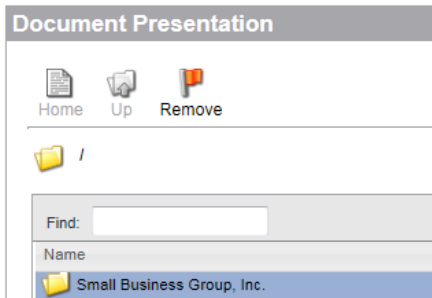



To View/Save/Print a document from Document Presentation:

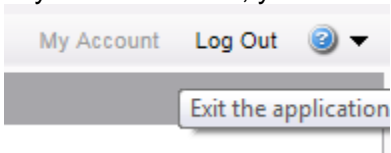
- Login to your SBG Portal.
- Click on DOCUMENT PRESENTATION.



- Click on the appropriate folder.



- Keep opening the folders until you get to the document you want. (New files are typically indicated by a )
- Click on the file to open.
- You can choose to either print the file or save it to your computer for paperless storage.
- Once you are finished, you can SIGN OUT of the SBG Portal.



If you have any trouble with the SBG Portal, contact Carla at 904-731-2221, ext. 11.