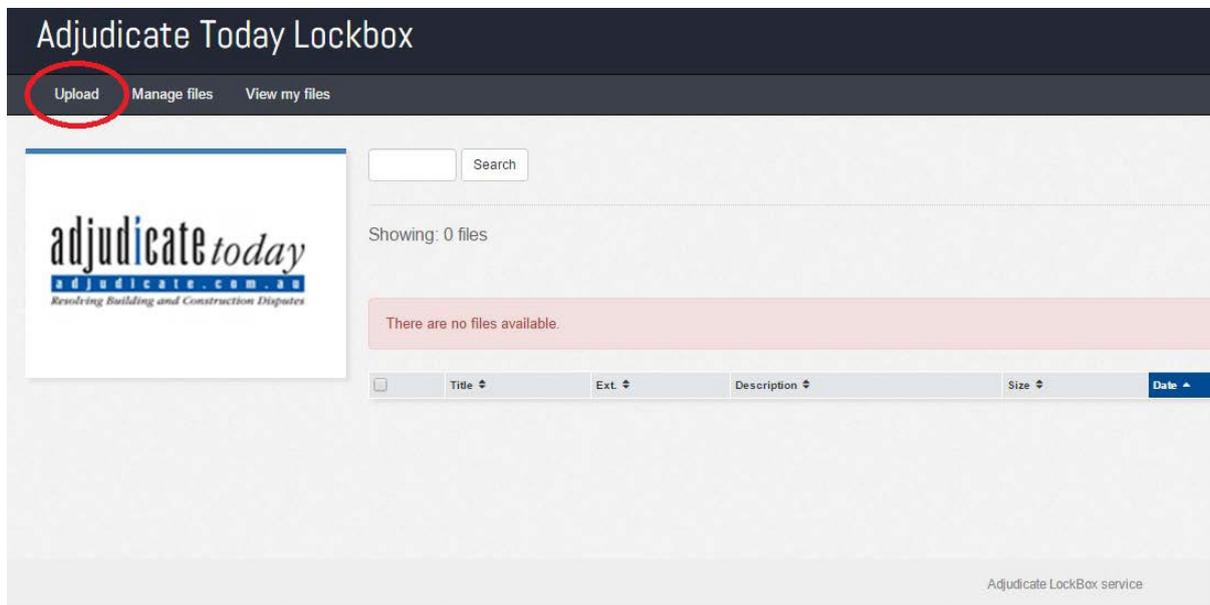


OPERATION OF YOUR NEW LOCKBOX - INSTRUCTIONS

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](#).

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NSW	QLD	VIC	ACT	TAS	SA	
Suite 2	Level 18	Level 27	Level 1	Level 6	Level 30	
Mona Vale Business	324 Queen Street	101 Collins Street	The Realm	Reserve Bank Building	Westpac House	
90 Mona Vale Road	Brisbane City QLD	Melbourne VIC 3000	18 National Circuit	111 Macquarie Street	91 King William Street	
Mona Vale NSW 2103	4000		Barton ACT 2600	Hobart TAS 7000	Adelaide SA 5000	
nsw@adjudicate.com.au	qld@adjudicate.com.au	vic@adjudicate.com.au	act@adjudicate.com.au	tas@adjudicate.com.au	sa@adjudicate.com.au	

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

The screenshot shows the 'Adjudicate Today Lockbox' web interface. At the top, there is a dark header with the title 'Adjudicate Today Lockbox' on the left and user information 'Welcome, Filip Tester' along with 'My Account' and 'Logout' links on the right. Below the header is a navigation bar with 'Upload', 'Manage files', and 'View my files' options. The main content area is titled 'Upload files'. It contains two light blue informational boxes: the first explains that users should click 'Add files' to select zip files and that the maximum allowed file size is 2048 MB; the second notes that only zip files can be uploaded. Below these is a table with columns for 'Filename', 'Size', and 'Status'. The table is currently empty, displaying 'Drag files here.' in the center. At the bottom of the table area, there is a blue 'Add files' button, and the table shows '0 b' and '0%' for size and status respectively. A central 'Upload files' button is located below the table. At the very bottom of the page, it says 'Adjudicate LockBox service'.

Adjudicate Today Lockbox

Welcome, Filip Tester [My Account](#) [Logout](#)

[Upload](#) [Manage files](#) [View my files](#)

Upload files

Click on Add files to select the zip files that you want to upload, and then click continue. On the next step, you will be able to set a name and description for each uploaded zip file. Remember that the maximum allowed file size in MB is 2048

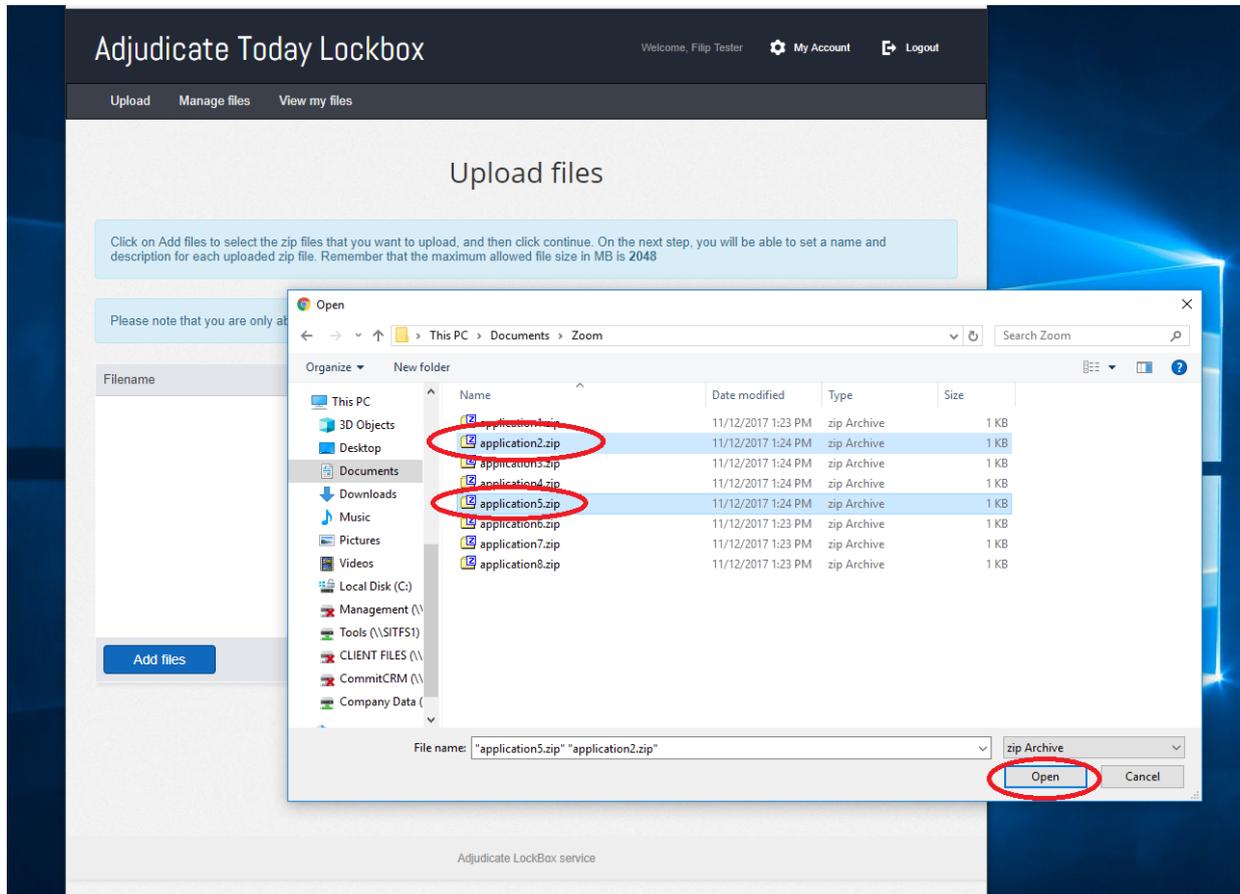
Please note that you are only able to upload zip files into the Adjudicate Lockbox.

Filename	Size	Status
Drag files here.		
Add files	0 b	0%

[Upload files](#)

Adjudicate LockBox service

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).

Adjudicate Today Lockbox

Welcome, Filip Tester My Account Logout

Upload Manage files View my files

Upload files

Click on Add files to select the zip files that you want to upload, and then click continue. On the next step, you will be able to set a name and description for each uploaded zip file. Remember that the maximum allowed file size in MB is 2048

Please note that you are only able to upload zip files into the Adjudicate Lockbox.

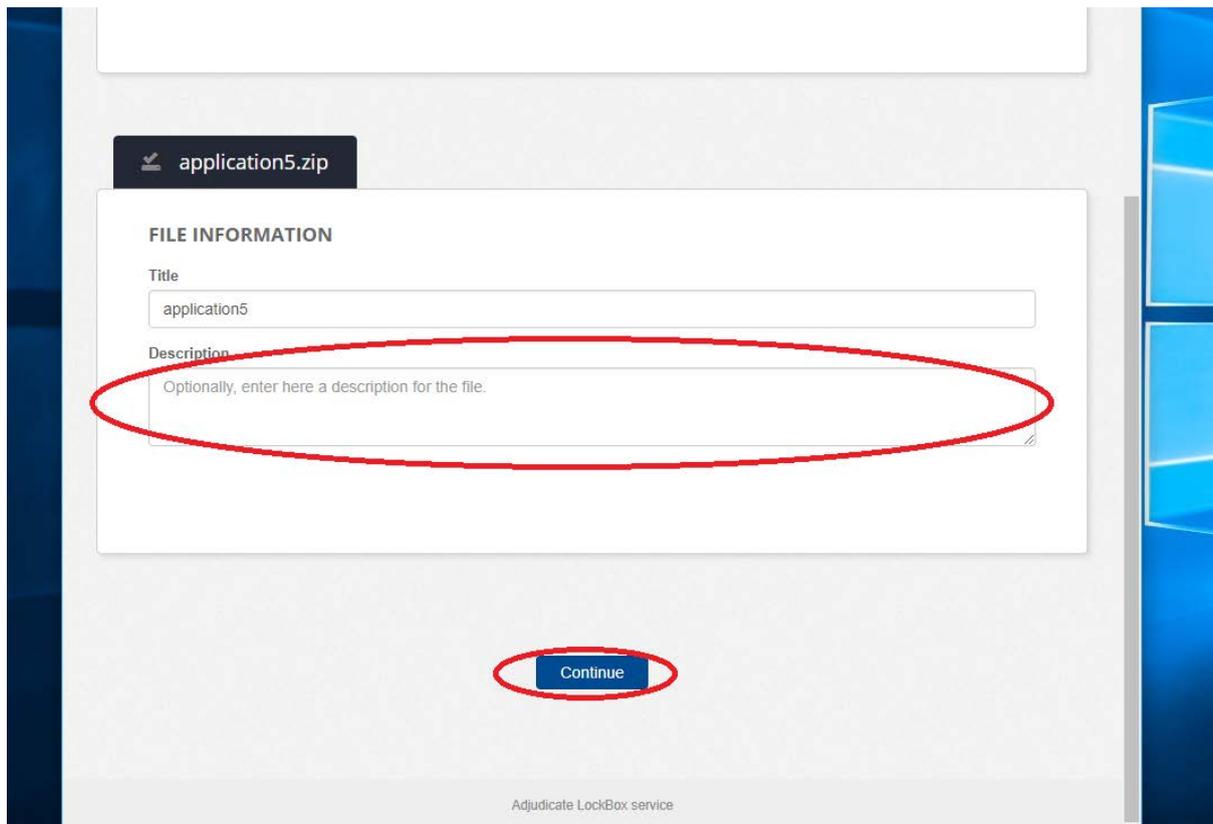
Filename	Size	Status
application2.zip	166 b	0%  1
application5.zip	166 b	0% 
	332 b	0%

 2

 3

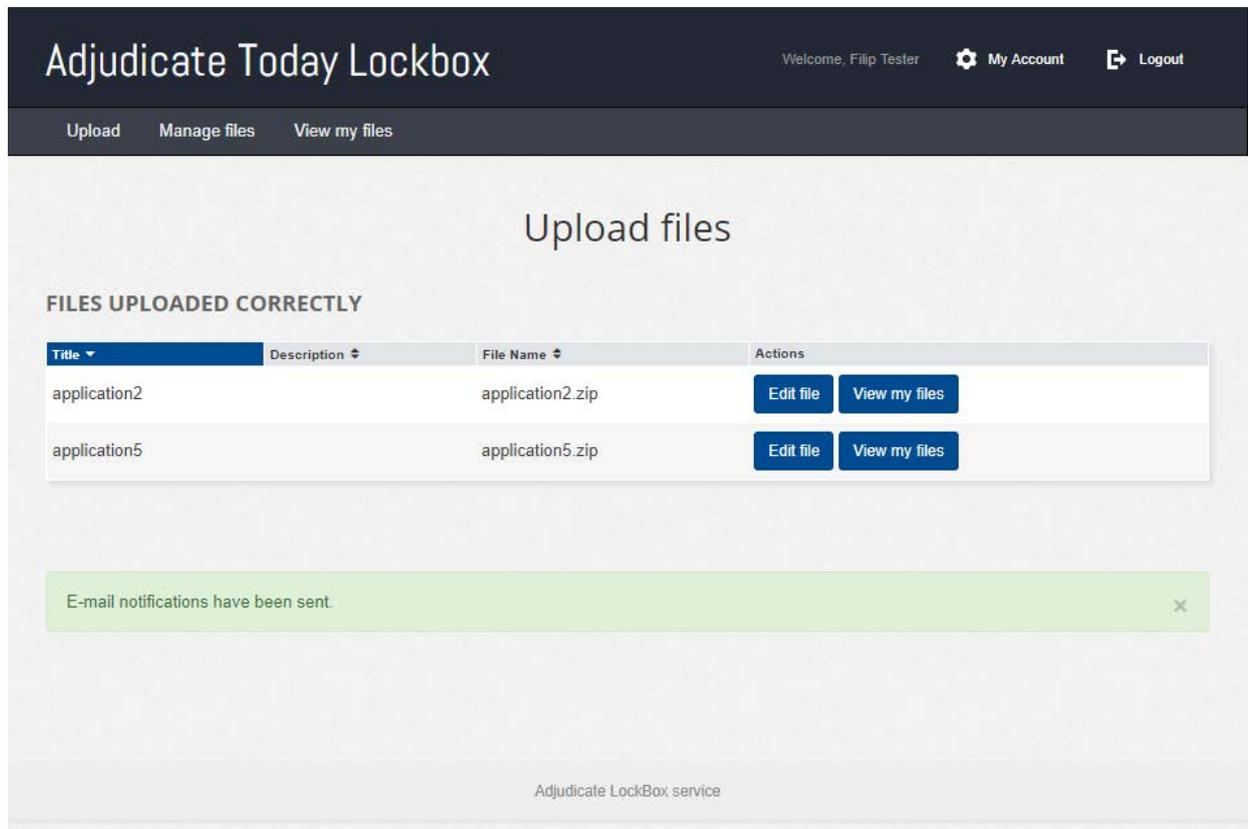
Adjudicate LockBox service

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:



The screenshot shows a web interface for uploading a file named 'application5.zip'. The file name is displayed in a dark box at the top left. Below it is a 'FILE INFORMATION' section with two input fields: 'Title' (containing 'application5') and 'Description' (with a placeholder text 'Optionally, enter here a description for the file.'). A red oval highlights the 'Description' field. At the bottom center, a blue 'Continue' button is also highlighted with a red oval. The footer text reads 'Adjudicate LockBox service'.

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.