

Document Upload Button



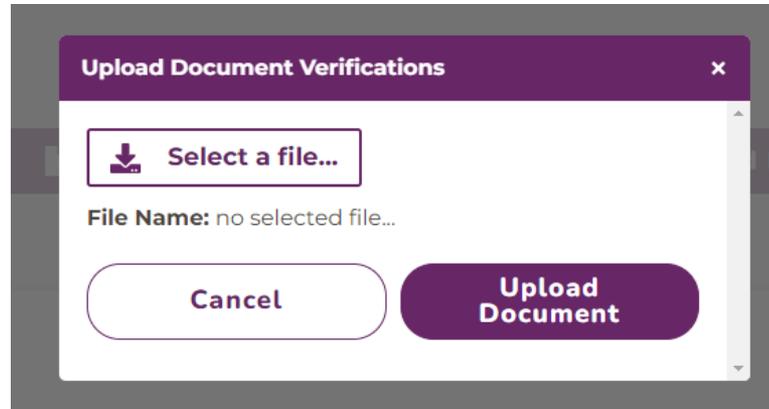
You can upload documents automatically to Roadrunner with a press of a button.

Step 1: Select "Upload Document" on the account page.

A screenshot of a web application interface for an account page. On the left is a dark purple sidebar with icons for Dashboard, Search, and Activities Inbox. The main content area has a light gray background. At the top left of the main area is a "Back to Search Results" button. Below it is the account name "John's Welding Service, LLC". To the right of the account name is the "Account Number: 123456789" and "PCO: NO". Below the account name are fields for "Address:", "Account Holder Email:", and "Phone Number:". At the bottom of the main area is a horizontal row of four dark purple buttons: "Loss Runs", "Billing Transactions", "Upload Document", and "Pay". A large red arrow points to the "Upload Document" button.

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Step 2: Select a file to upload. Files can be PDF, Word, JPEG, HTML, Excel, TIFF, and PNG.



Step 3: Once you have selected the file, press "Upload Document". A copy of the document is saved to the account and can be found under "Documents".

