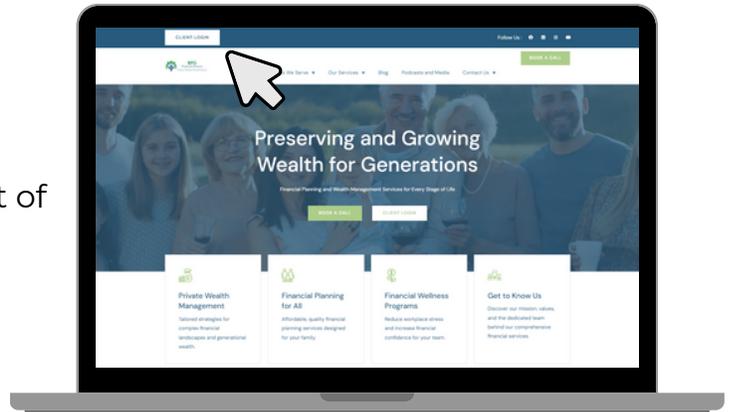


Logging Into Your Account

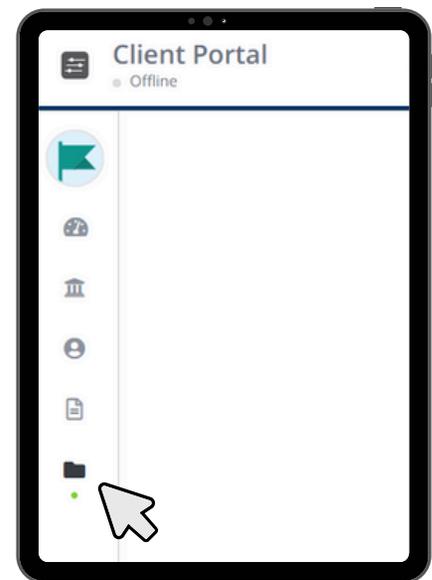
1. Go to bfgfa.com
2. Click on “Client Login” on the top left of the screen.
3. Log in with your username (in most cases, your username is your email).
4. If you forgot your password, select “forgot password?” and then select “Reset Password”. You will receive a link via email to create a new password.



Uploading Documents to Your Vault

1. Once logged in, click on the Document Vault icon on the left-hand side of your screen. The icon looks like a folder.
2. Click the “Upload” button.
3. Select the file you’d like to upload from your device, or simply **drag and drop** the file into the upload window.

*You can also upload documents using the mobile app by tapping the three vertical lines in the top-left corner and selecting “Launch Website.” From there, follow the same steps listed above to upload your documents.



If you are having difficulties navigating the Vault and would like assistance, you are welcome to call our team at 410-255-4555.

