Time and Date Stamping a Document on Your Website

Good to Know: The "Show Update Checkbox" only controls the visibility of the timestamp. The timestamp will display the time and date a document has been added to a page of the website, and **NOT** the moment they uploaded the document into "My Documents".

There are 2 methods of uploading a document and publishing that document with a Time & Date Stamp.

Method No. 1
Upload the document directly to the "My Documents" list, where it becomes a part of your library list of documents.

1. From your Client Dashboard, click on "My Documents" on the left.
2. Click within the "Browse" button to locate and select the document you wish to upload within your computer files.
3. Type the title of your document in the field provided [This is the title that will appear on your website, so keep it simple & easy to identify for your customers]
4. Click the "Upload" button.
5. Scroll down and find the newly uploaded document.
6. Click the "Show Upload Date" check box associated with the newly uploaded document.
7. Click the Blue Update Button.

Next
Publish/Add a Document to Different Website Pages

1. From your Client Dashboard, click on the page you wish to add your document.
2. Locate the "Documents on this Page" Box
3. Click the "Add Existing Documents" button.
4. Click the "Select Document" drop down menu.
5. Select the form you need and continue to "Add Existing Documents" until you have added all the documents you need.
6. Any document that has the "Show Upload Date" checked in "My Documents" will show the time and date stamp on the page the document is being published to that page of the website

Method No. 2
1. When uploading documents on a particular page of your website, you are always given the option to choose an "Existing Document" from your "My Documents" or browse and upload a new document.
2. Any documents uploaded from a page on your website are automatically stored in your "My Documents" library.
3. In order for the time and date stamp to appear, you will have to go to "My

Documents" and click the "Show Upload Date" and Click Update.