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.
  - o You can use your home printer if it has a scan option, or
  - o 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.
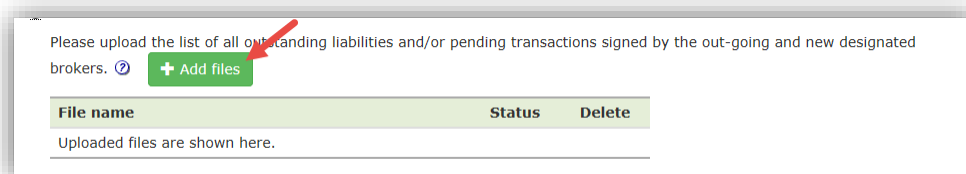
The electronic file:

- Must be in one of these file formats:
  - o 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, &, *, #).
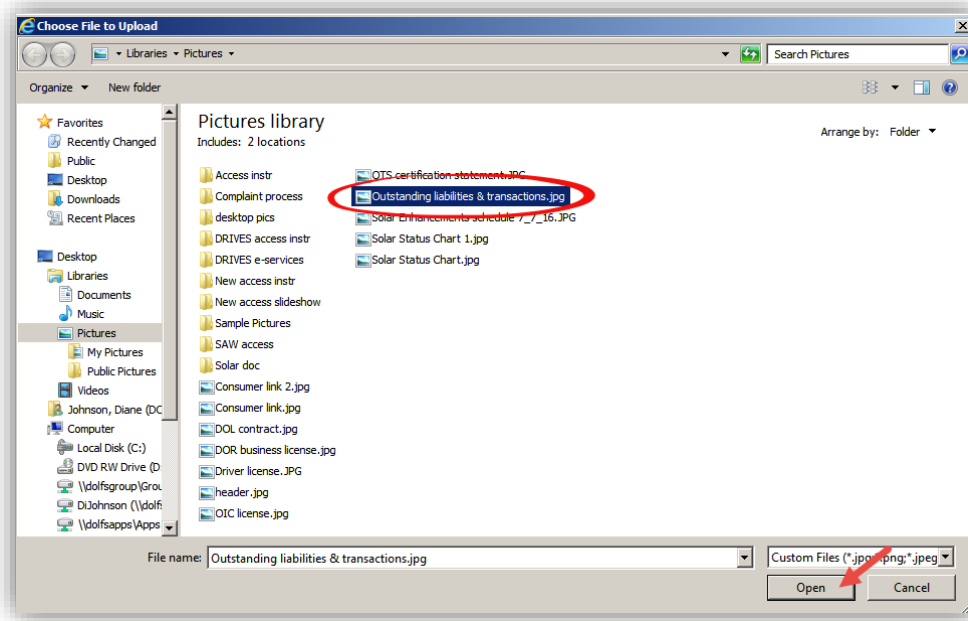
## How to upload a document

To upload your document:

1. Select the *Add Files* button.

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.

4. When your upload is complete, you will see the files you uploaded listed on the screen.
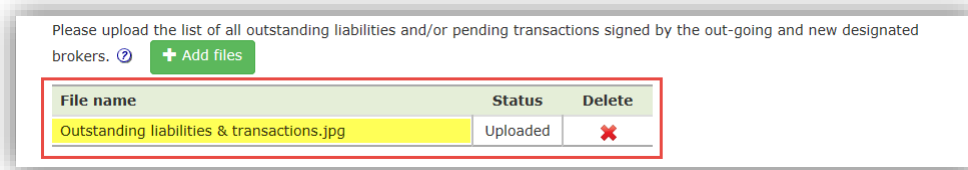
- You can add more files by clicking the *Add files* button.
- If you uploaded an incorrect document, click the red X in the Delete column to delete that file.