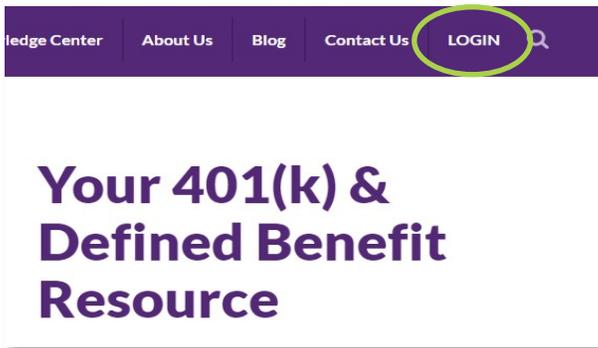


# Submitting Secure Files via the DWC File Exchange

The most secure way to send and receive sensitive data is by utilizing the Secure File Exchange in the DWC Portal. Below is a simple, three-step guide to follow to upload your documents.



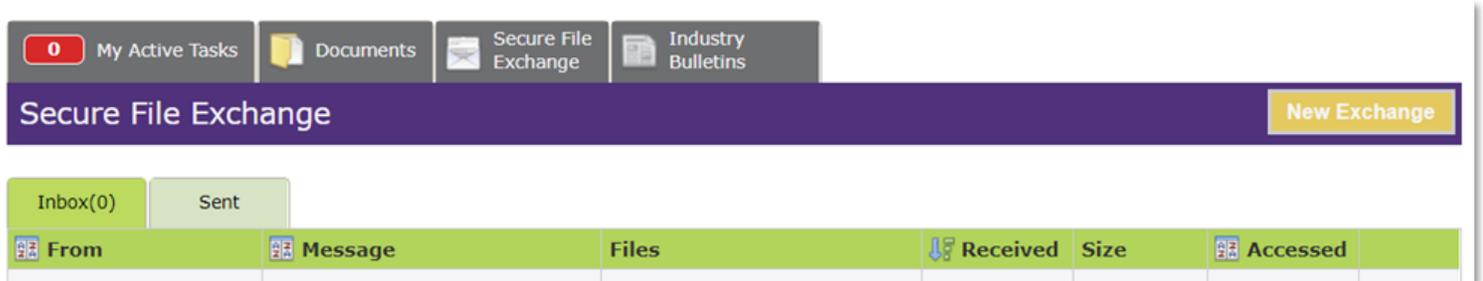
## Step 1 | Sign into the DWC Portal

You can access the Portal from the main menu on any page of DWC's website.

[Click Here to Access the Client Portal](#)

## Step 2 | Access the "Secure File Exchange" Tab

Navigate to the "Documents" tab at the top of the Portal. Click the "New Exchange" button to initiate a file transfer to your DWC Retirement Plan Consultant.



## Step 3 | Select the File & Recipient

Select your consultant from the dropdown list and locate the file to share on your computer. Click "Send," and the intended recipient will receive a notification that the file has been uploaded.

*\*Note: You can view previously sent files under the "Sent" tab.*

**Have questions? For inquiries contact:**