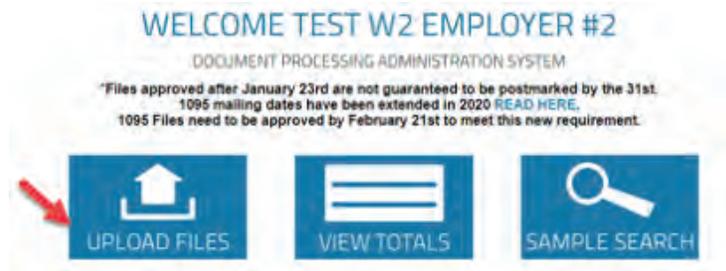


HOW TO DELETE FILES UPLOADED TO W2COPY.COM

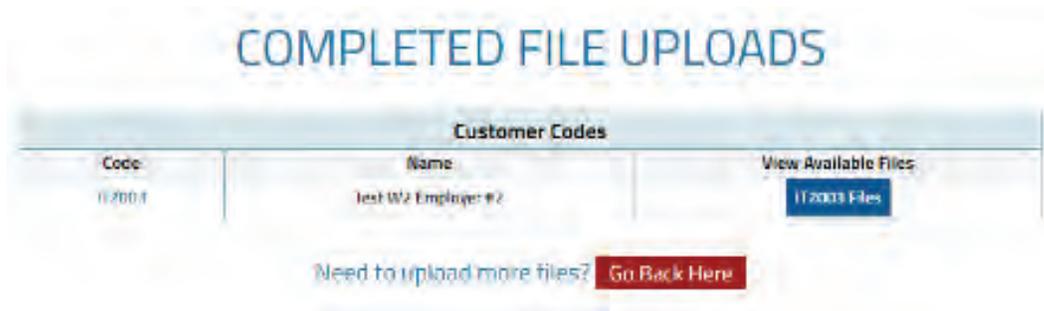
1. From the Home Screen select [Upload Files](#).



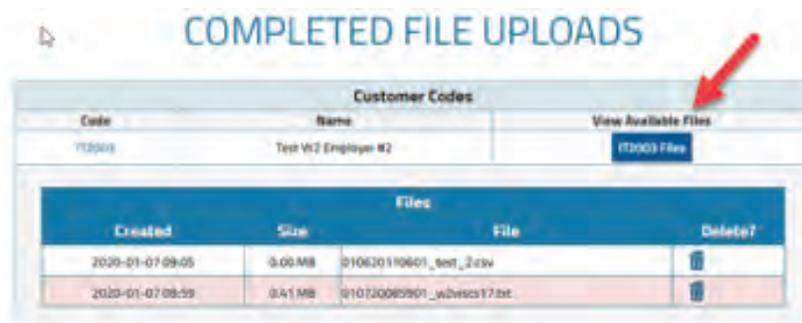
2. To get a list of current file uploads select [View Them Here](#) from the Upload Files Screen.



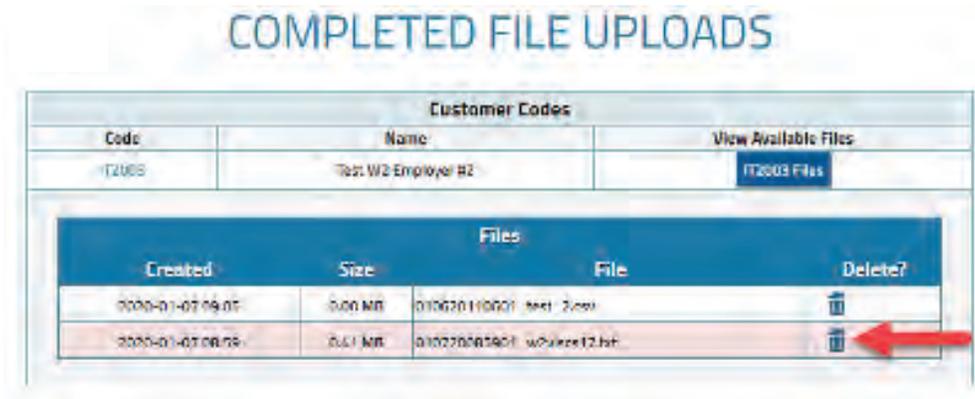
3. A list of Customer Codes with completed file uploads will be displayed.



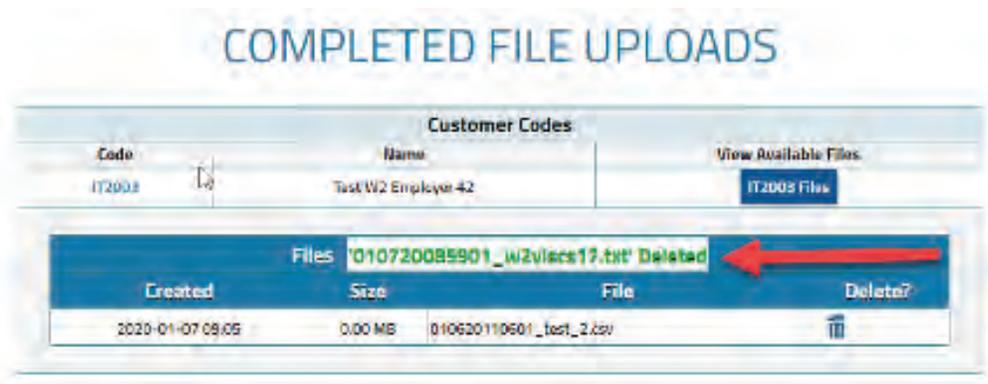
4. To get a list of all files uploaded for each Customer Code select the button under View Available files.



5. You will now be given the option to delete the necessary file(s).
Select the TRASH icon next to the file to be deleted.



6. You will receive a confirmation message identifying the file that was deleted.



7. Repeat Step 4 and 5 to delete additional files.
8. To upload additional files select [Go Back Here](#).

