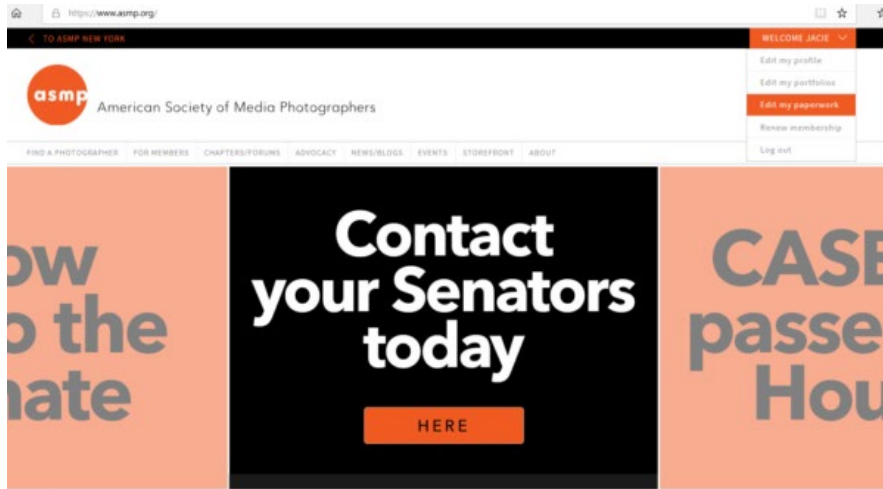


## Adding Quotes to NEW Paperwork Share

To add a quote, hover over your name in the upper right corner of screen to view dropdown. Click “Edit My Paperwork” and the Paperwork Share tool will appear in the WordPress dashboard on the left side of your screen.



Under PAPERWORK SHARE, click on ADD QUOTE and add your quote detail to the quote form (see image below). Click on PUBLISH in right sidebar when you have finished adding your quote detail.

**Note:** You cannot upload a pdf as part of the quote. You must manually enter your quote detail into the form provided. This will allow us to expand the functionality of our search tools in the future and allow us to track national pricing trends through our database as it expands. It also ensures that all data is displayed in a manner that is consistent with our front end design that prioritizes end user readability.

