File Uploading Instructions

For files 5 MB & under: Email brandi@pdra.org

For files over 5 MB:

<u>Click Here</u> or go to <u>www.pdra.org</u> and click **Send Files** on the **upper** menu bar, top right of the page.

1. Click on **Choose from Computer** or **Choose from Dropbox** to select the file you want to upload.

2. Choose your file and click **Upload**.

3. If you wish to add more files, click **Submit More Files**.

4. You will receive a notification that your files have been uploaded.

Please email me and let me know when you have completed uploading your file.

If you have any problems or questions, please contact me.

Brandi Hemmer 800-737-0107, ext. 118 brandi@pdra.org

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1401 Triad Center Dr. St. Peters, MO 63376 800-737-0107 or 636-326-2636

