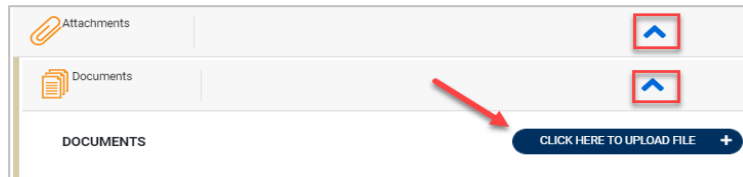


Summary

Occasionally, you will need to add additional supporting documentation to a request that was previously submitted. The below instructions will identify the steps to upload additional documents to a submitted request.

1. Open Request

Within the submitted request, expand attachments, expand Documents, and then select **CLICK HERE TO UPLOAD FILE**



2. Find File

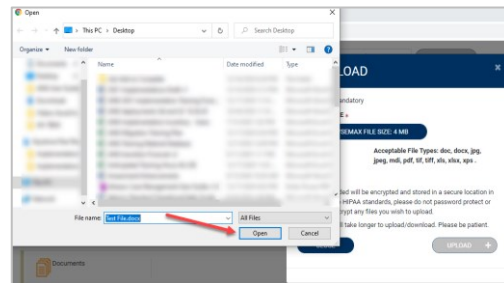
A pop up will display, click **BROWSE** to search for the supporting documentation

The maximum file size is now 10MB. If your file size is greater than 10MB, please create separate smaller documents; you can upload as many documents as needed to Atrezzo. If you are scanning documents, please be aware of the impact of file type on file size when saving.



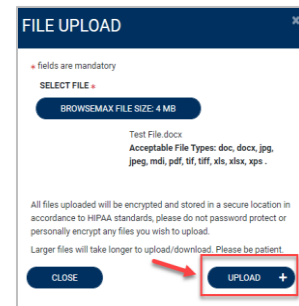
3. Open File

Select the file, and click **OPEN**



4. Upload

Repeat the above steps until all supporting documentation is "open", then click **UPLOAD**.



5. View Documents

All uploaded documents will be visible in the Documents section for review.

