How to Upload Materials to an Application

Applicants will sometimes send updated materials or requested documents to the department.

To upload material files, open the applicant record and click on the application tab. Click on the "Upload Materials" link (see below); it is located just above the Checklist items. When you click this link, the name and ID number for the applicant will auto-populate.

On the "Document Uploader for Departments" page, click "Choose File" under the approprite document type, then follow the prompt to select the document. When finished, click the "Submit" button at the bottom of the form.

To verify that the document uploaded correctly, click on the documents' description, as listed in the Materials section (see below).