**Uploading Documents - Guide**

|  |
| --- |
| 1. Make sure the file that you are going to attach is saved to your computer, and make a mental note of where you have saved it (e.g. desktop, your Documents file, etc.). Also be sure that the file is in a compatible form (e.g., .pdf, .jpg, .docx). |
| Screen shot of large arrow pointing to Document to Be Added in My Documents file |
| 1. Click on the “Browse” button |
| Upload Document screen with large arrow pointing to Browse button |
| 1. Locate the file you have saved to your computer, and double click the name of the file (or highlight) and click on the “Open” button. |
| Upload Document screen with pop-up window of My Documents file open and Document to be Added highlighted |
| 1. Click the “Upload Document” button |
| Upload Documents screen with large arrow pointing to Upload Document button |
| 1. Select the document type being uploaded from the dropdown menu (please note that types beginning with “Voc” should only be selected when the related application is for a Vocational license. |
| Upload Documents screen with drop down list of document types open in pop-up window. Other document is selected as document type |
| 1. Select which open License Application you wish the document to apply to. You may choose “All”, “None”, or individually select all applications that apply. |
| Upload Documents screen with drown-down menu of all licensure applications  document applies to, there are check boxes next to each application |
| 1. Add short comment relevant to document being uploaded (optional). Click on “Save” button |
| close up screen shot of Upload Documents screen zoomed in on Comments text box, also has arrow pointing to Save button |
| 1. Click “Done” button to return to the Activity Summary Page or click “Upload More Documents” to continue to add documents to the file. |
| Upload Documents Confirmation Screen |