



Sending us Documents

We always have security in mind. To that end we prefer you use one of the following methods for sending documents:

- a) The preferred choice is to upload documents directly to our secure document vault on your personal SOA Portal. Just click [here](#) and enter your username and password. You can easily upload your documents by selecting the Uploads folder under the Vault tab. Then just drag and drop your file or select New... Upload File. If you need assistance, our Client Technology Concierge, [Kathy LaQuadra](#) can help you.
- b) You can reply to a document request email with an encrypted, password protected document. Please send your password in a separate email.
- c) You can just use regular US postal mail for your document.
- d) You can fax us your documents at 212-977-4888.