

Type in "gmail" in the web browser search bar.

Below is the screen which should display.


You can login using the email address [tascasereview@gmail.com](mailto:tascasereview@gmail.com) and the password assigned to you or your Client. This was sent to you in an email.



# One account. All of Google.

Sign in to continue to Gmail

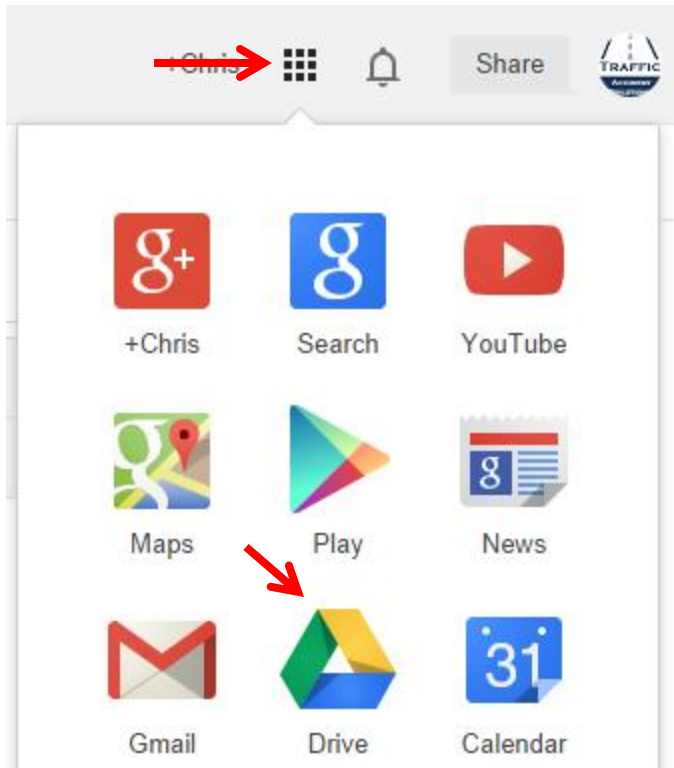
A screenshot of the Gmail sign-in page. It features a grey background with a white circular profile picture placeholder at the top. Below it is a white text input field containing the email address "tascasereview@gmail.com". Underneath is another white text input field with the placeholder text "Password". A prominent blue button with the text "Sign in" is centered below the password field. At the bottom left, there is a checkbox labeled "Stay signed in". At the bottom right, there is a blue link that says "Need help?".

Once you are logged in, go to the 9 little squares (  ) in the top right corner.



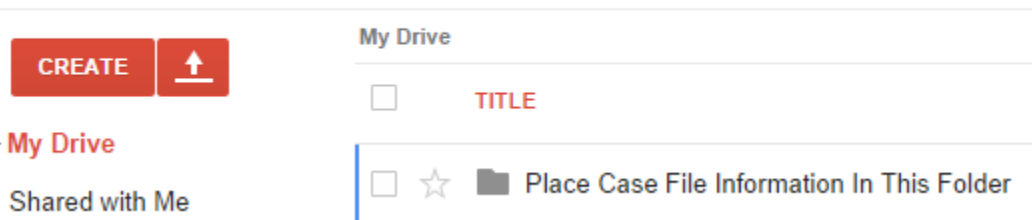
Drive

Then select the Drive icon.




A new window will open. Click on the folder which is entitled "Place Case File Information In This Folder".

## Drive

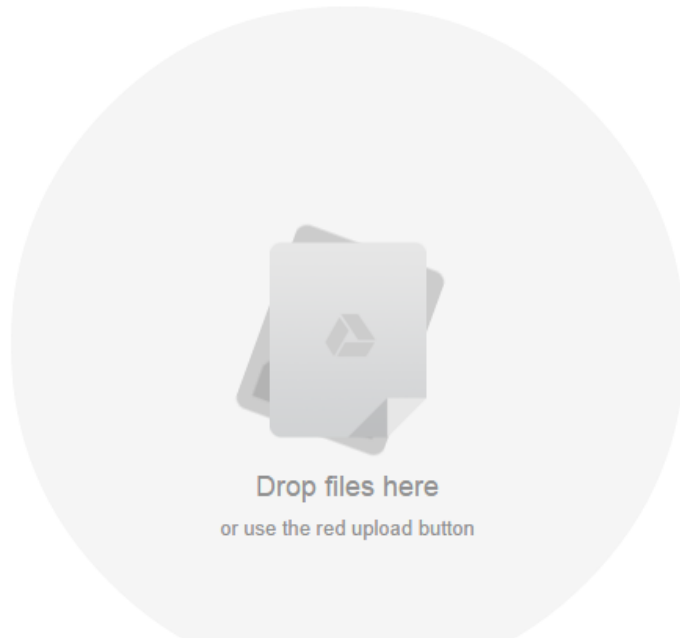


Add the information you would like Traffic Accident Solutions to review.

 Place Case File Information In This Folder

My Drive > Place Case File Information In This Folder

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Immediately after you upload this information, please notify me at [trafficaccidentsolutions@gmail.com](mailto:trafficaccidentsolutions@gmail.com) so I may change the password again to keep this account secure.

Thank you