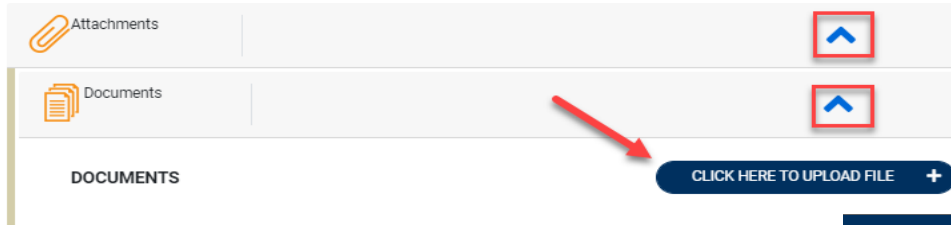


## Summary

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.

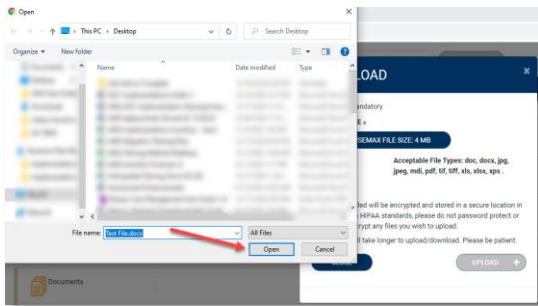
### 1 Open Request

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

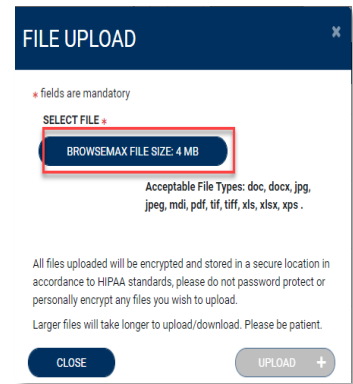


### 2 Find File

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

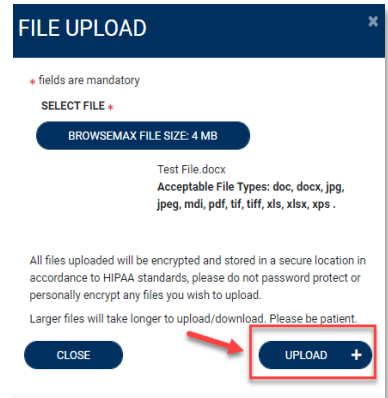


**Open File**  
 Select the file,  
 and click **OPEN**



### 4 Upload

Repeat the above steps until all supporting documentation is "open", then click **UPLOAD**.



### 5 View Documents

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

