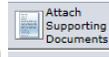


How to Attach Supporting Documents



1. Click on the **Attach Supporting Documents** icon
2. Provide a brief description of the document being attached and then click on the **Submit** icon. *The more descriptive you are the easier it will be for you to keep track of your documents.*
3. Next, click on the **Browse...** icon to bring up your files. Click on the file you would like to upload and select **Open**.
4. When the correct file is listed under **File Path**, then click on the Import button represented by this icon . If the wrong file was selected, click on the Clear All button represented by this icon . It is recommended that you double check to make sure the document you are about to import is the correct one.
5. To remove a supporting document, click on the **Remove Attachment** icon
6. Once uploaded, supporting documents will be listed under the **Work Folder** tab

