How to prepare your document so it can be uploaded:

A photocopy or scan of the document is required. There are two ways to accomplish this:

- **Option 1:** Take a clear photograph of the document and save the photograph to your device.
    - To get the photograph from your device to your computer, we suggest emailing the photograph to yourself and saving the attachment to your computer. If you are using a mobile device, take the photo and touch add to attach the photo.
- **Option 2:** Scan the document and save it as an electronic file such as a PDF.
    - You can use your printer if it has a scan option. Most mobile devices will have an option to "scan" a document when using the device's camera to take a picture.

The electronic file:

- Must be in one of these file formats: jpg, gif, png, pdf, doc, docx, jpeg.
- Maximum file size: 25MB
- The file name must only have letters and/or numbers. No special characters.

How to upload:

To upload your photo or scanned document:

1. Click the *Select Files* button or drag and drop a file into the shaded box.
    - 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 or upload each file separately.

2. Click the *Open* button to start the upload process.

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

- Add more files by clicking the *Select files* button again.
- To remove a file, click the trash can icon displayed next to the file name.

P1000459.jpg 253 kb 100% 🗑

Please close this PDF to return to your application.