

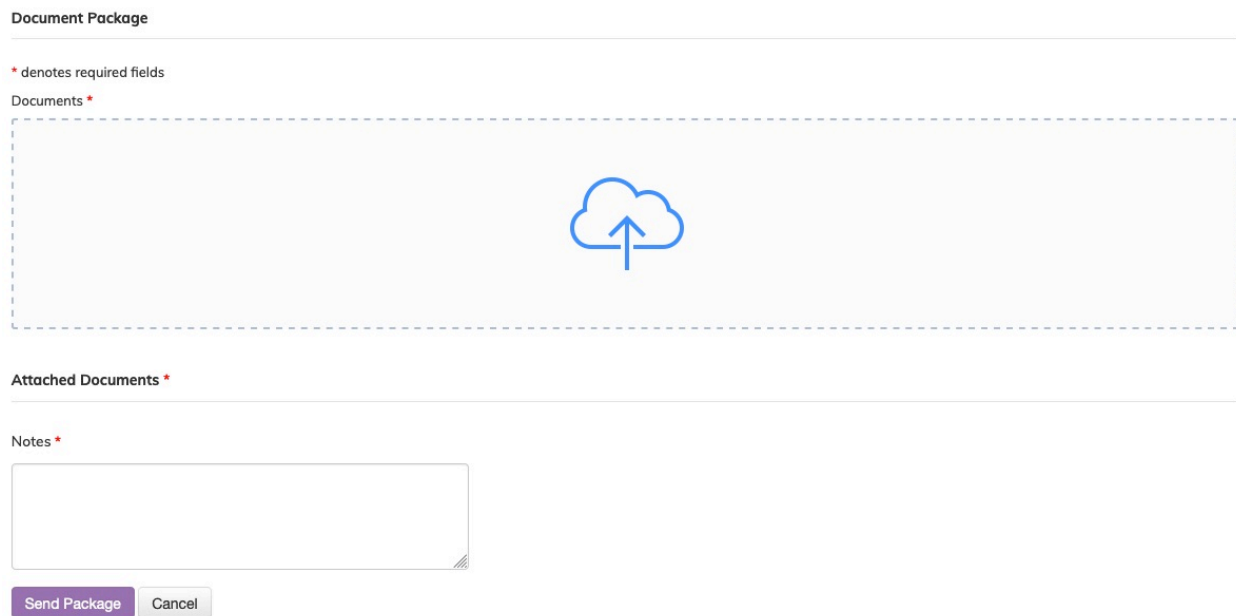
Upload Documents QuickStart Guide

This feature allows Parents and Providers to send paperwork to while CCG offices are closed due to the COVID-19 pandemic.

Start by clicking on the **Upload Documents** link in the left-hand navigation menu:



The **Document Package** upload will appear on the right-side of the screen:

A screenshot of the 'Document Package' upload form. At the top, it says 'Document Package' followed by a horizontal line. Below that, a note states '* denotes required fields'. The 'Documents *' section contains a large dashed rectangular area with a blue cloud icon and an upward-pointing arrow in the center. Below this is the 'Attached Documents *' section, which is currently empty. The 'Notes *' section features a text input field. At the bottom of the form are two buttons: 'Send Package' (in purple) and 'Cancel' (in grey).

Attach your documents by dragging a file from anywhere on your computer, directly to the open web browser window, or clicking on the cloud icon to browse your computer for a document to attach.

Once your documents have been attached, enter a note in the **Notes** field, then click on the **Send Package** button.

After submitting your paperwork, a confirmation message will appear on the screen:

