
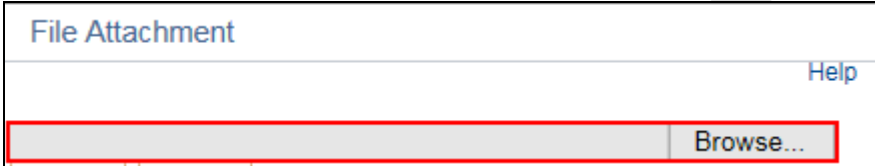
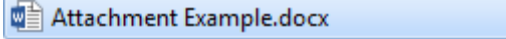


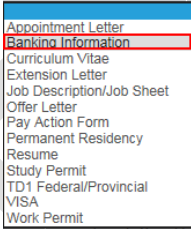


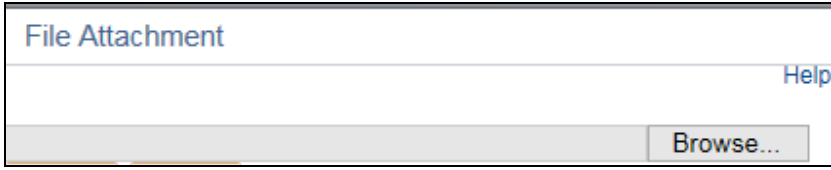
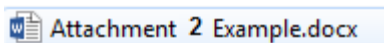
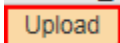

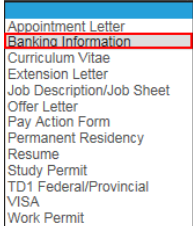




## Adding Attachments to eForms

Step	Action
1.	When you get to the <b>Submit Page</b> of the eForm, go to the File Attachments section. Click the <b>Upload</b> button. 
2.	Click the <b>Browse</b> button. 
3.	Find and select the document file you scanned and saved to your computer. Double-click the <b>Attachment Example.docx</b> . 
4.	Click the <b>Upload</b> button. 
5.	Click the button to the right of the <b>Description</b> field 
6.	Select the appropriate Description list item. 
7.	To add another document file, click the <b>Add File Attachment</b> button. 
8.	Click the <b>Upload</b> button. 

Step	Action
9.	Click in the <b>Browse</b> field. 
10.	Find and select another completed and signed document. 
11.	Click the <b>Upload</b> button. 
12.	Click the button to the right of the <b>Description</b> field. 
13.	Select the appropriate Description list item. 
14.	To view an attachment, click the <b>View</b> button within the line of the document you want to view. 
15.	Once you have added all of the required attachments, Click either the <b>Save</b> or the <b>Submit</b> button. 
16.	<b>End of Procedure.</b>