

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.

Upload documents

Add required supporting documentation for this request. At least one "supportive" document is required to uploaded.

[Browse files](#)

Single file size must not exceed 10MB
Accepted file formats are: PDF, TIFF and TIF.

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

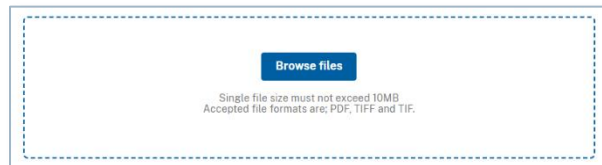
- TIFF image files are required to be letter size (8.5"x11"), 300dpi, single page, have black and white images, with portrait orientation.
- The size of a TIFF image file must be 2550 by 3300 pixels.

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.

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Documents uploaded

i Each uploaded document will need to be reviewed prior to proceeding. Click the "view" icon in each document row to verify the document.



Showing 1 of 1 results

Viewed	File name	Date uploaded	File size	Action
	Tiff_SAVE2.tif		1.7 Mb	  View Delete

Continue

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.