

Uploading/Faxing Multiple Documents

Learn how to add multiple documents into your document folder via fax or electronic upload

1. Go to the logon page and enter your user name and password then click **Logon**.



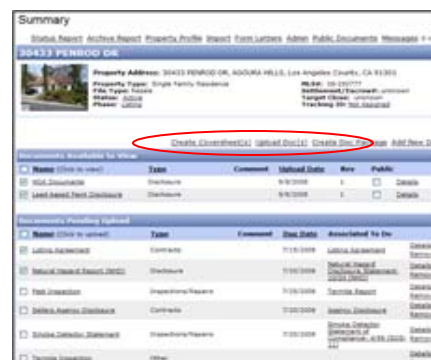
2. From the **My Files** page, click the name of the file/folder you want to add documents into to access the **Summary** page.



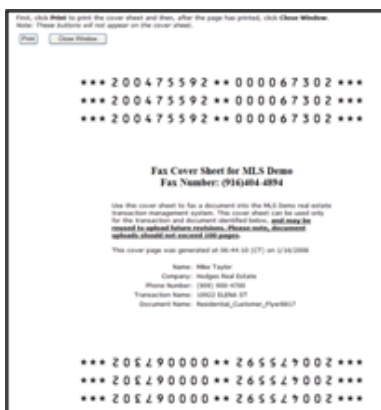
3. From the **Summary** page in Doc Manager select the documents you want to upload or fax in. You can submit revisions by selecting documents that have been previously uploaded.



4. Click the **Create Coversheet(s)** or **Upload Doc(s)** link.



5. If you are creating coversheets, they will display on your screen. Review them for accuracy, and then click the **Print** button.



6. If you are uploading electronic documents, you may enter a comment, then click on the **Browse** button and select the first document. Repeat this step until all documents have been attached. Then click the **Upload** button.



Note: If your scanner has email capability, you may also email a single TIFF file consisting of multiple documents preceded by their fax cover sheets. The system will then upload each of the documents into the transaction specified by its fax cover sheet.