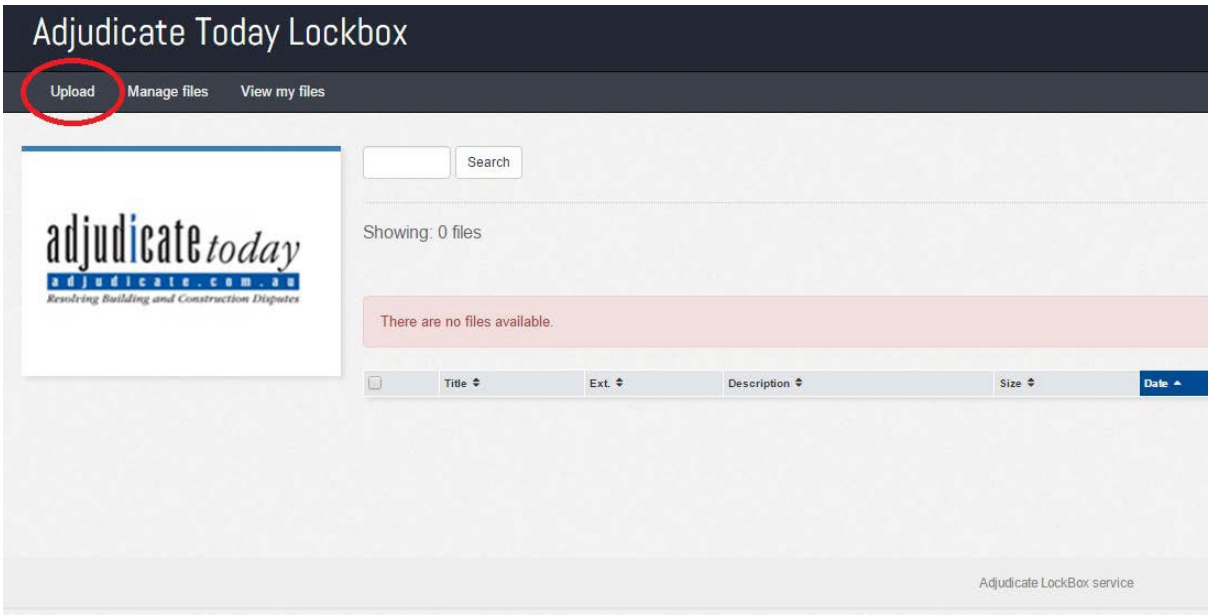
adjudicate today
adjudicate.com.au
Resolving Building and Construction Disputes

OPERATION OF YOUR NEW LOCKBOX - INSTRUCTIONS

Step 1) - Go to https://lockbox.adjudicate.com.au/

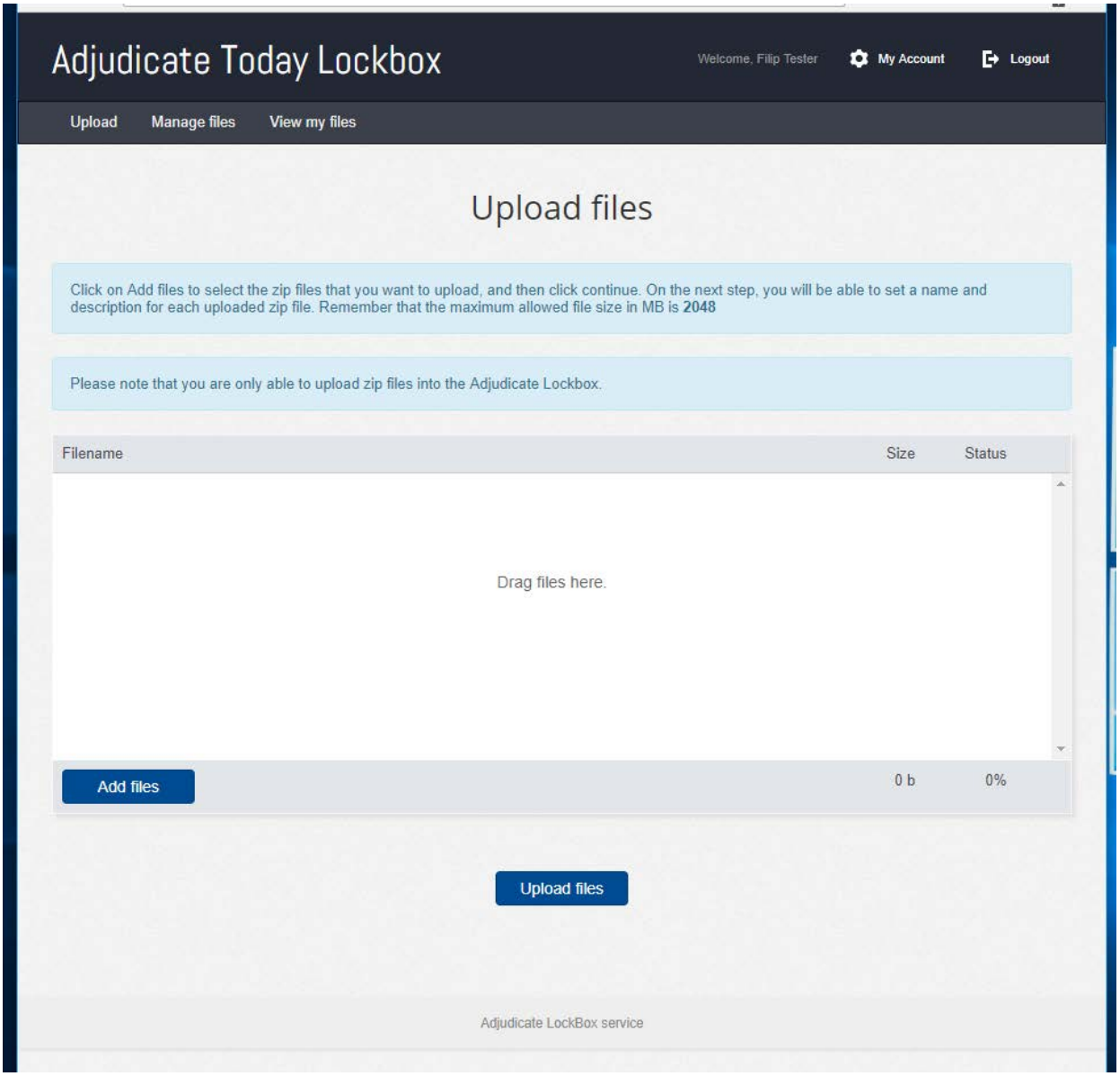
Login to the Adjudicate Today Lockbox service with your username and password combination that you have signed up with. If you do not have these details, complete the signup process described in the "Lockbox Creation" document.

Click on the "Upload" button at the top left of the screen as shown below*:

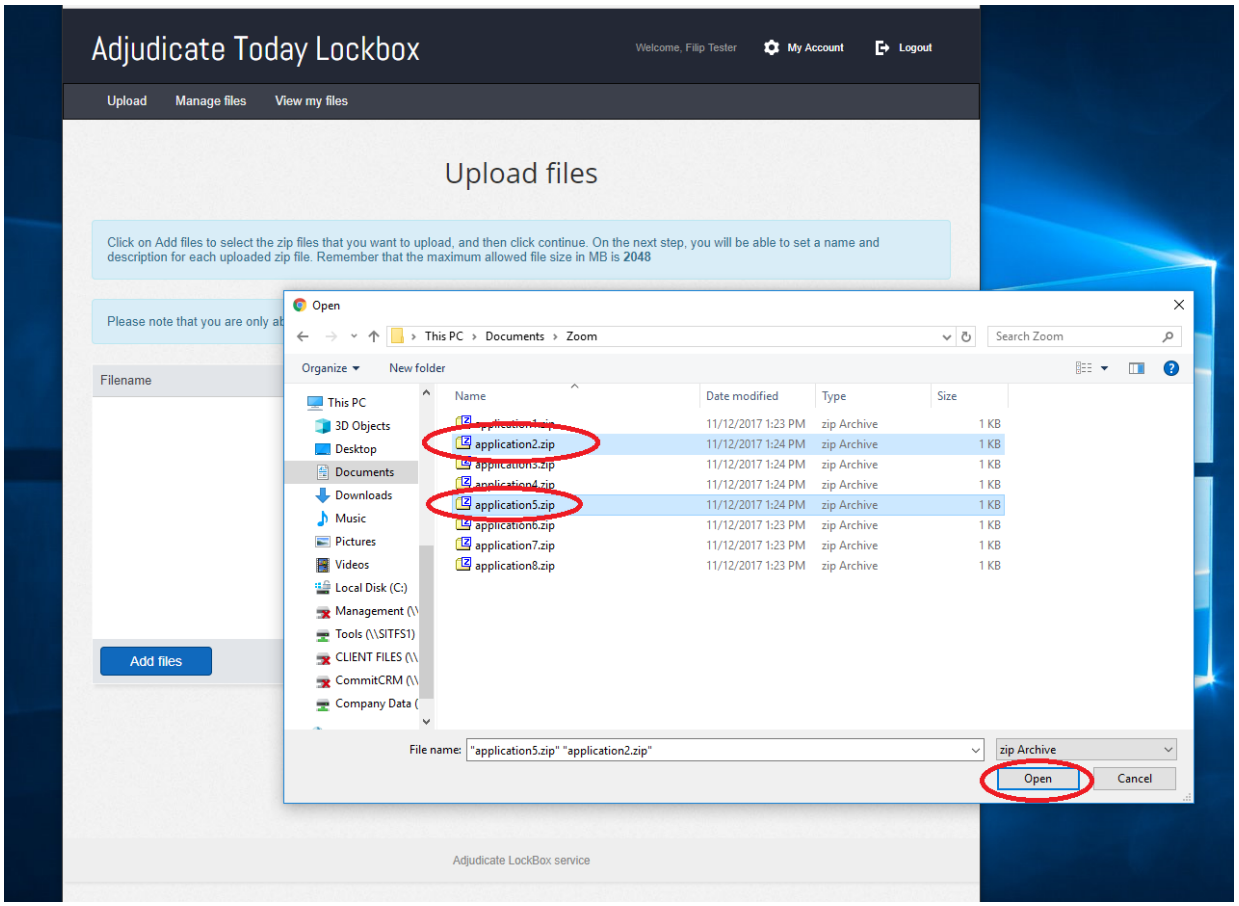


- Please note you can only upload zip files. The zip process will preserve your folder and file structure. There are several free and commercial products for zipping files, including WinZip which may be downloaded by clicking here. A free open source file compressor is 7-Zip which may be downloaded by clicking here.

Step 2) - Click on the “Add files button” – note that you will only be able to select zip files



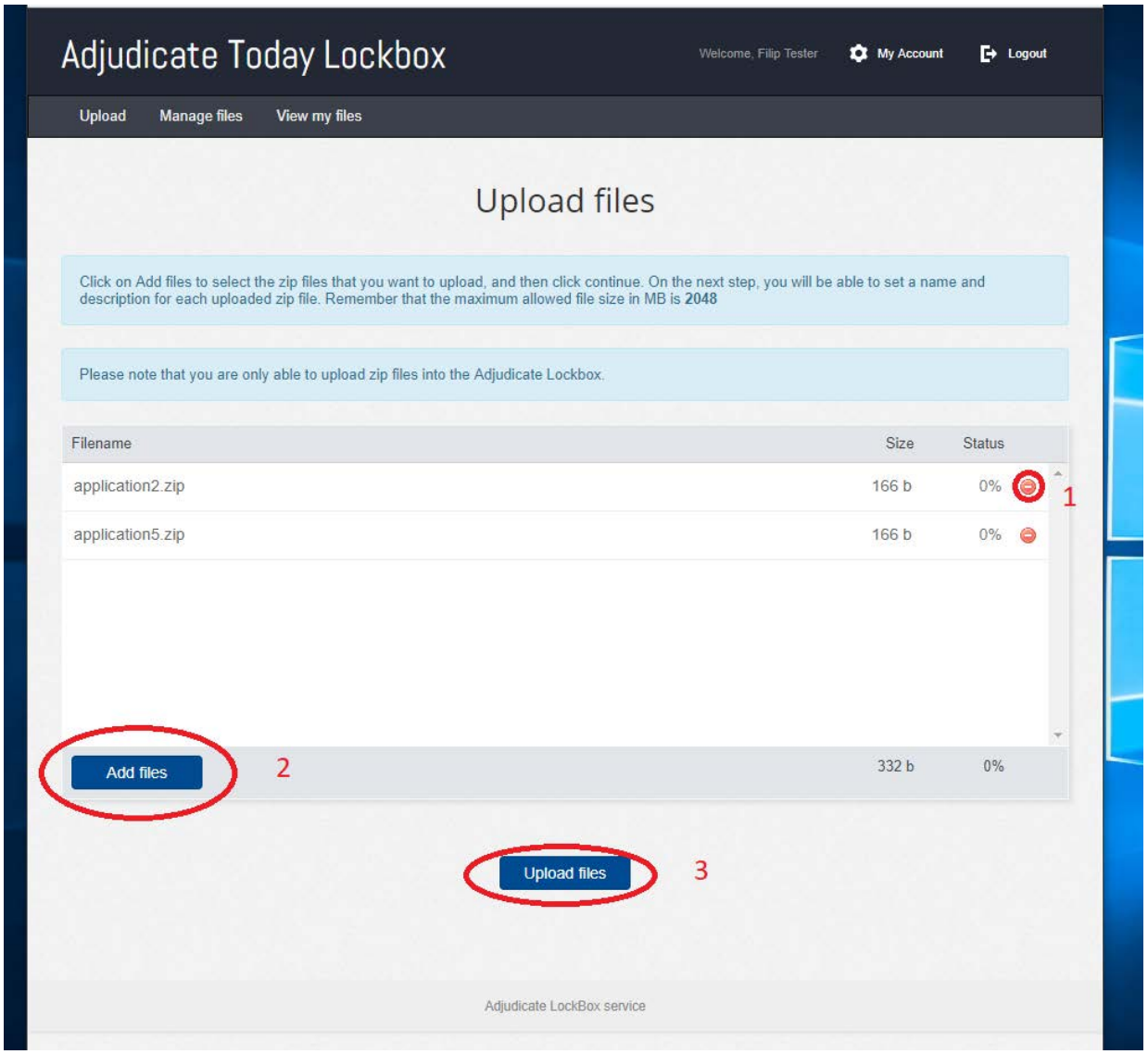
Step 3) - A file selection dialog box will open. Select the zip files you wish to upload (multiple files can be selected by holding down the CTRL key and left clicking the files you want, as shown below). Once you have selected all the files you want, click "Open":



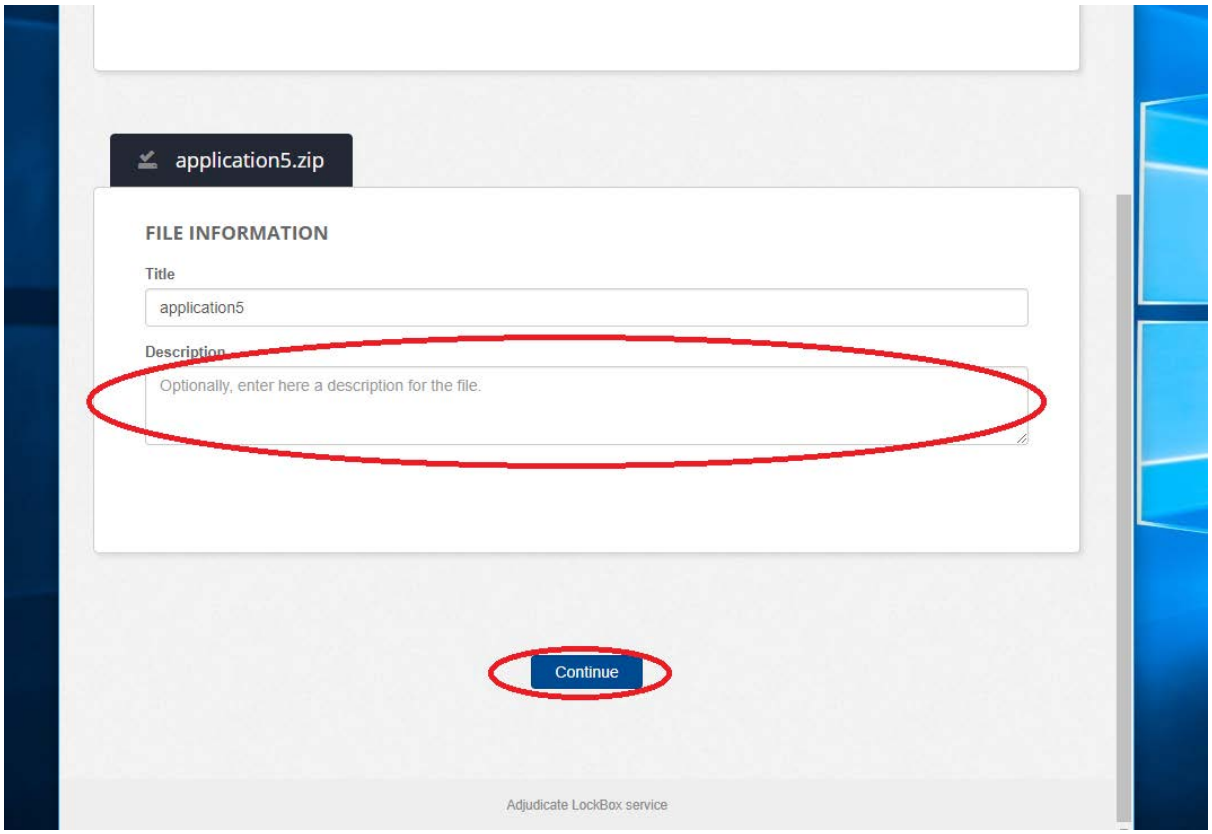
Step 4) - The files you have selected will be displayed. Note that you can:

- remove the files by clicking the red minus icon to the right of the file name (1)
- add additional files by clicking the "Add files button" (2)

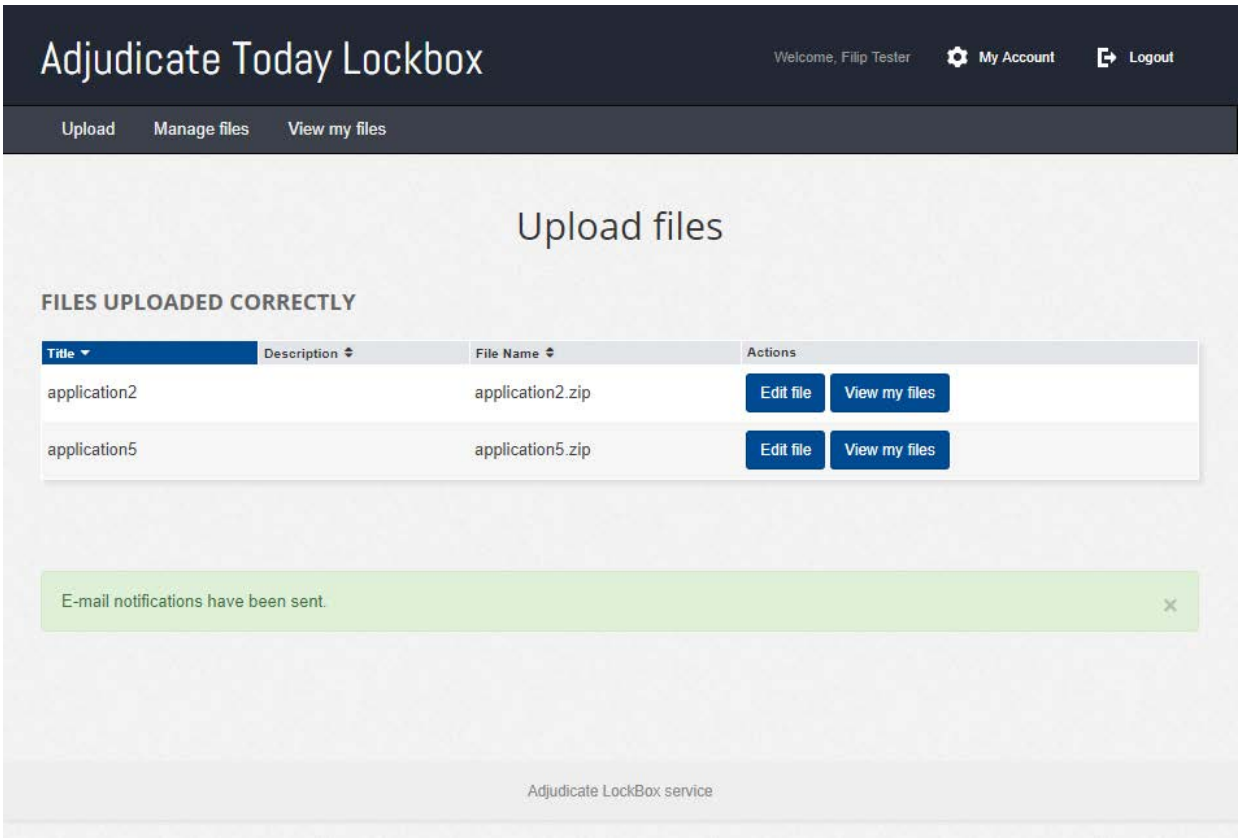
Once you have added all the files you want to submit via the Lockbox Service, click the "Upload Files" button (3) to transmit the files securely. Please wait whilst your files upload (this will depend on the speed of your internet connection).



Step 5) - Once your files finish uploading, type a description in the description field for each file to help identify the contents. Once you have completed this process, click the "Continue" button at the bottom of the screen:



Step 6) - That's it! Your files have been successfully uploaded. Click on view my files to check that they exist on the service, or simply click the logout button at the top right of the screen to log out of the Adjudicate Today Lockbox Service.



Our separate document titled "Lockbox Creation" provides detailed instructions on setting up a new Lockbox.