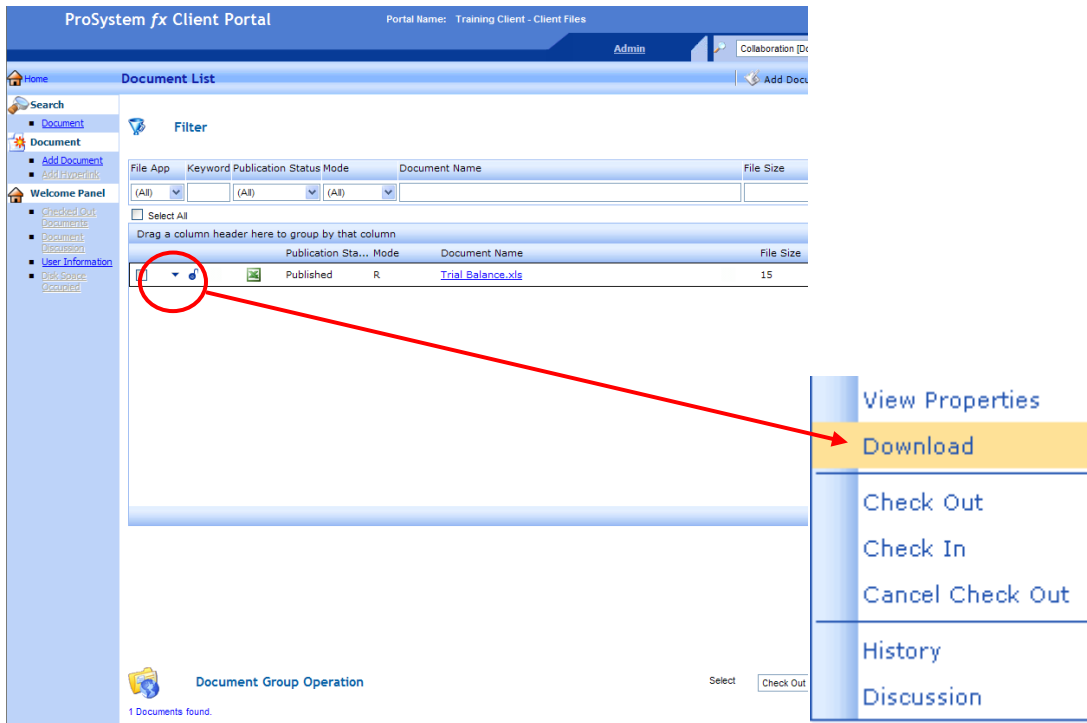


# HD Portal – Download Files to Client Computer

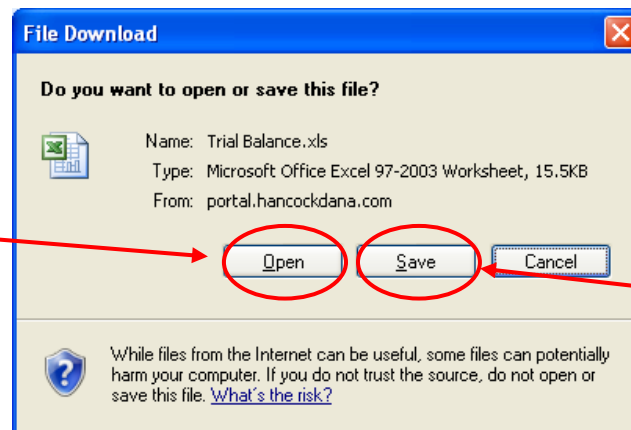
- 1) Login to the Portal located at <https://portal.hancockdana.com/ClientPortal>
- 2) In the Document List area, find the file you want to download and click on the blue arrow next to the padlock symbol. Select **Download** from the menu.
- 3) View the file or download it to your computer.



Select **Open** if you just want to view the file.

If you decide later you want to save or make changes to the file, you can save it to your hard drive via File > Save As, then specify a location.

[Important: Make note of the file location for later retrieval.]



Select **Save** in order to download the file to your computer.

[Important: Make note of the file location for later retrieval.]

[Note: Downloading files does not remove the file from the Portal. Only H&D staff have the ability to do this.]

The Hancock & Dana Portal is designed to work with Internet Explorer versions 6 through 8. Please make sure [portal.hancockdana.com](https://portal.hancockdana.com) is added to your list of trusted sites.