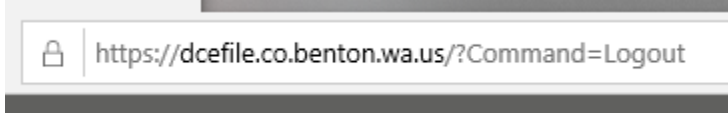


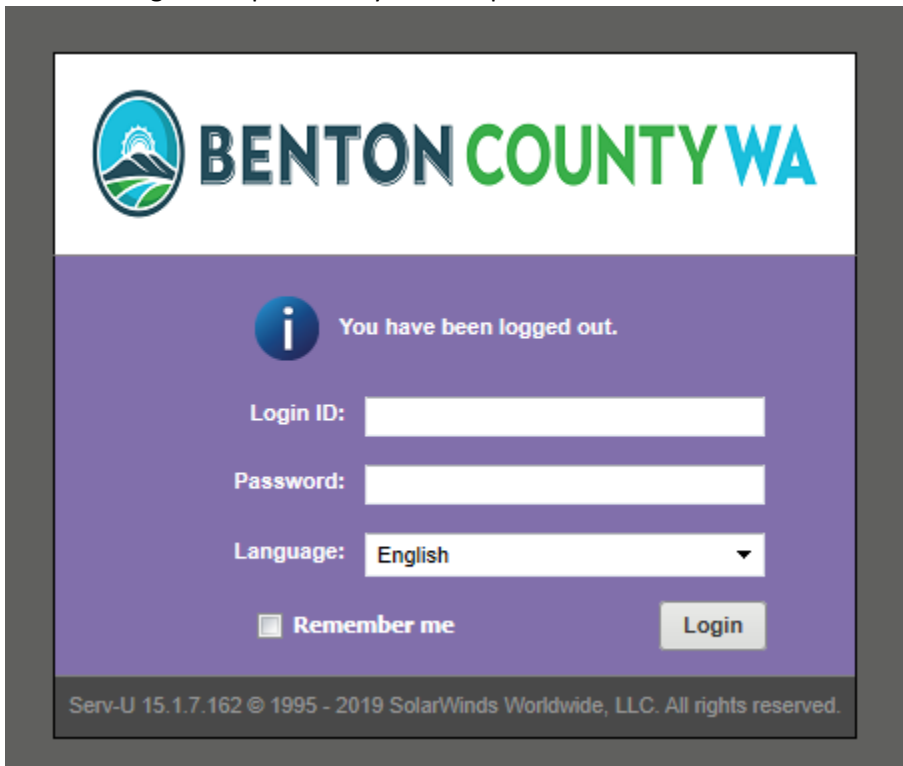
Guide Using Windows 10 – Username: XXXX

Password: XXX

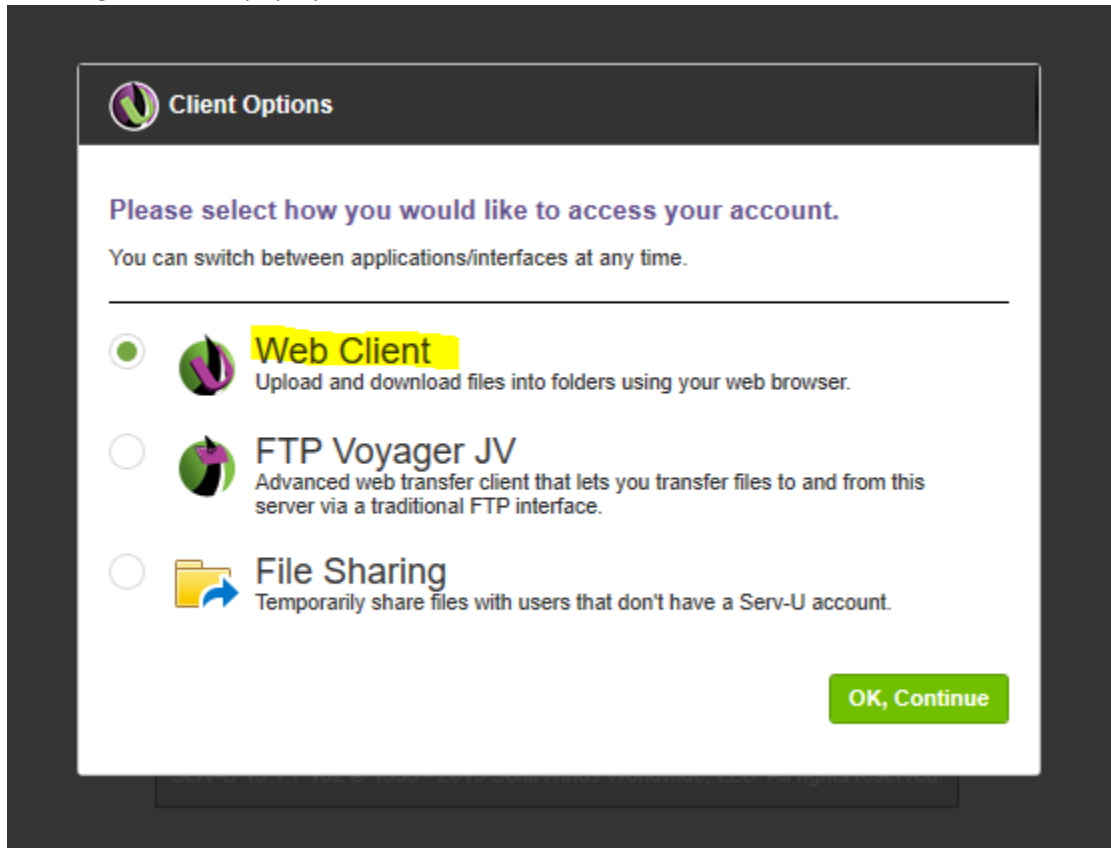
1. Open your browser, type <https://dcefile.co.benton.wa.us>



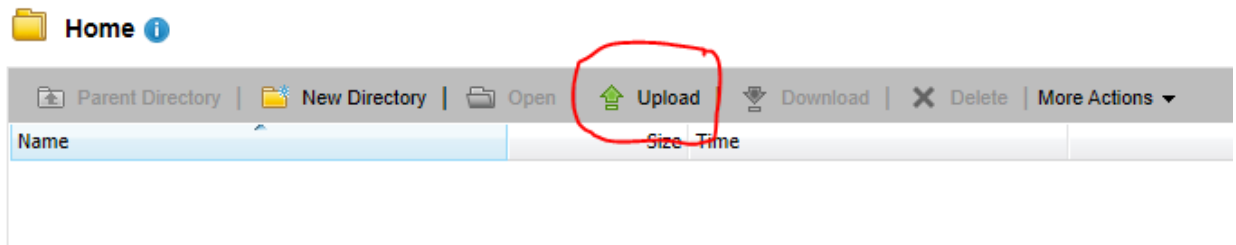
2. Enter the Login ID & password you were provided

A screenshot of the Benton County WA login page. The page features the Benton County WA logo at the top left. Below the logo is a purple banner with a message: "You have been logged out." followed by an information icon. Below the banner are three input fields: "Login ID:", "Password:", and "Language: English". There is a "Remember me" checkbox and a "Login" button. At the bottom, there is a footer: "Serv-U 15.1.7.162 © 1995 - 2019 SolarWinds Worldwide, LLC. All rights reserved."

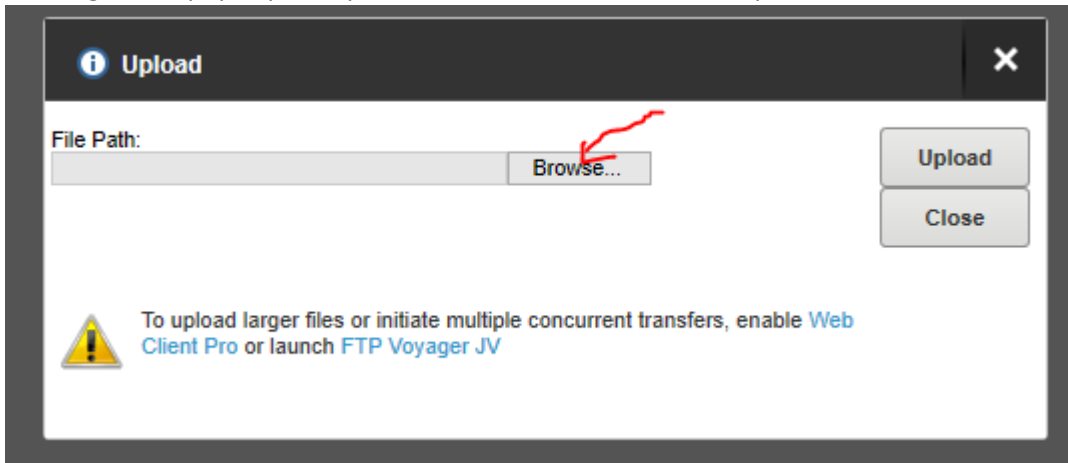
3. A dialogue box will pop up, select Web Client and click OK, Continue



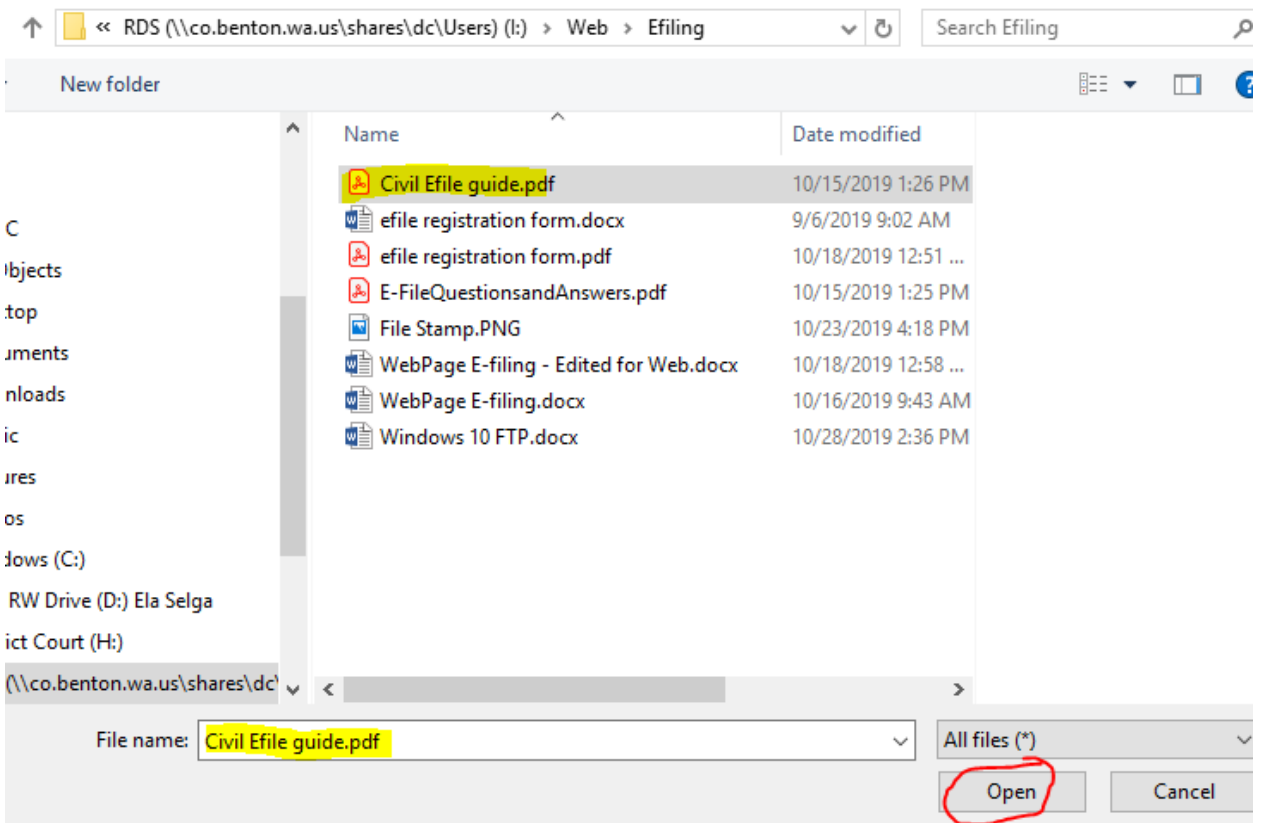
4. To file your document, click on Upload



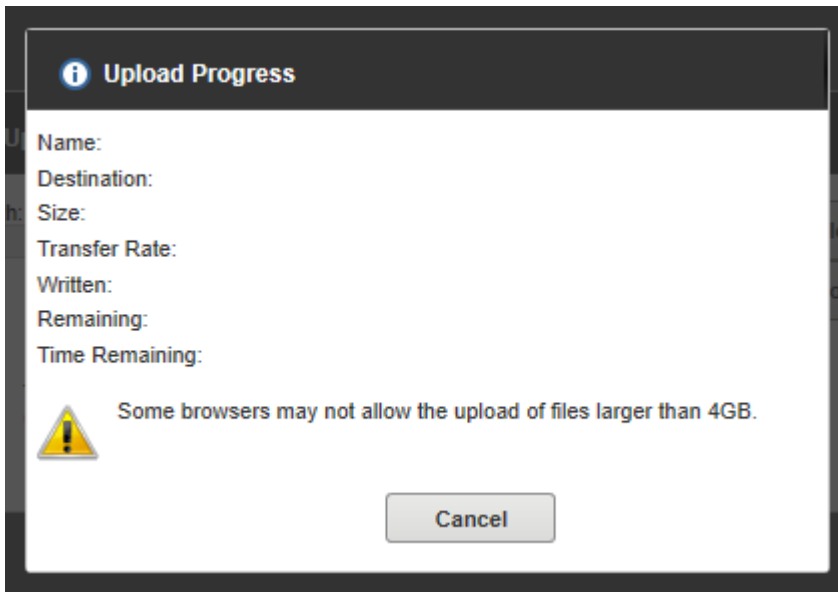
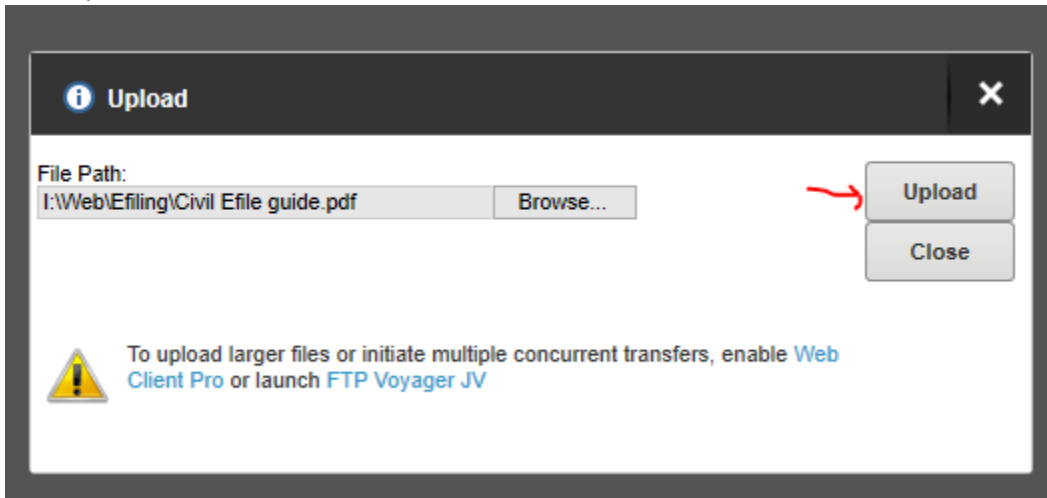
5. A dialogue box pops up that you can use to find the document you want to file, click on Browse



6. Select the document you want to add and click on Open

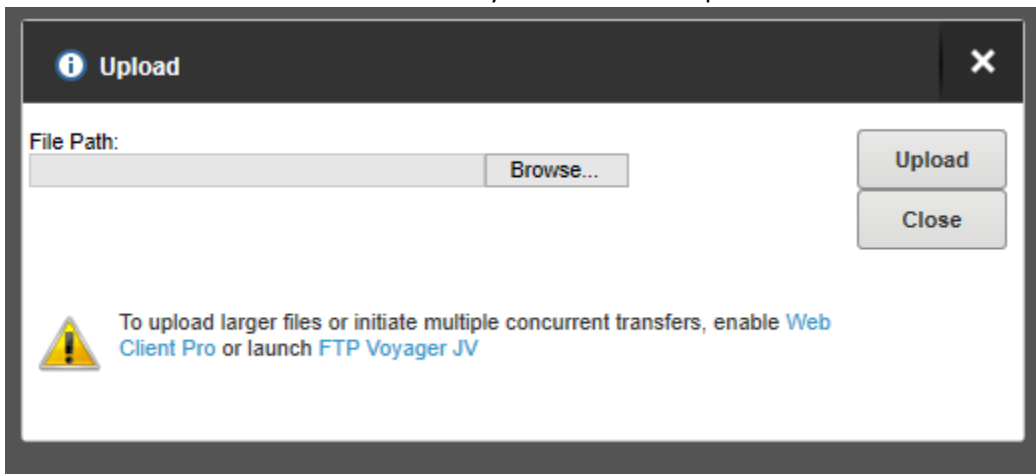


7. Click Upload



- 8.

9. If additional documents need to be filed you can follow step 5 to 7



10. Your folder will look like this when you have successfully uploaded your document into Benton County District Court.

