vault and transfer some documents to the Family Emergency Network.

- go to [POMVault.com](http://POMVault.com) either by typing [POMVault.com](http://POMVault.com) in your search bar or by clicking the button on your member dashboard on our website.
- Enter your username and password.
- Click open the Family Emergency Network.
- Begin by opening one of the files that you have completed an "In My Own Words" document.
- Click on In My Own Words at the top of the file.
- Click upload. Now choose either "Drag and Drop" or browse.
- Let's browse and go to the folder "Transfer to POM Vault". Choose the completed document that corresponds to the section you have opened.
- Highlight and click "upload". The file copies to your POM Vault.
- Now click upload again. The file transfers to the POM Vault.
- Let's click on the uploaded file to view the document. There it is.

So, just a few short steps that will repeated whenever you transfer a document. If we had more than one, even a dozen or more documents to

go to the same location, you can highlight them and bring them over all at once.