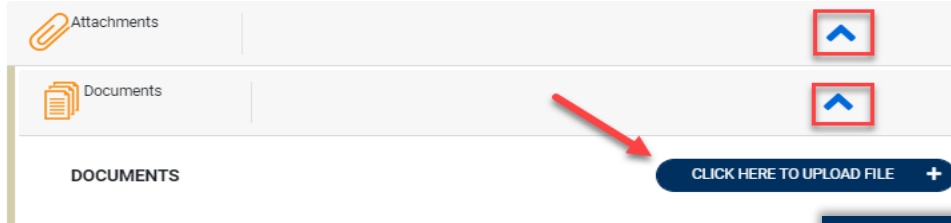


Summary

Occasionally, you will need to add additional supporting documentation to a request that was previously submitted. The below instructions will identify the steps to upload additional documents to a submitted request.

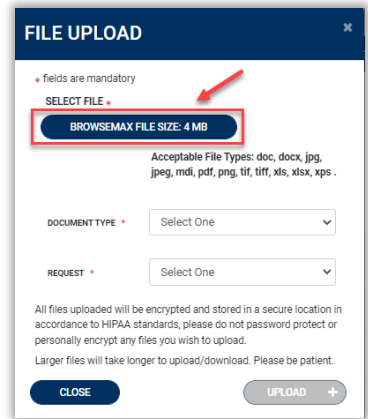
1 Open Request

Within the submitted request, expand attachments, expand Documents, and then select **CLICK HERE TO UPLOAD FILE**



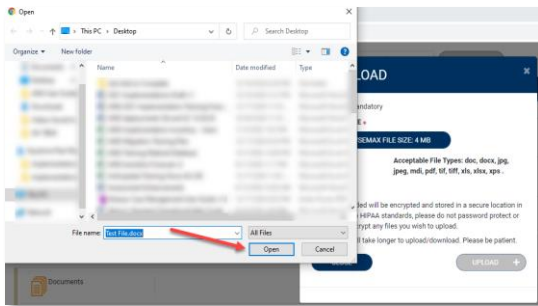
2 Find File

A pop up will display, click **BROWSE** to search for the supporting documentation



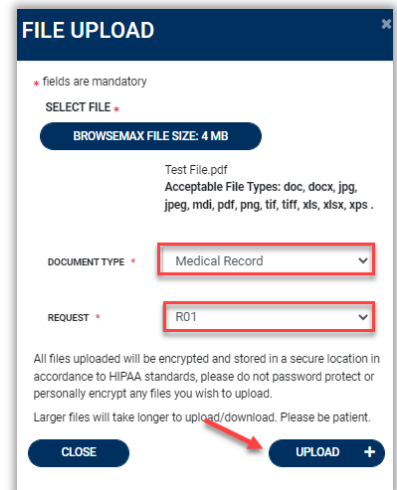
3 Open File

Select the file, and click **OPEN**



4 Upload

Select Document Type and Request, then click **UPLOAD**. Repeat Steps 1-4 until all documents are uploaded.



5 View Documents

All uploaded documents will be visible in the Documents section for review.

