

USE: To upload a document to the system that can be accessed by the service provider.

Step 1: Use the **SEARCH** page to locate an order.

Step 2: From the **SEARCH RESULTS** page, press the **Transaction Number** to display the **TRANSACTION DETAILS** page.

Step 3: Press the **Add Document** button at the top or bottom of this page.

Step 4: From the **ADD DOCUMENT** page (below), enter a description of the document, either via the drop-down menu or blank field below it. Enter any other applicable information in the fields provided. Next, choose one of the methods detailed below to upload the document:

DOCUMENT DESCRIPTION / UPLOAD

To add document(s) to the selected product ordered, select or enter document description, then browse for the location of the document(s), finally press the Upload Doc button.

Internal Document	Select or Enter Document Description	Document Version	Document Status	Document Created Date/Time	Document Location
<input type="checkbox"/>	<input type="text"/> OR <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> B
<input type="checkbox"/>	<input type="text"/> OR <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> B
<input type="checkbox"/>	<input type="text"/> OR <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> B
<input type="checkbox"/>	<input type="text"/> OR <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> B
<input type="checkbox"/>	<input type="text"/> OR <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> B

E-MAIL DOCUMENT

Select the E-Mail button. Attach your document. Click on the send button. Verify that your e-mail was sent.

(Some e-mail servers limit the size of an attachment. Check with your administrator when sending a large document.)

Text added to document emails will not be processed.

FAX DOCUMENT

To manually fax a document, select the Cover Page button to generate a cover page.



Upload Document: Locate the applicable document to be uploaded and enter its path into the **Document to Upload** field or use the **Browse** button to input this data. Press **Upload Doc** when done. The document will be automatically uploaded to the file.

Add Document by EMail: Press the **E-Mail** button to open a new e-mail message. Attach the document in the new e-mail message and press the **send** button. **Note:** Do not alter the email address or the subject line of the email message.

Add Document by Fax: Press the **Cover Page** button to produce a **FAX COVER PAGE** for the document (see above left). Next, print the **FAX COVER PAGE** and fax it to the number on the cover page with the applicable documents. **The cover page must be the first page of the fax.** Upon receipt, the faxed document will be converted to a PDF and attached to the file.

Note: The cover page created is for this document and transaction only. After the fax is complete, **do not** reuse the cover sheet. A new cover page must be created for each fax submission.