Disability HUB MN

Keep track of your contacts, store and share your files

My Vault makes it easy for you and your support team to securely and seamlessly collaborate and share information—all in one place! To get started, you will need to set up your contacts, and understand how to store and share files.

Here are the steps to get started:

Create contacts

Creating contacts helps you have a way to quickly and easily communicate and share information securely with the people who help you.
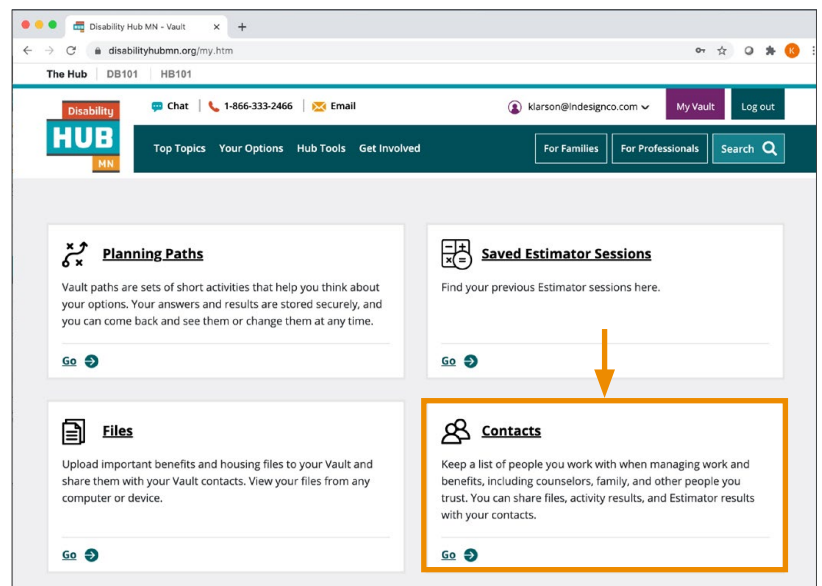
Step 1:

Sign into your My Vault account, then click on "Contacts" in your My Vault dashboard.
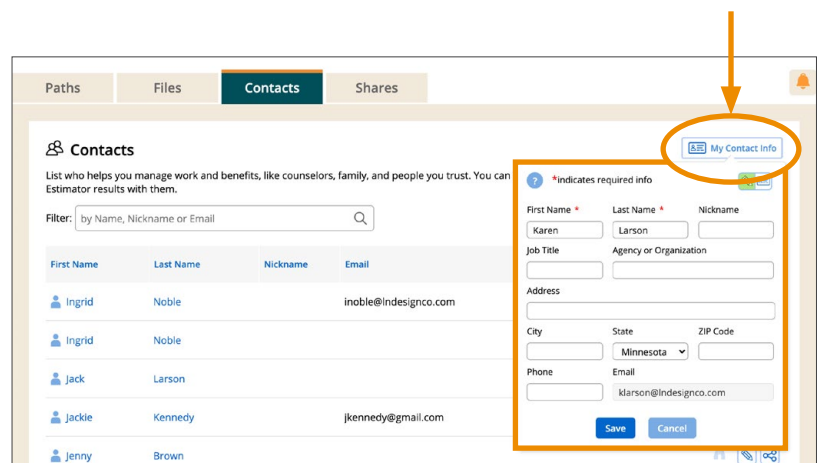
Step 2:

Once you are in the Contacts area:

- Click on the button, "My Contact Info". Then click the "pencil" icon to edit and enter your personal information.
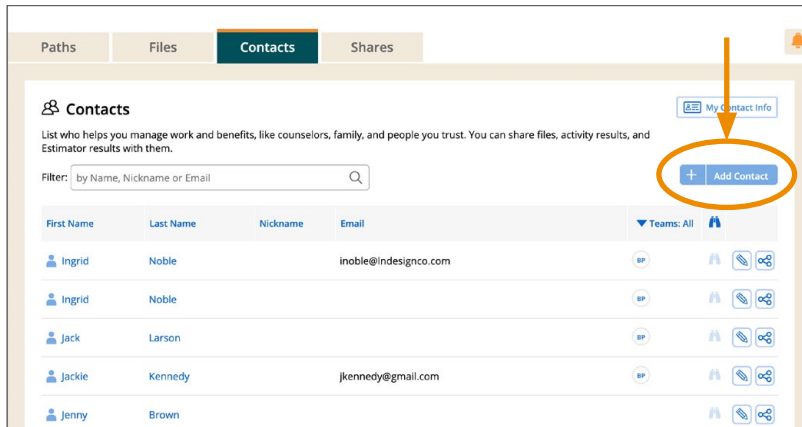
- Click "Save" to finish.

Step 1

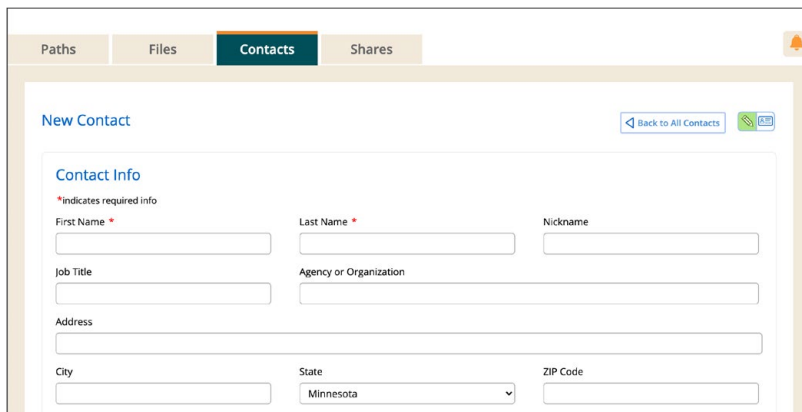
Step 2

Create contacts (cont.)

Step 3:

To add contact information of other people, click the "Add Contact" button.

- Enter a person's contact information, and then click "Save" when you are finished.

Step 3

Step 3 (cont.)

My Vault tip:

The **pencil** icon indicates you can edit something.

The **share** icon indicates you can share an item.

For example, in Contacts, you can edit or share a contact by clicking one of these icons at the end of each individual name.

Store and share files

The "Files" area gives you a way to keep organized, store important files in a safe place where you can find them easily, and share them securely with people you choose.

Step 1:

On your dashboard, click on "Files". Or, if you are in the "Paths" area, click on the "Files" tab.
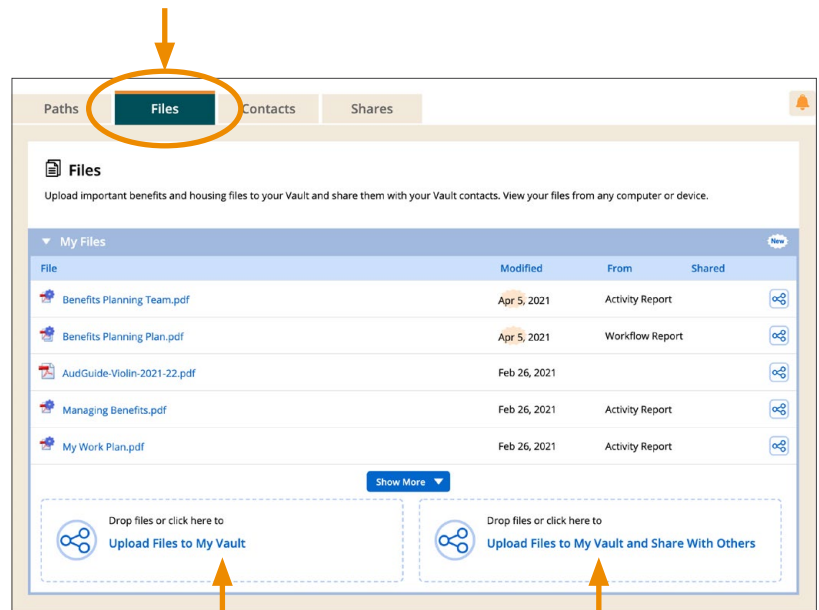
Two options for uploading files:

1) Upload Files to My Vault

Use this area to save a file in your My Vault account. You can share it with your contacts later if you choose to.

2) Upload Files to My Vault and Share with Others

Use this area to upload a file and immediately share it with one or more contacts.

Step 1

a)   b)

My Vault tip:

Files: Results from activities, such as those in the Benefits Planning Path are automatically saved in the Files area. You can view and download the results here, and share them with trusted contacts.

Need help? If you have questions or need support, contact a Hub expert through live chat or email at disabilityhubmn.org, or by phone at 1-866-333-2466. We serve all languages.