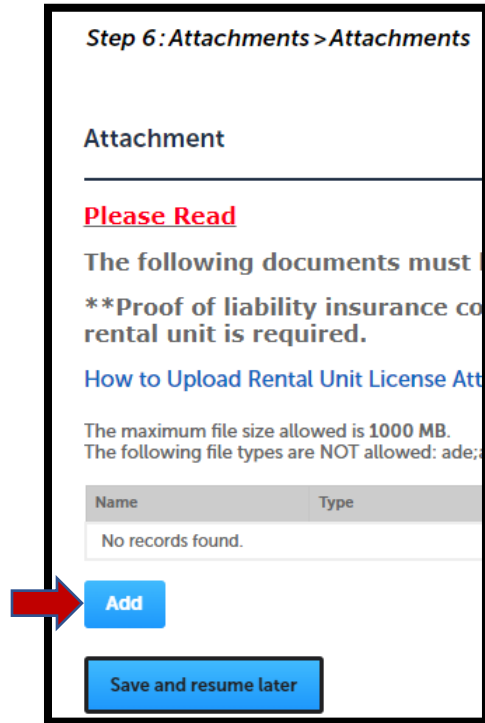


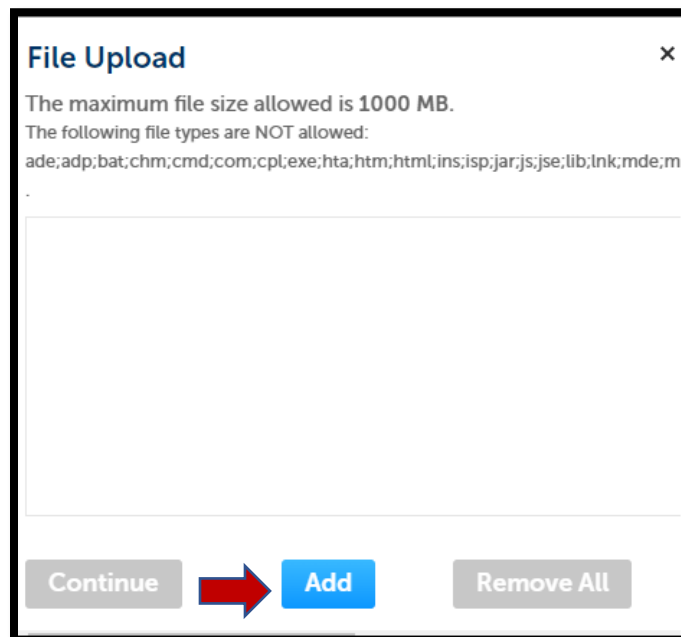
Step 6: Attachments

1) Upload the proof of insurance and any other documents that you want to submit for review during the application process.

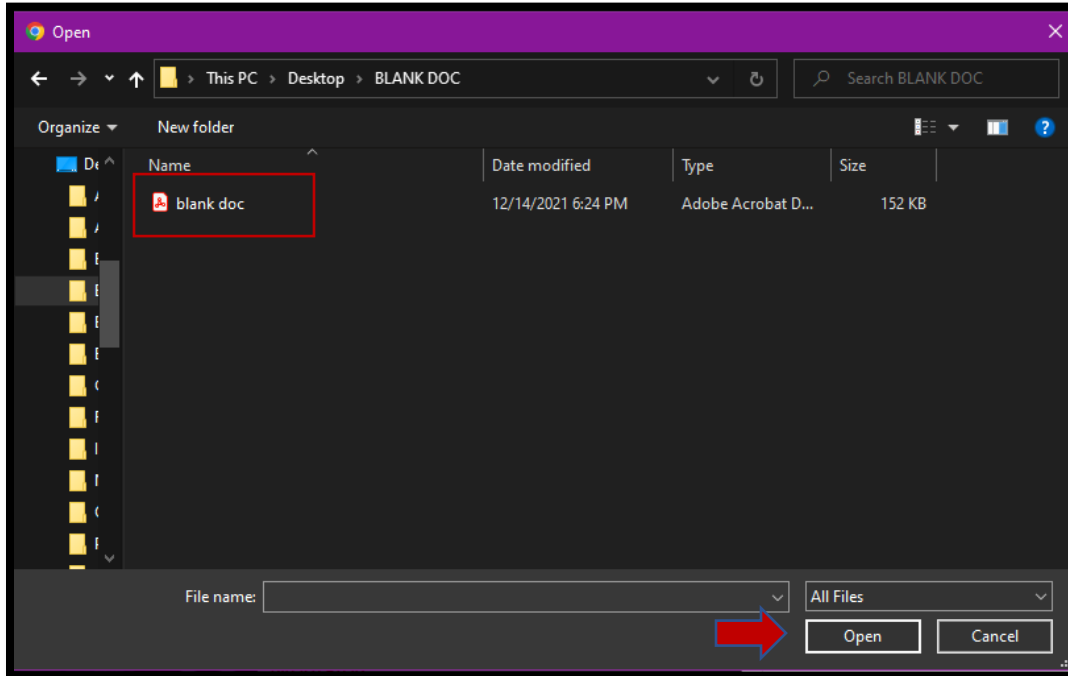
a. Click **Add**



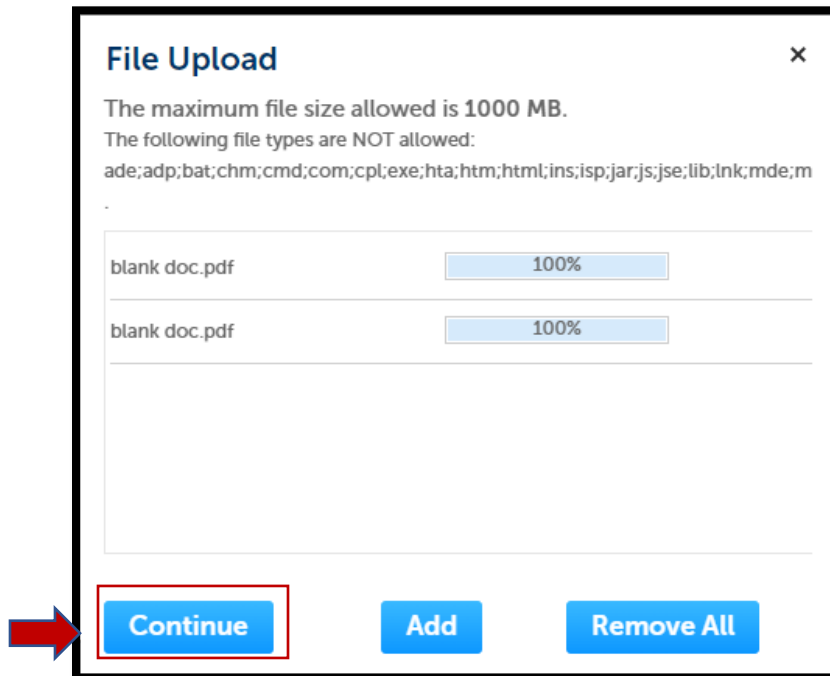
b. Click **Add** again in the resulting pop-up box



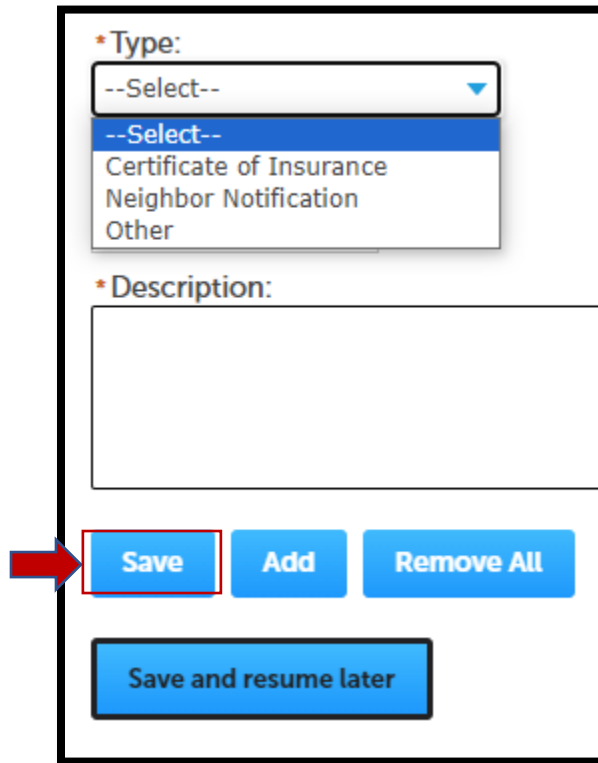
- c. Locate the appropriate file using your computer's file browser window
- d. Highlight the file and click **Open**



- e. If you need to upload more than one document, Click **Add** again.
- f. When all documents have been added and the file upload progress hits 100%, click **Continue**



- g. Using the dropdown boxes located above each of your newly added attachments, select an appropriate label for each document uploaded. Except for “other” document types, no entry into the “description” text field is required. Then click **Save**



The screenshot shows a form with the following elements:

- *Type:** A dropdown menu with a blue border and a downward arrow. The menu is open, showing options: "--Select--", "Certificate of Insurance", "Neighbor Notification", and "Other".
- *Description:** A large, empty text input field.
- Buttons:** Three blue buttons labeled "Save", "Add", and "Remove All" are arranged horizontally. A red arrow points to the "Save" button.
- Save and resume later:** A blue button with a black border located below the other buttons.

- h. When all documents have been uploaded and labeled, click **Continue Application**
- i. If you forgot to upload a required document, or are unsure which document type was needed, the system will let you know at this point. Otherwise, you'll now proceed to the next step in the application.

