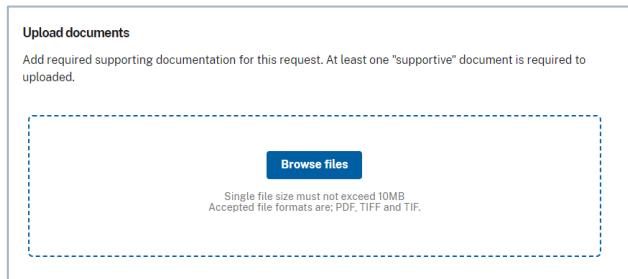


How do I upload documents?

To successfully upload all necessary documents for a successful assignment submission

Recommendation: Prior to starting assignment, determine what supporting legal documents should accompany application.



Technical Specifications

Documents may either be scanned or converted from word processing files using commercially-available software.

- Documents must be either **".PDF"** or **".TIFF"** file format
- File size must be **no larger than 10 MB**
- Formatted in letter size (8.5" x 11"), portrait orientation, in black and white Rendered at 300 dpi

TIFF file format specifications

- TIFF image files are required to be letter size (8.5"x11"), 300dpi, single page, have black and white images, with portrait orientation.
- The size of a TIFF image file must be 2550 by 3300 pixels.

How to generate acceptable TIFF image files

- Image files in digital TIFF format, can be generated either from any software that converts image file to the TIFF format or via a digital scanner (optical) that will output image files as a TIFF.

Process details

1. At least 1 (one) document must accompany an assignment.
2. On the Upload documents screen, click the 'Browse files' button to browse for files desired to accompany assignment.



3. Successful file uploads, display onscreen in the 'Documents uploaded' table, appearing below the "Browse files" area.

A screenshot of a web application interface. The main title is 'Upload documents' with a sub-instruction: 'Add required supporting documentation for this request. At least one "supportive" document is required.' Below this is a 'Browse files' button and its associated file size and format restrictions. At the bottom of the page, there is a table titled 'Documents uploaded' with a note: 'Each uploaded document will need to be reviewed prior to proceeding. Click the "view" icon in each document row to verify the document.' The table shows one result: 'Tiff_SAVE2.tif' (Viewed, File name, Date uploaded, 1.7 Mb, Action: View, Delete). A red box highlights this table row. A 'Continue' button is located at the bottom right of the page.

4. Each uploaded document will need to be reviewed prior to proceeding. Click the “view” icon in each document row, under “Action” to:

- **Verify** the correct file has been uploaded.
- **Verify** the images and text are clear.

Showing 1 of 1 results				
Viewed	File name	Date uploaded	File size	Action
✓	Tiff_SAVE2.tif		1.7 Mb	  View Delete
Continue				

5. Once an uploaded document, is reviewed a “green check” will appear in document row, under ‘Viewed’. Successful review of all uploaded documents will activate the ‘Continue’ button.