
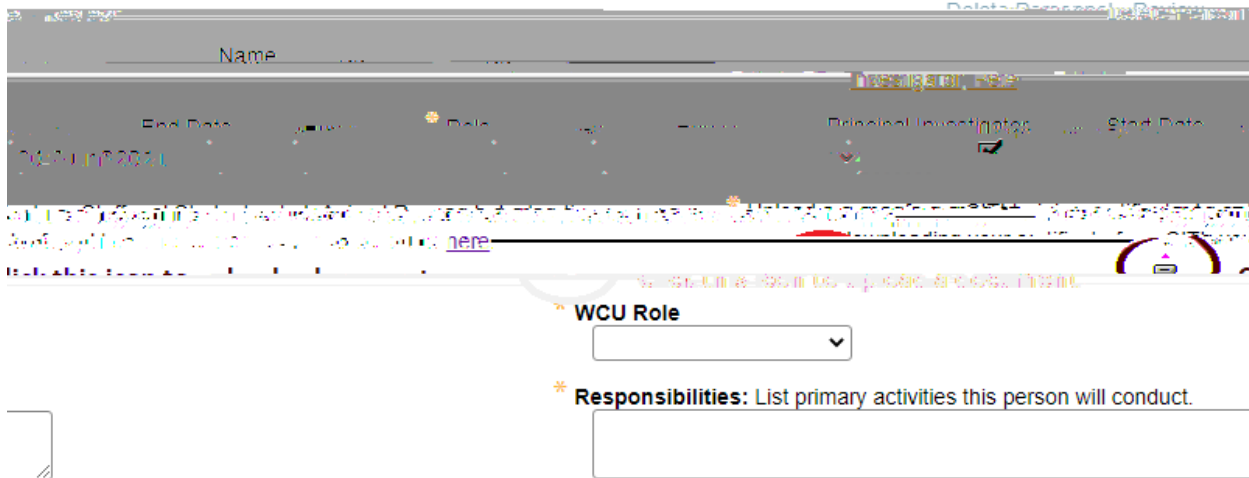


How to Upload a Document

The process for uploading a document is the same, no matter which compliance eform you need to submit.

EXPERIENCE AND TRAINING

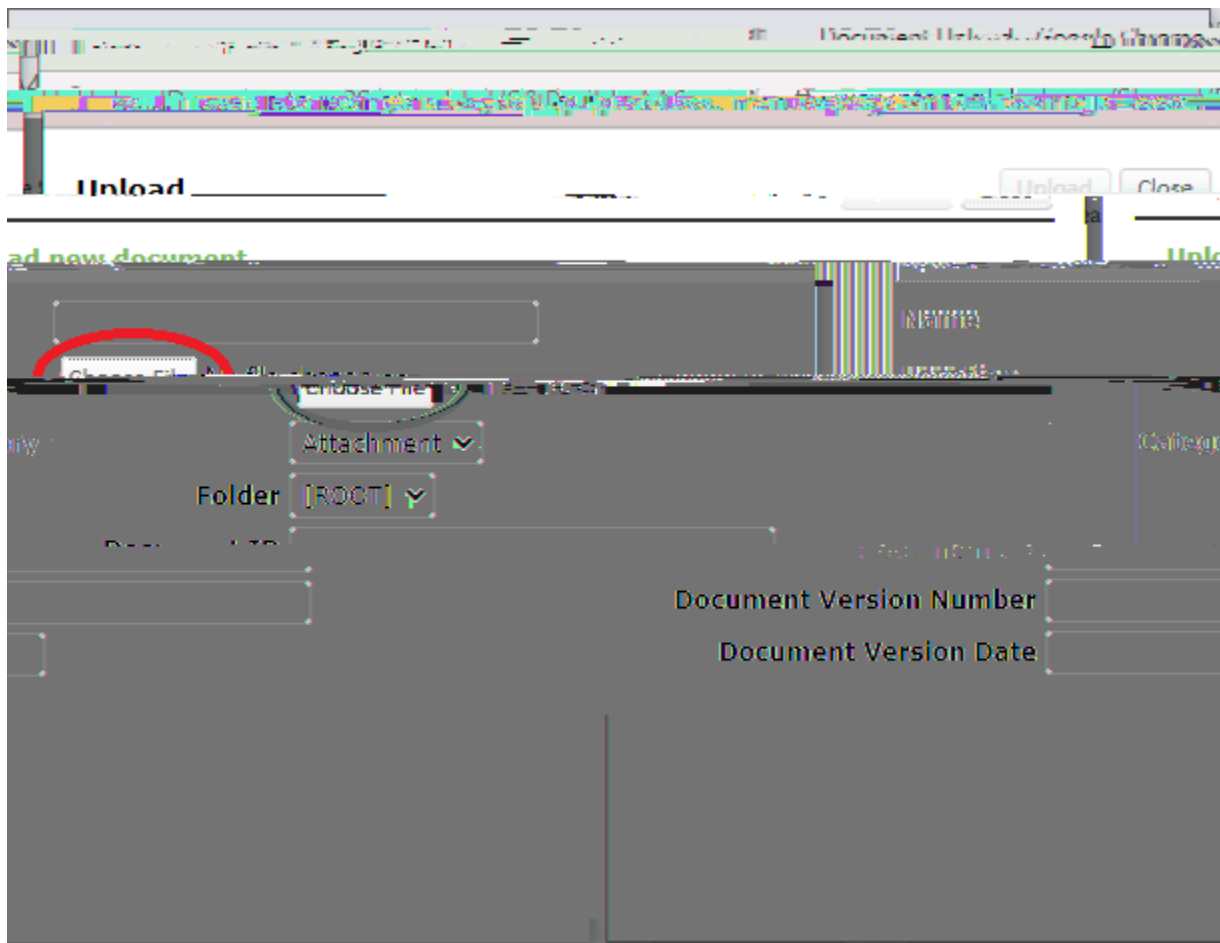
Personnel - Review 



WCU Role

* Responsibilities: List primary activities this person will conduct.

Click the icon to upload a document. A popup will appear. Click 'Choose File'. Find the document you wish to upload.



Choose File

Attachment

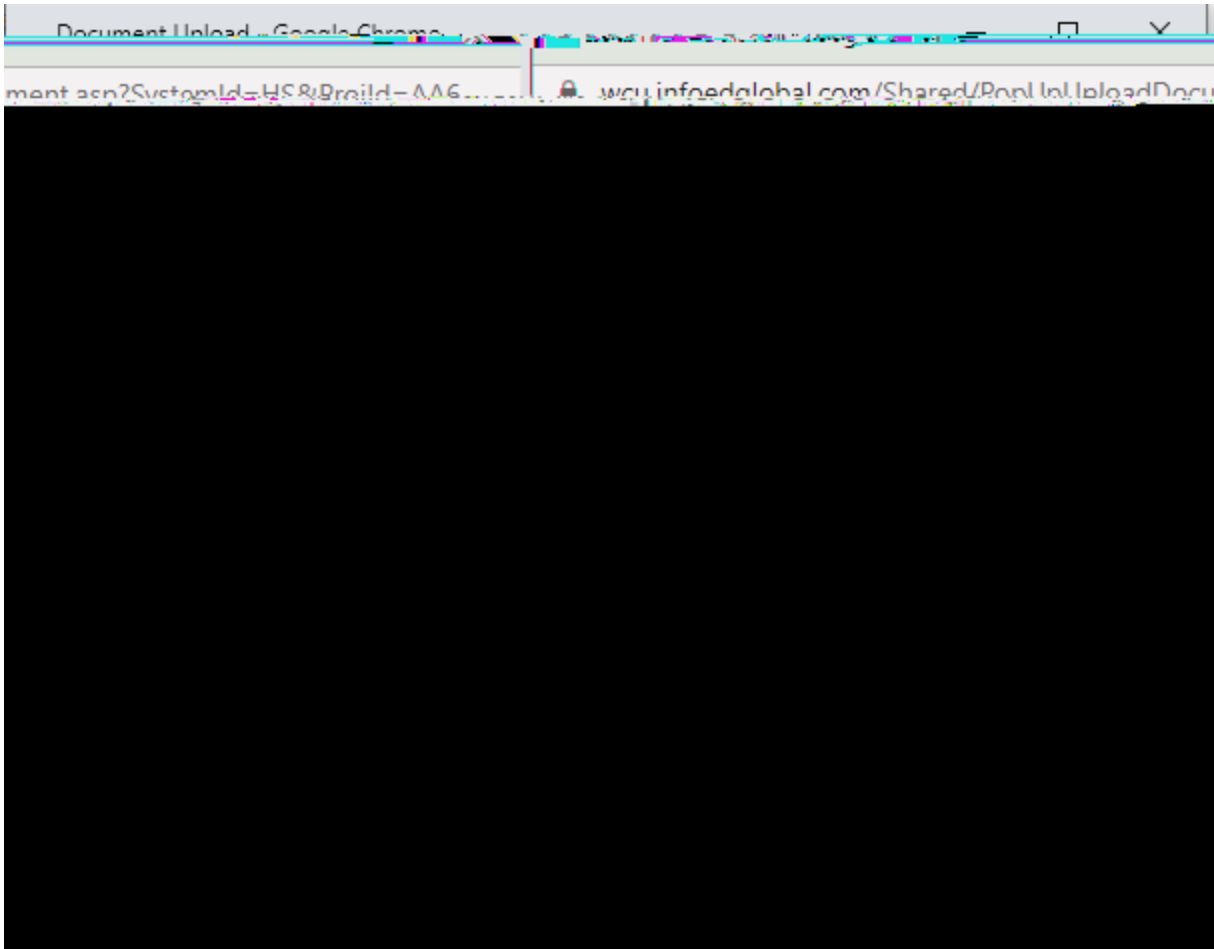
Folder [ROOT]

Document Version Number

Document Version Date

Name the document. No other information needs to be entered. Document ID, Document Version Number, and Document Version Date, are document control fields that may be used by the researcher.

Click 'Upload'. The upload is now complete.



The popup will close, and you will be returned to the application. To verify that your document was uploaded, click on the reading glasses that now appear next to the upload button.

