## How to prepare your document so it can be uploaded

You will need an electronic version of any document you want to upload. There are 4 ways to get an electronic version:

- **Option 1:** Ask the document provider to email an electronic version of the document to you. Save the emailed document to your computer.
- **Option 2:** Save an existing word processed document or spreadsheet as a PDF file.
- **Option 3:** Take a clear photograph of the document and save the photograph to your computer.
- **Option 4:** Have the paper document scanned as an electronic file.
  - You can use your home printer if it has a scan option, or
  - Take it to any store that offers scanning services. You can bring a portable flash drive to save the electronic file on or email the scanned document to yourself.

The electronic file:

- Must be in one of these file formats:
  - $\circ$  pdf
  - o tif
  - o jpg, jpeg, gif, png, bmp
- Can't have a file name containing any special characters: accents, tildes, symbols, etc. (examples: è, é, ñ, &, \*, #).

## How to upload a document

To upload your document:

1. Select the Add Files button.

prokers. 🕐 🕂 Add files				by the out-going and new designated
File name	Sta	atus	Delete	
Uploaded files are shown here.				

- 2. Find and select the file(s) on your computer or portable flash drive.
  - You can upload more than one file at a time by pressing the *Ctrl* key on your keyboard and clicking each file you want to upload.
- 3. Click the *Open* button to start the upload process.

Choose File to Upload						×
Libraries	✓ Pictures ✓		👻 🔯 Search	Pictures		2
Organize 🔻 New folder				33	•	•
	Pictures library Indudes: 2 locations Access instr Complaint process deaktop pics DRIVES access instr DRIVES access instr New access slideshow Sample Pictures SAW access Solar doc Consumer link 2,jpg Consumer link 2,jpg Consumer link 2,jpg Consumer link 2,jpg Consumer link 2,jpg	OTS certification statement-PC Cutstanding liabilities & transactionspg State Driver converte schedule 716PG Solar Status Chart 1.jpg Solar Status Chartjpg		Arrange by:	Folder 🔻	
PiJohnson (\\dolf:	CIC license.jpg					
File name: Outstanding liabilities & transactions.jpg				n Files (*.jport	ong;*.jpeg Cancel	

4. When your upload is complete, you will see the files you uploaded listed on the screen.



- You can add more files by clicking the Add files button.
- If you uploaded an incorrect document, click the red X in the Delete column to delete that file.