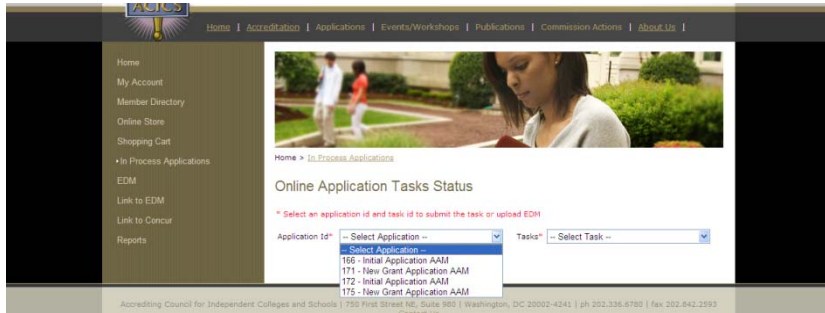


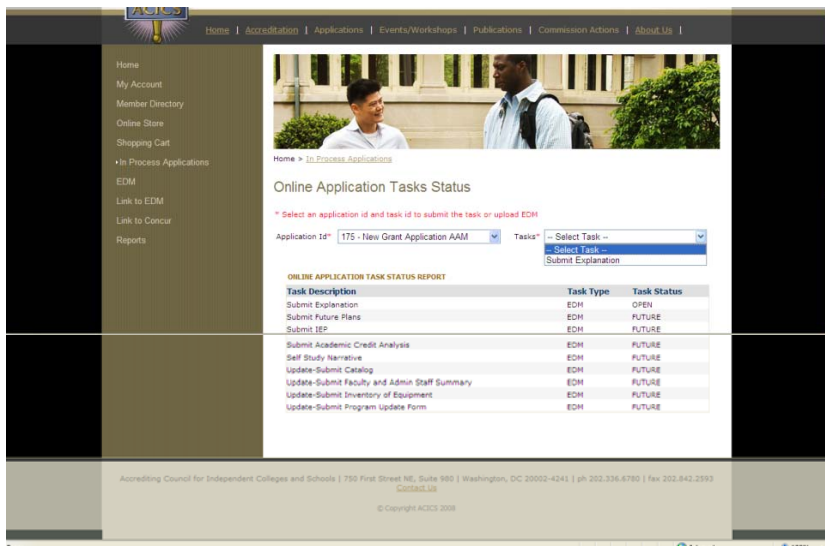


## IN PROCESS APPLICATIONS

1. Select the application process from the Application ID selection box  
*If more than one application process appears, verify the application ID*
2. Select the document task from the Task ID selection box  
*This process only allows one document per upload*



(the last displayed on the list is the most recent purchased)



3. A browse field will display
4. Browse your computer for the document aligned with the document title in the Task ID field and click SUBMIT

*There are several factors that can impact the success of uploading a document – file size, system security, server constraints. It is highly recommended that institutions attempt to reduce file capacity by removing color and/or saving in lower versions, etc. Please contact ACICS if you receive a “run time” error while uploading any document.*

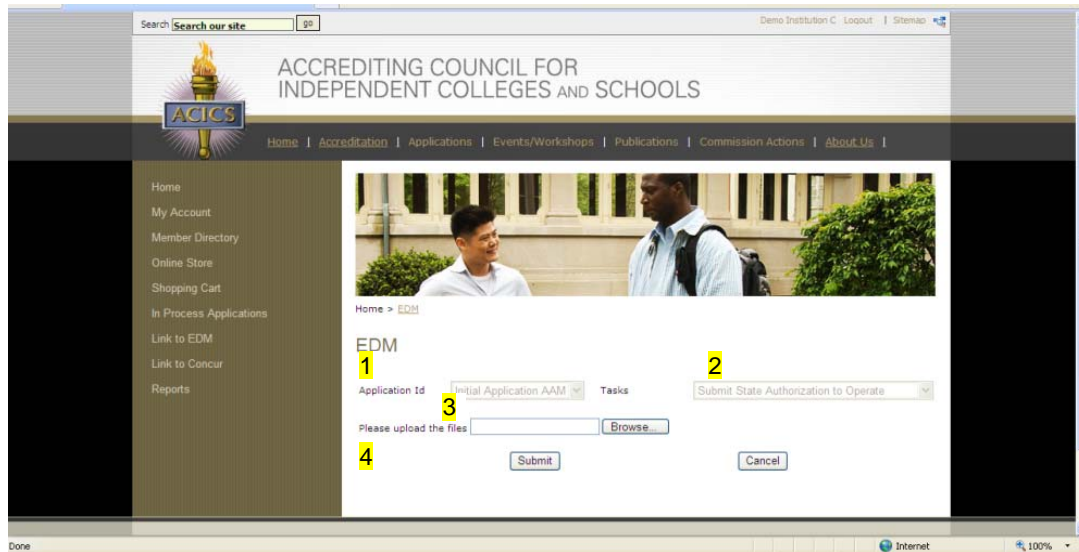
5. Your screen will return to the task screen and the status for the document task you uploaded will show “complete”.



# INSTRUCTIONS FOR UPLOADING TO EDM

Revised Feb, 2010

6. Repeat until all document tasks in “open” status have been submitted



*NOTE: Tasks in “open” or “assigned” status can accept uploads. Tasks in “future” status require staff involvement and will change to “open” or “assigned” following the required staff review.*