# ADDING ATTACHMENT / DOCUMENT
QUICK USER GUIDE

Adding Attachment

An image or PDF document can be attached to any document that has a 'Fill out & submit' document (see 'Action required' column in AppCentral). The provincial application form is the best place to attach images or documents that need to be included. At any time prior to submitting the application a practitioner is able to attach a document. Once submitted, you are no longer able to attach a document to the application without having the medical staff at the health authority return the document to you for updating.

1. Put your cursor over the **Fax or Attach Image** tab located on the top left side of the application and select **Add License, Photo, Certification, etc.**

2. Choose the method that you'd like to use to add the attachment. To upload a document from your computer click on My Computer. The Previous Attachments option can only be used if you've previously uploaded a document into AppCentral.
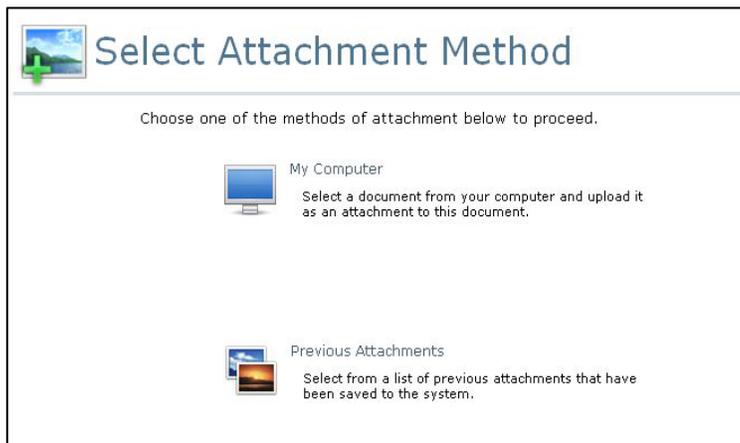
3. When My Computer option is selected, the following window is displayed:
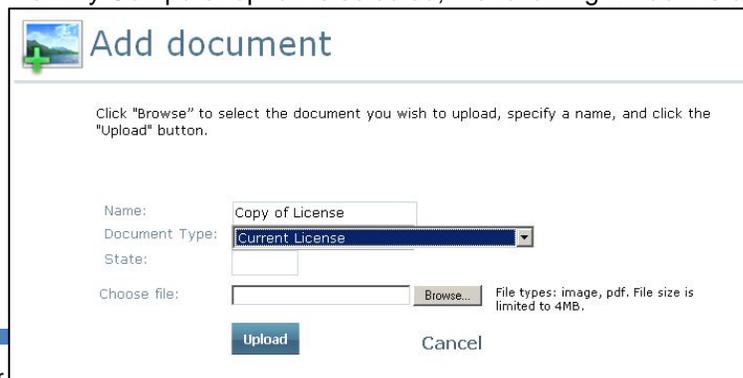
Fields on This Windows

Name: Give the item a specific name. This will be the name displayed in the list of attachments when viewing the application.

Document Type: Lists the values in the drop-down list which allow you to identify the type of attachment (curriculum vitae, photo, current license etc.)

Province: Some items such as license and insurance documents are specific to a single province. You may designate the province in this field.

Choose file: Locate the document to be uploaded from a local hard drive or network via the Browse button.

How to Attach a Document/Image from a Local Hard Drive or Network

1. Enter a **Name** for the document being attached
2. Select a **Document Type**
3. Enter a **Province**
4. Click **Browse** button to find and select a local document
5. Select the file and click **Open** button to return to Add Document screen
6. Click **Upload,** to complete the attachment.

A list of attached documents and images can be viewed by hovering your cursor over the **Fax or Attachment Image** tab at the top of the document. The example below shows a document called 'Copy of License' that is attached.