FAB SOLUTIONS

INSTRUCTION GUIDE

Download the Client Information form from the website

Complete the Form

Submit the Client Information form on the website

INSTRUCTIONS

01

Download the **Client Information Word document** from the FAB Solutions website and enter your information into the form.

LINK: **https://fabsolutions.biz/client-file-upload/**

02

Once you have completed the form, go to the **Navigation Bar** in Microsoft Word and select the following menu options listed below.

File > Info > Protect Document > Encrypt with Password

Enter a password you can remember and click Save.
Your document is now encrypted and protected.

03

Visit the Client File Upload Page on the **FAB Solutions website** and upload your encrypted Word file to the website.

LINK: **https://fabsolutions.biz/client-file-upload/**