

# Sending Files via the ARC website

- 1 Go to [www.e-arc.com/locations](http://www.e-arc.com/locations) and choose the location you would like to send files to. Click **More Info** when you've found your location.

<input type="text" value="US City, State or ZIP"/>	<input type="text" value="50"/>	Miles	<input type="button" value="search »"/>
<b>ARC Corporate Headquarters</b> 1981 N. Broadway Suite 385 Walnut Creek, CA 94596 United States Phone: 925-949-5100  <a href="#">More Info »</a>	<b>Concord</b> 5753 Pacheco Blvd. Concord, CA 94553 United States Phone: (925) 405-0420 Fax: (925) 405-0421  <a href="#">More Info »</a>	<b>San Ramon</b> Bishop Ranch 11 2303 Camino Ramon, Suite 1 San Ramon, CA 94583 United States Phone: (925) 277-7140 Fax: (925) 866-8498  <a href="#">More Info »</a>	

- 2 On the location's page, click **Place Order/Send Files/Quote**

## Concord

Global > United States > California > Costa Mesa > 5753 Pacheco Blvd.

ishipdocs Login

Place an EWO Order

Place Order / Send Files / Quote

**ARC Global Document Management**

- 3 A) Make sure you choose the file's purpose from the drop-down menu, then
- B) Fill in all of your contact information and file descriptions
- C) Create a drop folder name (e.g. Company Name)
- D) NOTE: If you do not see the blue file upload box on the bottom, you will need to install Silverlight

## DropFiles of ARC Pacheco (pacheco@e-arc.com)

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**A** \*indicates required fields (Enter NA if company not applicable)

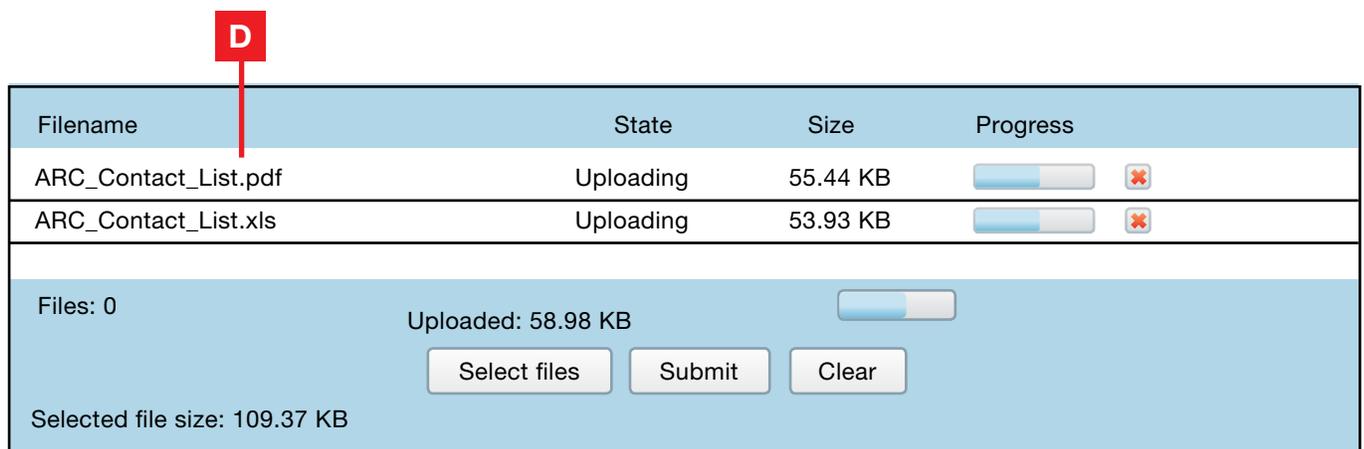
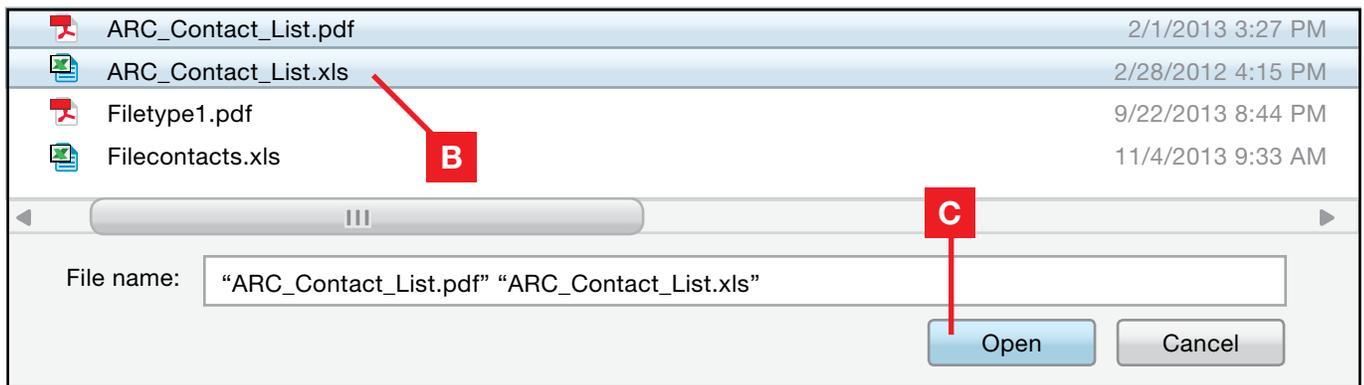
<p>File(s) purpose* <input type="text" value="select type of request..."/> ▼</p> <p>First name* <input type="text" value="John"/></p> <p>Email* <input type="text" value="jsmith@noemail.com"/></p> <p>Description* <input style="height: 100px;" type="text" value="1 set full-sized stapled Due: 3-22-13 3p"/>          Deliver to:          1313 Mockingbird Lane          Costa Mesa, CA 55555</p> <p><b>Supplying job details (specifications, due date, delivery) in the description will expedite the processing of your order. Please indicate quote information if the job had been quoted by an ARC consultant. If replacing previous files, please supply job name or other reference so that we may readily locate your order.</b></p>	<p>Company* <input type="text" value="Smith Construction"/></p> <p>Last Name* <input type="text" value="Smith"/></p> <p>Phone* <input type="text" value="925-444-5344"/></p>
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**C** Drop folder name\*  (Please indicate job reference / PO# here)

Filename	State	Size	Progress

**D**

- 4 A) Click **Select files** to attach files
- B) A pop-up will appear allowing you to search your computer for files. You can choose multiple files by holding down the Control key.
- C) Once the files are chosen, click **Open**
- D) Your files will appear in the box once they have been uploaded



- 5 Click **Submit** and your order will be submitted to the specified ARC facility

Files: 0      Uploaded: 58.98 KB     

Select files    Submit    Clear

Selected file size: 109.37 KB

Click



**Files uploaded successfully**