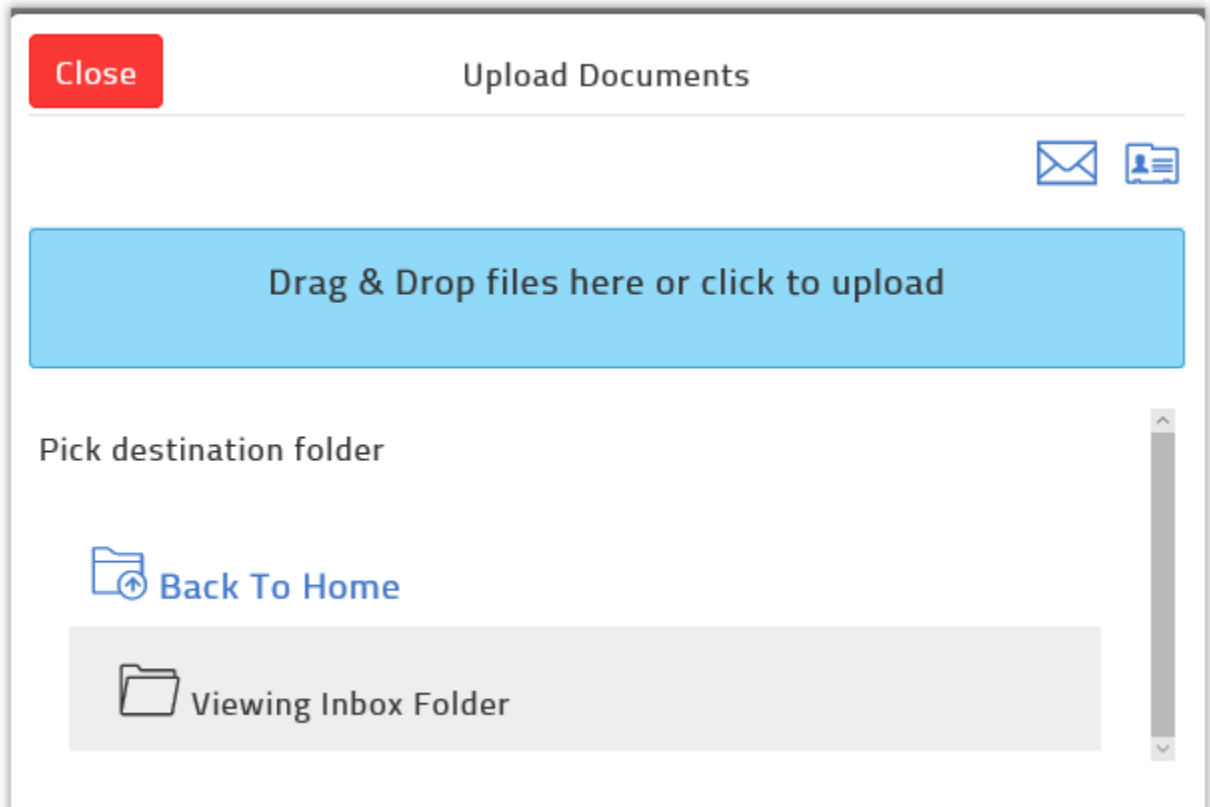# How to Upload Your Documents to the Documents Folder in Transaction Desk

If you'd like to load a document into Transaction Desk, but not associate it with a transaction at this time, you can upload it to the Documents Folder.

1. Navigate to your dashboard in Transaction Desk

2. In the Upload widget, click Document Upload

3. Click Back to Home and navigate to the folder where you want to upload the document.

4. Do one of the following:

   a. Drag and drop the file from your computer to the Drag and Drop files here area.

   b. Click the blue bar to browse for the document you want to upload, select the document and click Open.