

ADDING ATTACHMENTS or DOCUMENTS

Quick User Guide

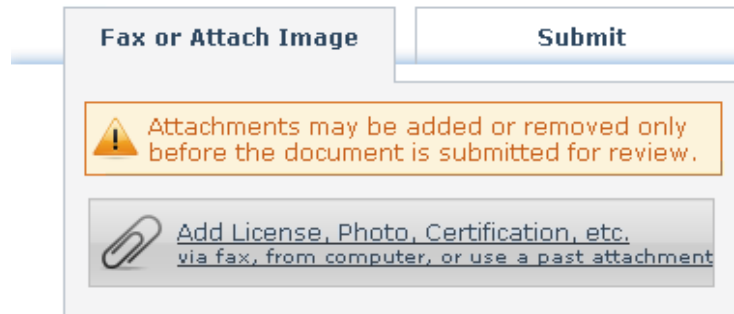
Add an attachment

The provincial application form is the best place to attach images or documents that need to be included. Please note that there are different document types, as noted in the *Action Required* column in your application. The following instructions will help you work with:

- **FILL OUT & SUBMIT DOCUMENTS** - An image or PDF document can be attached to these documents.

! Please note - Attachments may be added or removed only before the document is submitted for review. Once submitted, you are no longer able to attach a document to the application without having the medical staff at the health authority return the document to you for updating.

1. Put your cursor over the *Fax or Attach Image* tab located on the top left side of the application and select *Add License, Photo, Certification, etc.*






2. Choose the method that you'd like to use to add the attachment.



- See the feature box below for an explanation of each delivery method

Choose one of the methods of attachment below to proceed.

- 
My Computer
 Select a document from your computer and upload it as an attachment to this document.
- 
Fax
 Generates a coversheet with instructions to add an attachment to this document using a fax machine.
- 
Previous Attachments
 Select from a list of previous attachments that have been saved to the system.

SELECTING AN ATTACHMENT METHOD

- **MY COMPUTER:** use to upload an image or pdf from your computer. Attach to a **FILL OUT & SUBMIT DOCUMENT**
- **FAX:** use to fax **PRINT & FAX DOCUMENTS** (*See the Print & Fax user guide*)
- **PREVIOUS ATTACHMENTS:** Use only if you've previously uploaded a document into AppCentral

If you selected **MY COMPUTER** option the following window is displayed:

Add document

Click "Browse" to select the document you wish to upload, specify a name, and click the "Upload" button.

Name:

Document Type:

State:

Choose file: File types: image, pdf. File size is limited to 4MB.

Only images and PDF documents can be uploaded and attached to an application

They cannot be larger than 4 MB.

Fields on this window (above)

Name: Give the item a specific name—it will be displayed in the list of attachments when viewing the application.

Document Type: Lists the values in the drop-down list which allow you to identify the type of attachment (curriculum vitae, photo, current license etc.)

Province: Some items such as license and insurance documents are specific to a single province. You may designate the province in this field.

Choose file: Locate the document to be uploaded from a local hard drive or network via the Browse button.

How to attach a document or image from a Local Hard Drive or Network


1. Enter a **Name** for the document being attached
2. Select a **Document Type**
3. Enter a **Province**
4. Click **Browse** button to find and select a local document
5. Select the file and click **Open** button to return to Add Document screen
6. Click **Upload**, to complete the attachment.


To view a list of attached documents and images, hover your cursor over the **Fax or Attachment Image** tab at the top of the document.


Example

A document called 'Copy of License' is attached to this application

Fax or Attach Image
Submit

 Attachments may be added or removed only before the document is submitted for review.

 Copy of License

 [Add License, Photo, Certification, etc. via fax, from computer, or use a past attachment](#)