

After saving a document to your personal computer you have the ability to upload your attachments (such as resumes and required documents, questionnaires) and attach to your online application.

Instructions

1. Save a document to your personal computer
 - a. Allowable document types are Rich Text, PDF, Word documents
 - b. Less than 1MB (larger will give you an error)
2. Go/Scroll to the ATTACHMENT(s) portion of your online application
3. Click the '**Add Attachment(s)**' link

The screenshot shows a form with several sections: 'Additional Information', 'References', 'Resume', and 'Attachments'. The 'Attachments' section is highlighted with a red circle and an arrow labeled '2'. The 'Add Attachment(s)' link in the Attachments section is also highlighted with a red circle and an arrow labeled '3'. A '* Required Field' label is visible at the bottom right of the Attachments section.

4. Provide a 'File Description' for your attachment
5. From the 'Attachment Type' drop down menu **select the appropriate attachment type** (i.e. Resume, PBQ, etc.)
6. Click the '**Browse**' button to navigate to your saved attachment
7. **Double-click on your attachment** (i.e. Resume, PBQ, etc.)
8. Then click the '**Upload**' button

The screenshot shows the attachment form with several fields and buttons. The 'File Description' field is highlighted with a red circle and an arrow labeled '4'. The 'Attachment Type' dropdown menu is highlighted with a red circle and an arrow labeled '5'. The 'Browse...' button is highlighted with a red circle and an arrow labeled '6'. The 'Upload' button is highlighted with a red circle and an arrow labeled '8'. A '* Required Field' label is visible at the top right and bottom right of the form.

DO NOT SUBMIT YOUR APPLICATION UNTIL YOU HAVE ATTACHED YOUR DOCUMENTS BECAUSE YOU CANNOT GO BACK IN ONCE YOUR APPLICATION IS SUBMITTED!

If you are required as part of your application process to attach your resume, certificate AND/OR a questionnaire (such as a PBQ) please utilize this process.